



KEY INFORMATION DOCUMENT – *INTERACTION* *RECRUITMENT GROUP OF COMPANIES - PAYE*

This document contains the key information which applies in our relationship. Further information can be found in your contract of services.

We welcome any questions or issues that you wish to raise on the information in this document. Please email weeklypayroll@irweb.co.uk to discuss these.

The Employment Agency Standard (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 72154477 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

Employment Business name and address:	Interaction Recruitment Group of Companies, Interaction House, 43 High Street, Huntingdon, Cambs, PE29 3AQ
Type of contract:	Contract for services
Rate of pay / Minimum rate of pay expected (delete as appropriate):	21 years & over = £12.21 18 - 20 years = £10 Under 18's = £7.55
Intervals at which you will be paid	<i>Paid each Friday a week in arrears</i>
Who will be responsible for paying you (if different from your employer):	<i>Interaction Recruitment Plc Interaction Health & Social Care Ltd Interaction Specialist Recruitment Ltd (Verve, Hamilton Mayday, Lifeline)</i>
Costs and deductions required by law which affect your pay:	<i>We are required by law to deduct income tax and national insurance from your wages. After three months engagement, we are also required to deduct pension contributions unless you opt out of the Pension</i>
Other costs and deductions that affect your pay: The amount (or where the amount cannot be stated, the method of calculation) of any other costs and deductions affecting your pay:	No other deductions are made from wages
Services or goods for which charge a fee to you: The amount (or where the amount cannot be stated, the method of calculation) of any fees for services or goods for which we charge a fee to you:	No fees are charged for any goods or services provided to you
Non-monetary benefits to which you are entitled:	<i>transport, uniforms, safety footwear where necessary</i>
Holiday entitlement & Pay:	<i>You are entitled to 5.6 weeks annual holiday which includes Bank Holidays accrued in proportion to the hours that you work. If you work at one company for more than</i>

	<p><i>12 weeks, you might be entitled to additional holiday entitlement to match their directly employed workers. Your Worker Assignment Schedules provide these details.</i></p> <p><i>Payment for your holidays will be made at the average rate of pay you have earned over the 52 weeks prior to your holiday. Your average rate will include all the hours you worked, excluding overtime.</i></p> <p><i>Interaction Recruitment will be responsible for payments with regards to holiday.</i></p> <p><i>Holidays are accrued, booked and paid, please see contact your consultant.</i></p>
<p>Below is a representative example statement showing gross pay, costs and deductions, any fees charged and net pay for a weeks work. This is an example only and the amounts are dependent upon the pay rate and the hours that you actually work.</p>	

Example Pay:

Example rate of pay:	40 Hours at £12.21
Deductions from your wage required by law:	Tax £49.20 NI £19.71
Any other deductions or costs from your wage:	0
Any fees for goods or services:	0
Example net take home pay:	£419.49