



Key Information Document - PAYE - Randstad Inhouse Services/Solutions

This document sets out 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 020 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Our employment business is:	Randstad Solutions Limited
You will be engaged by us on a:	Contract of Employment for Flex-Associates
And will be paid:	Weekly
Your minimum rate of pay will be:	At least the prevailing or current National Minimum Wage or National Living Wage
We are required by law to make the following deductions from your pay:	Income tax, national insurance and pension contribution (after 12 weeks unless you opt out)
We will also make the following non-statutory deductions and costs:	None
You may also be charged the following fees for goods or services provided to you:	Personal accident insurance (currently £1.62 per week) unless this would take you below National Minimum Wage or National Living Wage, in which case you will receive this cover free of charge. You can opt out at any time
Your paid holiday entitlement is:	28 days per annual leave year including all public holidays accrued on a pro-rata basis unless your assignment allows for rolled-up holiday pay and you opt-in to this
And you are entitled to the following additional benefits:	None

Please see the following page for an example weekly pay



Example Weekly Pay

Example rate of pay (gross):	£632.00 (40 hours @ £15.80 p/hr)
Deductions from your wage required by law:	£72.80 (income tax) £29.15 (national insurance) £25.60 (pension contribution - after 12 weeks unless you opt out)
Any other deductions or costs from your wage:	None
Any fees for goods or services:	£1.62 (personal accident insurance)
Example net take home pay:	£502.83 (and 9.0525 hours accrued as holiday pay)