



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 Inspectorate is the government authority responsible for the enforcement of agency worker rights. You can contact them directly on 020 7215 5000.

General Information

Your name:	Example Key Information Document
Name of employment business:	Hamilton Mayday Ltd
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	Hamilton Mayday Ltd
How often you will be paid:	Weekly
Minimum rate of pay:	At least the prevailing National Minimum Wage / National Living Wage
Deductions from your pay required by law:	Income Tax, National Insurance, Auto Enrolment Pension (after Deferment), Student Loan (if applicable).
Any other deductions/costs from your pay:	N/A
Any fees for goods or services:	N/A
Holiday entitlement and pay:	28 days per year accrued in proportion to the amount of time worked. Pay will be an average of the hours worked and the rate of pay paid over the previous 52 weeks.
Additional benefits:	N/A

Example Pay (based on 1257L tax code - Week 1)

Example rate of pay:	£351.50 (based on 37 hours) weekly						
Deductions from your wage required by law:	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Income Tax</td> <td style="text-align: right;">£21.80</td> </tr> <tr> <td>National Insurance</td> <td style="text-align: right;">£21.40</td> </tr> <tr> <td>Pension (once auto-enrolled)</td> <td style="text-align: right;">£11.58</td> </tr> </table>	Income Tax	£21.80	National Insurance	£21.40	Pension (once auto-enrolled)	£11.58
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National Insurance	£21.40						
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Any other deductions/costs from your wage:	N/A						
Any fees for goods or services:	N/A						
Example net take home pay:	£296.73						