



Key Information Document – PAYE

This document sets out key information about your relationship as a work-seeker with IRS Recruitment Limited, as an employment business, including details about pay, holiday entitlement and other benefits. You can find more information at www.irs-recruitment.com

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:	IRS Recruitment Limited
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	IRS Recruitment Limited
How often you will be paid:	Fortnightly
Expected or minimum rate of pay:	You will be paid at least the prevailing or current National Minimum Wage or National Living Wage. The actual rate of pay will depend on the role you are assigned to.
Deductions from your pay required by law:	<ul style="list-style-type: none">• Income tax• National Insurance• Student Loans (if applicable)• Pension contributions (if you are automatically enrolled under current pension laws)• If applicable, court order deduction(s) or other Statutory deductions
Any other deductions or costs from your pay (to include amounts or how they are calculated):	No other deductions are taken from your pay.
Any fees for goods or services:	None unless specifically agreed in writing.
Holiday entitlement and pay:	You will be entitled to holiday leave and pay equivalent to 28 days (inclusive of Bank and Public Holidays) per annum for a full-time worker. If you work less than full-time you will receive pro-rata the same entitlement, equating to 5.6 weeks per annum. Your holiday pay per day will be calculated based on your earnings when averaged over a 52-week period.
Additional benefits:	None



Illustration of pay

The following illustrations use real numbers against defined rates of pay, based on working 37½ hours per week, over a two-week period (as we pay fortnightly) to show you how the pay and deductions are calculated for each rate given. We have used Tax Code 1257L and Full Rate (A) National Insurance in the calculations; further, these illustrations include pension contributions assuming you have been automatically enrolled after 12 weeks work, as per the current regulations.

You will not necessarily be paid at any of the rates of pay shown below when you are assigned work; these are illustrations to show what your net pay would likely be if you were on an assignment at one of these rates, using the above assumptions. To be clear, the hourly rate you are paid may be different to these illustrations, and you may work different hours than shown, however the deduction elements will be the same, calculated against your own actual rate of pay, hours worked, tax code, national insurance category and pension status.

PAY DETAILS		STATUTORY DEDUCTIONS			YOU GET	
Hourly Rate	Gross Pay for two (2) weeks at 37½ hours per week	Income Tax deduction (Tax Code 1257L)	National Insurance (Category A)	Pension Contribution (5%)	Net Pay for two (2) weeks at 37½ hours per week	Equivalent weekly pay
£8.00 (Under 18)	£600.00	£19.71	£9.32	£18.00	£552.97	£276.49
£10.85 (Age 18-20)	£813.75	£60.32	£26.42	£28.69	£698.32	£349.16
£12.71 (Age 21+)	£953.25	£86.83	£37.58	£35.66	£793.18	£396.59
£13.00	£975.00	£90.96	£39.32	£36.75	£807.97	£403.99
£13.50	£1,012.50	£98.08	£42.32	£38.63	£833.47	£416.74
£14.00	£1,050.00	£105.21	£45.32	£40.50	£858.97	£429.49
£14.50	£1,087.50	£112.33	£48.32	£42.38	£884.47	£442.24
£15.00	£1,125.00	£119.46	£51.32	£44.25	£909.97	£454.99
£17.50	£1,312.50	£155.08	£66.32	£53.63	£1,037.47	£518.74
£20.00	£1,500.00	£190.71	£81.32	£63.00	£1,164.97	£582.49
£22.50	£1,687.50	£226.33	£96.32	£72.38	£1,292.47	£646.24
£25.00	£1,875.00	£261.96	£111.32	£81.75	£1,419.97	£709.99
£27.50	£2,062.50	£307.75	£118.58	£84.67	£1,551.50	£775.75
£30.00	£2,250.00	£382.75	£122.33	£84.67	£1,660.25	£830.13
£32.50	£2,437.50	£457.75	£126.08	£84.67	£1,769.00	£884.50
£35.00	£2,625.00	£532.75	£129.83	£84.67	£1,877.75	£938.88
£37.50	£2,812.50	£607.75	£133.58	£84.67	£1,986.50	£993.25
£40.00	£3,000.00	£682.75	£137.33	£84.67	£2,095.25	£1,047.63
£45.00	£3,375.00	£832.75	£144.83	£84.67	£2,312.75	£1,156.38
£50.00	£3,750.00	£982.75	£152.33	£84.67	£2,530.25	£1,265.13