

KEY INFORMATION DOCUMENT

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information or enquires can be made via email to info@lonsite.co.uk

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

Name of employment business:	Lonsite Ltd
Your employer (if different from the employment business):	As above
Type of contract you will be engaged under:	PAYE
Who will be responsible for paying you (if different from your employer):	As above
How often you will be paid:	Every Friday (a week in hand)
Expected or minimum rate of pay:	As agreed, (hour break not paid by client)
Deductions from your pay required by law:	Standard PAYE, Health & Social Levy and NI tax deductions generated from your NI number
Any other deductions or costs from your pay (to include amounts or how they are calculated):	After 12 weeks, we will automatically enrol you onto our pension scheme with the 'Peoples Pension'. Full details will be provided to you and you may choose to opt out. Your contribution will be 5% which will be deducted from your Gross pay
Any fees for goods or services:	n/a
Holiday entitlement and pay:	28 days (Including Bank Holidays)
Additional benefits:	Accident & Life Cover provided at no cost

EXAMPLE PAY

Example rate of pay:	£12 per hour * 40 hours paid from 42.5 hour week
Deductions from your wage required by law:	Standard PAYE & NI deductions assuming you have not exceeded your tax-free allowance. Estimated deductions: Income tax: £47.89 NI: £41.68 Health & Social Levy (Included) Total tax: £83.57 Gross Pay: £480.00 Tax free allowance: £240.56 Total taxable pay: £239.44
Any other deductions or costs from your wage:	5% from the gross pay after 12 weeks pension contribution
Any fees for goods or services:	N/A
Example net take home pay:	Take home pay: £396.43