

## Working via PAYE (Oakleaf)



### Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

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                                                                         |                                                                                                                                 |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Your Name                                                                                   | Joe Doe                                                                                                                         |
| Name of employment business                                                                 | Oakleaf Partnership Ltd                                                                                                         |
| Your employer (if different from the employment business)                                   | Oakleaf Partnership Ltd                                                                                                         |
| Type of contract you will be engaged under                                                  | Contract for Services                                                                                                           |
| Who will be responsible for paying you (if different from your employer)                    | Oakleaf Partnership Ltd                                                                                                         |
| How often you will be paid                                                                  | Weekly                                                                                                                          |
| Expected or minimum rate of pay                                                             | £150.00 per Day                                                                                                                 |
| Deductions from your pay required by law                                                    | PAYE Taxes: Income Tax and Employees National Insurance; and if applicable: Student Loan, Pension Contributions 5% of earnings. |
| Any other deductions or costs from your pay (to include amounts or how they are calculated) | None                                                                                                                            |
| Any fees for goods or services                                                              | None                                                                                                                            |
| Holiday entitlement and pay                                                                 | 28.0 days per annum (pro-rated) - 12.07% of Day rate<br>£18.10 per Day                                                          |
| Additional benefits                                                                         | None                                                                                                                            |

| Example Pay                                     |          |                                     |
|-------------------------------------------------|----------|-------------------------------------|
| Example pay                                     | £750     | Weekly                              |
| Deductions from you wage required by law (PAYE) | -£101.65 | (Income Tax)                        |
| Deductions from you wage required by law (NI)   | -£60.96  | (National Insurance)                |
| Any other deductions or costs from your wage    | -£31.50  | (Pension Contribution)              |
| Any fee for goods or services                   | £0       |                                     |
| Example net take home pay                       | £556     | Weekly                              |
| Accrued holiday                                 | £91      | Amount accrue before tax deductions |