

Key Information Document **PAYE contractors**

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 by contacting Venn Group's payroll department at payroll@venngroup.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.

GENERAL INFORMATION

Name of employment business:	Venn Group
Your employer (if different from the employment business):	As above
Type of contract you will be engaged under:	Contract for services (employment contract)
Who will be responsible for paying you (if different from your employer):	Venn Group
How often you will be paid:	Weekly unless agreed otherwise at the time of signing the contract
Expected or minimum rate of pay:	£11.44 ph (National Living Wage >21) £8.60 ph (18-20) £6.40 (under 18 years of age)
Deductions from your pay required by law:	<ul style="list-style-type: none"> - PAYE - Employee's National Insurance - <i>Student Loan (only if applicable)</i> Plan 1 – 9% where gross earnings are over £480.57 per week (2024/25) Plan 2 – 9% where gross earnings are over £524.90 per week (2024/25) - <i>Postgraduate Loan (only if applicable)</i> 6% where earnings are over £403.84 per week (2024/25)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	<i>Employee's Pension Contribution</i> Calculated on qualifying earnings (qualifying earnings are gross earnings above the trigger amount of £192 weekly) less the lower amount (£120 for 2024/25 tax year) x 5% (minimum employer contribution)
Any fees for goods or services:	DBS fee if you require this for your position and do not hold a current DBS. This will be agreed with you prior to application. The agreed fee will be deducted from your pay.
Holiday entitlement and pay:	28 days This is an equivalent of 12.07% per hour that will be paid in addition to your rate of pay

Example Statement

(should only be used as example only this is not a pay that you will actually receive)

Example rate of pay:	£11.44 per hour (@35 hours per week) £400.40 Holiday pay @ 12.07% £48.33 Gross weekly pay £448.73
Deductions from your wage required by law:	PAYE (tax code 1257L) £38.00 NI £16.54
Any other deductions or costs from your wage:	Employee Pension Contribution £16.44 Student loan (plan1) £0.00 (threshold not met)
Example net take home pay:	£377.75