

Key Information Document – PAYE Direct Employed Worker

This document specifies key information which relates to the arrangement between us, **Carmichael Site Services Limited** (the “Employment Business”) and **You** (the “Work Seeker”), including details about pay, holiday entitlement and other benefits.

Further information can be found at: <https://www.carmichaeluk.com/>

The Fair Work Agency 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:	Carmichael Site Services Limited who carry out business under the trading name Carmichael ^{UK}
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you (if different from the Employment Business):	N/A

Your Payment Information:

The minimum rate of pay expected to be paid to you:	National Minimum Wage
The intervals at which the minimum rate of pay will be paid to you:	Weekly
The nature of any costs and deductions from your pay as required by law:	1. PAYE Income Taxation 2. Employees’ National Insurances 3. Employees’ Pension Contribution (after 12 weeks unless you opt out)
The nature and the amount (or at least the method of calculation) of any other cost that may be deducted from the minimum rate of pay:	None
The nature and amount (or at least the method of calculation) of any fees for goods or services that may be charged to you:	None
The nature and the amount of any non-monetary benefits to which you are entitled:	None
Details of any annual holiday entitlement and to any entitlement to payment in respect of the same:	Enhanced holiday entitlement (31 days) calculated on your average weekly remuneration in the relevant reference period, which is paid as and when requested by you within the holiday year.

Example Pay:

Example gross rate of pay to you:	£476.63 (£12.71 x 37.5 hours) – Gross Pay
Deductions from your pay required by law:	£42.18 – PAYE Tax £18.79 – Employee's National Insurance £23.83 – Employee's Pension Contribution
Any other deductions or costs from your pay:	None
Any fees for goods or services:	None
Example net take home pay:	£ 391.83 – Net Pay (and £64.54 accrued to your holiday balance)