

Key Information Document (PAYE)

This document sets out key information about your relationship with Sanctuary Personnel if you choose to work on a PAYE basis. Below you will find details about pay, holiday entitlement and other benefits you can expect to receive.

As an employment business, it is our responsibility to share details on The Employment Agency Standards (EAS) Inspectorate, which 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.

Hopefully, the information below is helpful and clear, although further information can be found by making direct contact with Sanctuary Personnel. You can also explore your other employment options by visiting sanctuarypersonnel.com/payroll-options

General Information

Your name	
Name of employment business	Sanctuary Personnel Limited
Type of contract you will be engaged under	Temporary
How often you will be paid	Weekly
Expected or minimum rate of pay	£20
Deductions from your pay required by law	PAYE tax / National Insurance
Any other deductions or costs from your pay (including amounts or how they are calculated)	£0
Any fees for goods or services	£0
Holiday entitlement and pay	12.07% - £90.53 per week based on below calculations
Additional benefits	

Example Pay

Example rate of pay	£750 (£20 per hour for 37.5 hours per week)
Deductions from your wage required by law	£101.92 Income Tax, £68.08 National Insurance
Any other deductions or costs from your wage	
Any fees for goods or services	
Example net take home pay	£580