

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. You can find more information at <https://www.xcede.com/>

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. The below information is based on the national minimum wage in order for you to understand the payment arrangements and relevant deductions. All calculations were rounded to the nearest whole number.

General Information

Your name:	Agency Worker name
Name of employment business:	Xcede Group Limited
Your employer (if different from the employment business):	N/A
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	Xcede Group Limited
How often you will be paid:	Weekly
Expected or minimum rate of pay:	At least the prevailing or current National Minimum Wage
Deductions from your pay required by law:	<ul style="list-style-type: none"> • Tax • National Insurance • Employees Pension (where applicable)
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:	Minimum annual leave entitlement of 5.6 weeks/28 days for full time employees or for part time workers this will be pro-rated accordingly. This is inclusive of public holidays. To be paid as leave taken.
Additional benefits:	N/A

Representative example of your pay

Example rate pay based on £100 a day:	Weekly - £500
Deductions from your wage required by law:	PAYE <ul style="list-style-type: none"> • Weekly - £47.85

	NI <ul style="list-style-type: none">• Weekly - £41.08 Pension <ul style="list-style-type: none">• Weekly - £19
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	<ul style="list-style-type: none">• Weekly - £392.07