



Key Information Document—PAYE

This document sets out the key information about your relationship with us, 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 0207 215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Name of Employment Business:	CTC Recruitment Ltd
Your Employer (if different from the employment business):	As above
Type of contract you will be engaged under:	<ul style="list-style-type: none">Contract for Services agreement
How often will you be paid:	<ul style="list-style-type: none">Weekly
Expected or minimum rate of pay:	<ul style="list-style-type: none">No less than National Minimum/Living Wage
Deductions from your pay required by law:	<ul style="list-style-type: none">PAYE taxEmployee national insurance contributionsEmployee Pension contributions (auto-enrolment)Student Loan (where appropriate)Attachment of Earnings (AoE) (where appropriate)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	
Any fees for goods or services:	Example: <ul style="list-style-type: none">DBS—Disclosure & Barring Checks
Holiday Entitlement and pay:	No less than statutory entitlement of 5.6 weeks (i.e. 28 days for a standard 5 day week)



Example Statement

Representative example statement:	2023-2024 Tax Year
Example gross rate of pay:	£380.00 weekly (Note 1)
Deductions from your pay required by law (tax, NI etc)	£27.60 Income Tax (Note 2) £25.18 Employee NI (Note 3) £10.28 Pension Contribution (Note 4)
Any other deductions or costs from your pay (private healthcare etc.)	N/A
Any fees for goods or services deducted from your pay (example Disclosure & Barring check)	
Example Net take home pay: (following all estimated deductions, costs and fees)	£316.94 weekly

Notes for Example Statement

Note 1 - Based on 40hrs in a week x £9.50 (NLW)

Note 2 - Based on standard tax-free allowance, £12,570pa, and basic tax rate, 20%.

Note 3 - Based on standard thresholds for NI for the tax year 2022/2023

Note 4 - Based on pension deductions, using qualifying earnings at 5%