

Key Information Document

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 florence.co.uk/legal

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:	
Name of employment business:	Florence
Your employer (if different from the employment business):	Digital Staff Solutions
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Digital Staff Solutions Ltd
How often you will be paid:	Weekly
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 if applicable
Any fees for goods or services:	N/A
Holiday entitlement and pay:	28 days per year - included in rate of pay
Additional benefits:	N/A

EXAMPLE PAY

Example rate of pay:	£500 per week
Deductions from your wage required by law:	PAYE income tax £51.60 National Insurance £48.91 Student loan £10.05 Pension (auto-enrolment) £19
Any other deductions or costs from your wage:	None
Any fees for goods or services:	Instant pay fee (if service requested): £1.75
Example net take home pay:	£368.69

Please note that the figures provided above are sample figures. Actual deductions will vary depending on each individual's tax code.