

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits

## GENERAL INFORMATION

Your name:

Name of employment business: Total Recruitment Support Ltd (no.15449071 ) trading as Total Recruitment of 84 Salop Street, Wolverhampton, United Kingdom, WV3 0SR

Your employer (if different from the employment business):

Type of contract you will be engaged under: Contract for Services – Temporary Worker

Who will be responsible for paying you (if different from your employer): Total pay solutions

How often you will be paid: Weekly when you have worked provided that you have: –  
· **Total Recruitment** – submitted your signed timesheet to branch by 12 O'clock on a Monday

Expected or minimum rate of pay: National Minimum Wage or above

Deductions from your pay required by law: · National Insurance  
· Pension Contribution  
· Tax

Could be: –

Any other deductions or costs from your pay (to include amounts or how they are calculated): · Student Loans – if applicable  
· Attachment of Earnings – if applicable  
· £50 if you have confirmed you will be attending training (Inc. refresher training) and then fail to attend  
· Deduction relating to advanced wages  
· Deduction to recover an overpayment of wages

- Deduction to cover the cost of stolen, damaged or lost company property issued to you.
- Deduction to meet extraneous costs brought about by abuse or inappropriate use/application of Mobile devices provided to you.

Any fees for goods or services:

Holiday Entitlement is accrued in weeks and is based on the number of weeks you have worked in the qualifying period, this being from 1<sup>st</sup> of January to 31<sup>st</sup> of December (The Holiday Year).

Holiday entitlement and pay: The above determines the accrual that you have built up and payment will be made based on the average hours and gross pay over the last 52 weeks. If you have worked for the company for less than 52 weeks it will average over the weeks you have worked.

Full details are available on the Holiday Request Form available on our website or in branch

N.B it is your responsibility to book leave and ensure you are well rested. We recommend a period of leave every quarter

Additional benefits:

### EXAMPLE PAY

Example rate of pay:	37.5 hours at £9.50	£356.25
Deductions from your wage required by law:	Pension Tax National Insurance	(£10.69) (£32.78) (£22.45)
Any other deductions or costs from your wage:	Student Loan	(£0.00)
Any fees for goods or services:		
Example net take home pay:		£290.33

This information has been provided to you as an example as a requirement of the Good Work Plan 1<sup>st</sup> April 2020 (Key Information Document KID)

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.

If you have any further questions, please contact us