

## 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 <https://time-recruitment.com/terms-of-engagement/>

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

Name of employment business:	Time Recruitment Solutions Ltd
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	Time Recruitment Solutions Ltd
How often you will be paid:	Weekly
Expected or minimum rate of pay:	The minimum rate of pay being not less than NMW/NLW at the time.
Deductions from your pay required by law:	Income Tax, National Insurance, Student Loan, Automatic Enrolment Pension, etc
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:	The Agency Worker is entitled to paid annual leave according to the statutory minimum as provided by the WTR from time to time. The current statutory entitlement to paid annual leave under the WTR is 5.6 weeks. The Agency Worker's entitlement to payment for annual leave accrues in proportion to the amount of time worked on Assignment during the Leave Year.

### EXAMPLE PAY

Example rate of pay:	£500.00
Deductions from your wage required by law:	£54.80 Income Tax £30.16 National Insurance £19.00 Employee pension contribution £1.75 Student Loan
Any other deductions or costs from your wage:	None
Any fees for goods or services:	None
Example net take home pay:	£394.29