

## KEY INFORMATION DOCUMENT – AGENCY WORKER PAYE

This document sets out key information about your relationship with McGregor Boyall Associates, including details about pay, holiday entitlement and other benefits operating PAYE as an Agency Worker.

Further information can be found in your Contract and/or any specific Assignment with McGregor Boyall Associates.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### GENERAL INFORMATION

<b>Name of employment business:</b>	McGregor Boyall Associates Limited
<b>Your employer (if different from the employment business):</b>	Not Applicable
<b>Type of contract you will be engaged under:</b>	Contract for Services
<b>Who will be responsible for paying you (if different from your employer):</b>	McGregor Boyall Associates Limited
<b>How often you will be paid:</b>	Monthly
<b>Expected or minimum rate of pay:</b>	Current National Minimum Wage/National Living Wage
<b>Deductions from your pay required by law:</b>	<p><b>Income Tax</b> calculated as 20%/40%/45% above the personal allowance of £242 per week. You do not get a Personal Allowance on taxable income over £125,140.</p> <p><b>Employee National Insurance</b> calculated at 12% of above the primary threshold of £184.01 up to the upper earnings limited of £967 per week, and 2% thereafter.</p> <p><b>Student Loan Deductions</b> which may apply and <b>any attachment of earnings or court orders</b> (where applicable)</p>
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	<b>Employee Pension Contribution</b> – 5% on qualifying earnings under auto enrolment from the Lower Earnings Level (“LEL”) as stated by HMRC. The total minimum will be 8% including Employer contribution
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	The statutory minimum is 28 days per annum. Holiday will be pro-rated depending on the number of weeks worked and will vary depending on Assignment. Holiday will be paid at the daily rate agreed.
<b>Additional benefits:</b>	None

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**EXAMPLE PAY**

**Illustration based on £400.00 per day, 20 days per month, 8 hours per day**

<b>Example rate of pay:</b>	<b>Gross:</b> £8,000.00 per month
<b>Deductions from your wage required by law:</b>	<b>Income Tax:</b> £2,193.16 <b>National Insurance:</b> £458.37
<b>Any other deductions or costs from your wage:</b>	<b>Employee Pension Contribution:</b> £169.35
<b>Any fees for goods or services:</b>	None
<b>Example net take home pay:</b>	<b>Net:</b> £5,179.12 per month