KEY INFORMATION DOCUMENT

This document sets out key information about your relationship with us, including pay details, 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 4566 5333.

GENERAL INFORMATION

Name of employment business and business who will engage and pay you:	Options Resourcing Ltd
Any business connection between the intermediary, the employment business and the person responsible for paying you:	None
Type of contract you will be engaged under:	Contract for Services
How often you will be paid:	Weekly following work performed

PAY INFORMATION

All the deductions and benefits which affect what you are paid are listed below.

PAY & DEDUCTION DETAILS	
Expected or minimum rate of pay:	You will be paid the rate of pay agreed with you for an assignment that is engaged directly with us. This rate will not be below National Minimum Wage.
Deductions from your pay required by law:	Tax, Employee National Insurance and Employee Pension. If instructed by a relevant body, we will also make any other deduction we are required to by law including repayment of student loans or amounts payable under a Direct Earnings Attachment.
Any other deductions or costs from your pay;	None
Any fees for goods or services:	None
Holiday entitlement and pay:	You will accrue holiday pay pro-rata to basic hours worked, based on statutory holiday entitlement of 28 days per year inclusive of bank holidays, which equates to 12.07% of basic pay. Accrued holiday pay will be paid to you at your request when taking annual leave.
Additional benefits:	Auto-enrolment pension with "The People's Pension" if qualifying criteria met. SSP if qualifying criteria met.
EXAMPLE PAY	
Example gross pay (40 hours x £12.71 hourly pay):	**£508.40**
Deductions from your wage required by law:	Tax £53.20 Employee NI £21.31
Any other deductions or costs from your wage:	Employee Pension £15.54 Retained Holiday Pay £61.36
Any fees for goods or services:	Nil
Example net take home pay:	**£418.35**
Gross holiday pay accrued: (will be subject to tax, employee NI and employee pension when paid)	£61.36