

Key Information Document

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 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Your name:	Worker
Name of employment business:	HAP Recruitment Limited T/A hap Solutions Group
Your employer (if different from the employment business):	
Type of contract you will be engaged under:	Temporary Worker
Who will be responsible for paying you (if different from your employer):	
How often you will be paid:	Weekly, deepening on assignments worked and timesheet approval
Expected or minimum rate of pay:	National Minimum Wage
Deductions from your pay required by law:	PAYE Income Tax National Insurance
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Student Loans payment if applicable Any employee pension contributions Any attachment of earnings or court orders
Any fees for goods or services:	N/A
Holiday entitlement and pay:	12.07%
Additional benefits:	

Please note that the figures provided are sample figures. For every assignment the pay rate will be confirmed to you when accepting the assignment.

EXAMPLE PAY

Example rate of pay:	£293.67
Deductions from your wage required by law:	PAYE Tax; £10.40 National Insurance; £13.14
Any other deductions or costs from your wage:	
Any fees for goods or services:	N/A
Example net take home pay:	£270.13

