



Key Information Document – Temporary assignments via a Personal Services Company (Outside IR35)

This document sets out key information about your relationship with Gleeson Recruitment Limited, including details about pay, holiday entitlement and other benefits. The information in this document is based on working via a Personal Services Company on an assignment deemed to be “Outside IR35”. The details will differ if you choose to work via PAYE, via an umbrella service provider, or are deemed to be “Inside IR35”. Further information can be found at: <https://www.workwithglee.com/key-information-documentation/>

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can speak to 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:	Example PSC Company
Contract type:	Contract for Services with the Personal Service Company, based on being deemed as “Outside IR35”.
Name of Personal Service Company (“PSC”)	Example PSC Company
Employment Business:	Gleeson Recruitment Limited
Your employer:	The PSC
Who will be responsible for paying you:	The PSC
How often you will be paid:	Weekly or Monthly. Payment to the PSC is dependent on the submission and approval of timesheets. The frequency of payments from the PSC to you will be agreed between yourselves.
Expected or minimum rate of pay:	Gleeson Recruitment Limited will pay the PSC at the agreed rates, which will never be lower than the National Minimum Wage ¹ . Please consult your agreement with the PSC named above for details of the rate of pay you should expect to receive.
Deductions from your pay required by law:	The PSC will be responsible for all pay deductions. ²
Any other deductions or costs from your pay:	The PSC will be responsible for all deductions. For clarity, Gleeson Recruitment Limited will not make any deductions from the agreed rates of pay to the PSC, unless there is a legal reason or requirement to do so.

¹ Eligible workers should receive at least the National Minimum Wage (NMW). For further guidance see <https://www.gov.uk/national-minimum-wage/who-gets-the-minimum-wage>.

² Under UK law Employers must make all legally required deductions (NI, employee Tax etc) and must comply with legal deductions requests. More information on these can be found on the UK Government website: <https://www.gov.uk/understanding-your-pay/deductions-from-your-pay> and <https://www.gov.uk/debt-payments-from-your-wages>





Any fees for goods or services:	Gleeson Recruitment Limited will not charge any fees for goods or services. Please consult your agreement with the PSC for details of any fees they may charge.
Holiday entitlement and pay: ³	Please consult your agreement with the PSC for details.
Additional benefits:	Please consult your agreement with the PSC for details.

Personal Services Company – Pay Information

You are being paid through a Personal Services Company, a third-party organisation that will calculate the tax and other deductions and pay you for the work undertaken. We will still be finding you assignments and liaising with the client/hirer.

Pay Example

Example gross rate of pay per week: ⁴	£1000 (5 days at £200 per day)
Deductions from your wage required by law:	£0 by Gleeson Recruitment limited. However depending on your personal circumstances, and your arrangements with your PSC, they may make deductions. Please consult your agreement with your PSC for details.
Any other deductions or costs from your wage:	
Any fees for goods or service:	
Example net take home pay per week:	This will be dependent on deductions made by your PSC.

Queries?

This document is provided in accordance with UK Government legislation. If you have any queries relating to the information above please contact your Recruiter, or our compliance team at compliance@workwithglee.com.

³ Under UK law, eligible full time workers should receive at least 5.6 weeks of holiday per year. Please consult your agreement with your PSC for details of your holiday arrangements. Further information on UK holiday entitlements can be found at <https://www.gov.uk/holiday-entitlement-rights>

⁴ This will be the sum transferred to the PSC by Gleeson Recruitment Ltd.

