



Key Information Document 2023/2024 - Temporary PAYE Assignments

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 a PAYE arrangement and the details will differ if you choose to work via an Umbrella service or Personal Services Company. For more information please visit: <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:	
Contract type:	PAYE Contract for Services
Employment Business:	Gleeson Recruitment Limited
Who will be responsible for paying you:	Gleeson Recruitment Limited
How often you will be paid:	Weekly (Conditional on the timely submission and approval of timesheets)
Minimum rate of pay:	National Minimum Wage ¹
Deductions from your pay required by law:	Income Tax, National Insurance and, if required, Student Loans ² , Direct Earnings Attachment (DEA), Attachment of Earnings Order (AEO) and Court Ordered Deduction (COD) ³
Any other deductions or costs from your pay:	Pension contribution ⁴
Any fees for goods or services:	None
Holiday entitlement and pay:	Equivalent to at least 5.6 weeks of holiday per year. ⁵
Additional benefits:	This will depend on the assignment, as it will be based on the benefits offered by the Client

¹ Where eligible you should receive at least the National Minimum Wage (NMW). From April 2023 this is £10.42 per hour for those aged 23 and over. There are some exceptions such the self-employed, those who have accommodation provided (e.g. Au pairs) and some work experience roles. For further guidance see <https://www.gov.uk/national-minimum-wage/who-gets-the-minimum-wage>.

² A Student Loan deduction would only be made if applicable to you, and the amount of the deduction is determined by your earnings and the 'Plan Type' of the student loan.

³ Under UK law Employers must comply with legal deductions requests. More information on these can be found on the UK Government website: <https://www.gov.uk/debt-payments-from-your-wages> and <https://www.gov.uk/debt-deductions-from-employee-pay>.

⁴ As per UK law, if eligible, you will be automatically enrolled from the 12th week of Assignment. Once on assignment, you will receive details and instructions on how to opt-out if you do not wish to participate.

⁵ Full time workers will receive at least 5.6 weeks (28 days) of holiday per year, however your entitlement may be higher depending on your actual assignment. Further information on holiday entitlements can be found at <https://www.gov.uk/holiday-entitlement-rights> Holiday is pro-rated, and the amount of holiday accrued during an assignment will depend on the number of hours/days worked.





PAYE Pay Example⁶

Example gross rate of pay per week:	£435.00
Deductions from your wage required by law:	Income Tax: £38.89 Employee's NI: £30.28
Any other deductions or costs from your wage:	None ⁷
Any fees for goods or services:	None
Accrued holiday pay:	£52.50
Example net take home pay per week:	£365.83

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 Accounts team at accounts@workwithglee.com.

⁶ This is an illustration only based on these assumptions - your actual pay and deductions will depend on the rates applicable to you.

- the standard tax code for the 2023/2024 tax year of 1257L is applied
- 28 days accrued holiday (including bank holidays).
- 7.5 working hours per day, 5 working days per week.

⁷ This example does not include pension contributions. As per UK law, if eligible you will be enrolled in an applicable Pension scheme from the 12th week of Assignment. This will be calculated at 5% of qualifying earnings and deducted from your wages. You are able to opt out if you wish.

