First Call
Contract Services Limited

KEY INFORMATION DOCUMENT (PAYE)

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

Further information can be found from First Call Contract Services Ltd.

The Fair Work Agency (FWA) is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Name of employment business:	First Call Contract Services Ltd
Name of Employer (if different):	N/A
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	N/A
How often you will be paid:	You will be paid weekly in arrears
Expected or minimum rate of pay:	You will be paid at least the National Minimum Wage or National Living Wage: 21 and over: £12.71 18-20: £10.85 16-17: £8.00 Apprentice: £8.00
Deductions from your pay required by law:	Income Tax, National Insurance, Pension Contribution *(Deferred for the first 12 weeks then automatically enrolled unless advised of opt out)*
Any other deductions or costs from your pay (to include amounts or how they are calculated):	
Any fees for goods or services:	None
Holiday entitlement and pay:	5.6 weeks (28 days) Calculated on a pro-rata basis, according to the hours you work. Paid at an average rate to represent a standard week's pay. Paid when leave is taken
Additional benefits:	SSP, SMP, SPP

EXAMPLE PAY

Example rate of pay:	40 hours x £12.71 = £508.40 weekly
Deductions from your wage required by law:	£53.33 Income Tax £21.33 National Insurance £19.42 Pension employee contribution
Any other deductions or costs from your wage:	None
Any fees for goods or services:	None
Example net take home pay:	£414.32 per week