Key Information Document

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

Further information can be found at your local Academics branch.

The Fair Work Agency is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000.

GENERAL INFORMATION

Name of employment business:	Academics*
Type of contract you will be engaged under:	Contract for Services (as a temporary worker).
Who will be responsible for paying you	Academics*
How often you will be paid:	Weekly
Expected or minimum rate of pay:	At least the current National Minimum Wage
Deductions from your pay required by law:	Income Tax Employee NI Contributions Employees Pension Contributions (if not opted out) Student Loan (if applicable)
Any fees for goods or services:	None
Holiday entitlement and pay:	28 days (incl. bank holidays) accrued at a rate of 12.07% of each hour that you work. Holiday pay is included in your rate of pay and clearly marked on your payslip.
Additional benefits:	None

EXAMPLE PAY All example pays are based on tax code 1257L W1/M1

Example rate of pay (incl. Holiday Pay):	**£107.08 per day (plus £12.92 holiday pay) = £120.00 per day**
Days worked	**5**
Gross Pay	**£600.00**

Deductions from your wage required by law:	**Income tax (£71.65)** **Employee National Insurance (£28.72)** **Employee Pension Contributions (if not opted out) (£23.85)** **Student Loan Plan 1 (if applicable) (£8.89)**
Any other deductions or costs from your wage:	**None**
Example net take home pay:	**£466.89**