



Key Information Document – PAYE

This document sets out key information about your relationship as a work-seeker with us, as an employment business, 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:	
Name of employment business:	Larkspur Group Ltd
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Larkspur Group Ltd
How often will you be paid:	Weekly
Expected or minimum rate of pay (This may be higher for the role that you have applied for):	£11.44/hour
Deductions from your pay required by law:	PAYE Tax, Employee NI Contributions, Employee Pension Contributions (auto-enrolment after 12 weeks), and Student Loan
Any fees for goods or services:	N/A
Holiday entitlement and pay:	5.6 weeks (28 days for full-time employees. For part-time workers, it will be pro-rata accordingly).
Additional benefits:	Access to collective facilities provided by a hirer on day one of assignment under the Agency Workers Regulation Act 2010, though we recognise these will vary from client to client.

Representative example of your pay

Example rate of pay:	£457.60 per week, which is based on National Living Wage (£11.44/hr) x 40 hours
Deductions from your wages required by law:	Basic Tax Rate (20% of earnings above £242/week), National Insurance Contributions (13.25% of earnings above £242/week), and Pension Contributions (5% of all earnings, once enrolled).
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	None
Example net take home pay:	£363.03