

Key Information Document – PAYE

This document sets out key information about your relationship as a work-seeker with us, as an employment business, 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 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Name of Employment Business and Employer:	Step Teachers Ltd (T/A Class Act Teaching Services in Oxfordshire and T/A Moore Teachers in Hertfordshire and Essex)
Type of Contract you will be engaged under:	Contract for Services
Who will be responsible for paying you: (if different from employer)	None
How often you will be paid:	Weekly in arrears
Expected or minimum rate of pay:	No less than the current National Minimum Wage (NMW)
Deductions from your pay required by law:	PAYE Tax, employee NI contributions, employee Pension contributions (auto enrolment)
Any other deductions or costs from your pay:	None
Any fees for goods or services:	DBS check £49.04 – if you do not have a current Enhanced DBS certificate subscribed to the DBS Update Service. (One-off upfront cost which is not deducted from wage and not included in the example pay statement)
Holiday entitlement and pay:	Statutory holiday entitlement of 5.6 weeks, pro rata for part time work. Holiday pay is accrued and paid when time off is taken. Holiday pay is accrued only when on assignment; no holiday pay is accrued between assignments.
Additional benefits:	Free access to Step Perks (once you receive your first pay) which includes a 24/7 GP and confidential counselling helpline, insurance products, discounts at over 3,000 gyms as well as 100's of discounts on retail and online stores. You also get real-time access to your payslips and pension details.

Representative example of your pay

Example rate of pay:	$\pounds 12.71 \times 6.5 \text{ hours} \times 5 \text{ days} = \pounds 413.08^*$
Deductions from your wage required by law:	$\pounds 30.10$ PAYE tax* $\pounds 13.69$ Employee NI* $\pounds 20.65$ Employee Pension*
Any other deductions or costs from your wage:	None
Any fees for goods or services:	None
Example of net take home pay:	$\pounds 348.64$ per week*

*****PLEASE NOTE THAT THESE FIGURES ARE FOR ILLUSTRATIVE PURPOSES ONLY AND DO NOT REPRESENT THE ACTUAL DEDUCTIONS OR PAY RATE A WORKER WILL RECEIVE*****