

KID Document for PAYE



KEY INFORMATION DOCUMENT FOR PAYE (Pay As you Earn) – Rev 01

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 at www.xandergroup.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 through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Name of employment business:	Xander Recruitment Group
Your employer (if different from the employment business):	Navigate People Limited Unit 3 Project House Glendale Avenue, Sandycroft, Deeside, United Kingdom, CH5 2QP
Type of contract you will be engaged under:	Temporary
Who will be responsible for paying you (if different from your employer):	N/A
How often you will be paid:	Weekly
Expected or minimum rate of pay:	National Minimum Wage For example: £348.80 for a 40 hour week, assuming you are 25 years old and over
Deductions from your pay required by law:	Tax, National Insurance, Apprenticeship Levy.
Any other deductions or costs from your pay (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	N/A
Holiday entitlement and pay:	28 days per year pro rata – holiday pay equivalent to 12.07% of regular pay
Additional benefits:	N/A

EXAMPLE PAY

Example rate of pay:	40 Hours @ £8.91=£356.40
Deductions from your wage required by law:	PAYE: £26.67 Employee's national insurance: £20.64 Apprenticeship Levy: £1.78
Other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	£307.31