

### KEY INFORMATION DOCUMENT

This document contains the key information which applies in our relationship. Further information can be found in your contract, Worker Assignment Schedule and worker handbook.

We welcome any questions or issues that you wish to raise on the information in this document. Please contact [info@staffingmatch.co.uk](mailto:info@staffingmatch.co.uk) to discuss these.

You also have the right to raise any concerns with the appropriate independent authority the Gangmasters and Labour Abuse Authority on 0800 432 0804 / Employment Agency Standards Inspectorate on 0207 215 5000


Employment Business name and address:	SM Global Consultancy Ltd, Bradleys's Business Centre, 1 <sup>st</sup> Floor, Central Way, Feltham, TW14 0XQ
Type of contract:	Contract of service
Minimum rate of pay expected:	Your minimum rate of pay will be the National Living Wage (delete as appropriate) in effect at the time of work as can be found at <a href="https://www.gov.uk/national-minimum-wage-rates">https://www.gov.uk/national-minimum-wage-rates</a> Remember that the rate is relevant to the relationship with the labour provider and not to an individual labour user or assignment
Intervals at which you will be paid	Paid each Friday a week in arrears
Costs and deductions required by law which affect your pay:	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. We may also be instructed to deduct any County Court Judgements made against you.
Other costs and deductions that affect your pay:	Criminal Record Checks PPE – on termination Salary Advance or overpayments of wages
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 / The following deductions are made: (delete as appropriate)
Services or goods for which we may charge a fee to you:	No fees are charged for any goods or services provided 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:	N/A



Holiday entitlement:	You are entitled to 5.6 weeks annual holiday accrued in proportion to the hours that you work. If you work at one company for more than 12 weeks, you might be entitled to additional holiday entitlement to match their directly employed workers. Your Worker Assignment Schedules provide these details.
Holiday pay:	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, including overtime.  For more information on how holidays are accrued, booked and paid, please see your worker handbook

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.

**Sample payslip**

TIME	RATE	AMOUNT	BENEFITS	DEDUCTIONS	YEAR TO DATE
CLIENT NAME				Tax	12404.00
40.00	8.21	328.40		NI	12404.00
				Pension/AVC	171.20
					Employee NI
					Employee Pension
					Employer Pension
					241.11
<b>BASIC PAY</b>		328.40	<b>GROSS PAY</b>	328.40	<b>DEDUCTIONS</b>
				45.51	<b>NET PAY</b>
					282.89
Miss Ann Smith 123 Central Way Hounslow TW5 9AA			Emp Code 1234	Pay Week 48	
			NI Number AA123456B	Pay Batch 1	
			NI Code A	Pay Date 06/03/2020	
			Tax Code 1250L	Pay Method BACS	
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<b>Pay Advice</b>			 <b>STAFFING MATCH</b> <small>TEMP   MANAGED SERVICE   PERM</small>		

Signed by the Worker: ..... Dated: .....