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'Proman' is the trading name of Proman Supply Chain Ltd (company no. 3443013), Proman Managed Services Ltd (04163986) and Proman Recruitment Ltd (09907561)

Key Information Document – PAYE

This document sets out key information about your relationship as a work-seeker with us, as an employment business, including details about pay, holiday entitlement and other benefits. You can find more information at https://www.proman-uk.com/resources.

The Fair Work Agency is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000, or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Name of employment business:	Proman Supply Chain Limited or Proman Managed Services Limited (confirmed on assignment)
Your employer (if different from the employment business):	N/A
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Proman Recruitment Limited
How often you will be paid:	Weekly, every Friday for work completed in the previous week (in arrears)
MINIMUM rate of pay:	No less than the National Minimum Wage or National Living Wage – whichever is applicable.
Deductions from your pay required by law:	PAYE tax, employee National Insurance contributions, employee pension contributions (auto-enrolment), student loan repayments (if applicable) and any court order or other deduction directed by a governing body (if applicable)
Any other deductions or costs from your pay:	None
Any fees for goods or services:	None
Holiday entitlement and pay:	Under the Working Time Regulations the Temporary Worker is entitled to 5.6 weeks' paid leave per leave year (28 days for a person

who normally works 5 days/week, 22.4 days if work 4 days per week, 16.8 days if a regular 3 day week). Entitlement to Annual Leave is Health & Safety Legislation and governs the statutory and entitled periods of rest; therefore this is why we accrue and Pay Annual leave in units of time.

This is because PROMAN must demonstrate an Agency Worker has accrued and taken their statutory entitlement (minimum 5.6 weeks per year or proportion of) as per the Working Time Regulations 1998. Regulation 13 of the Working Time Regulations 1998 states the entitlement to statutory holiday pay is to be based on a week's pay. Agency Workers under Contract for Services by definition have no obligation to attend, and PROMAN have no obligation to offer work therefore no working week is guaranteed. Also Agency Workers may have the opportunity to work on numerous contracts within a week on numerous pay rates; therefore there is no standard week or basic pay. Thus Sections 221 to 224 of the Employment Rights Act 1996 state, if there is no set basic weeks' pay then the calculation for Annual Leave would be the average pay earned over a 52- week reference period. (52paid weeks) as per Regulation 16 of the Working Time Regulations 1998 amended by the Employment Rights (Employment Particulars and Paid Annual Leave) (Amendment) Regulations 2018.

Additional benefits:	Day One Rights, as provided under the Agency Workers Regulations 2010.

Representative Example of Your Pay

Example rate of pay:	£13.50 per hour x 40 hours per week = £540.00
Deductions from your wage required by law (based on tax code 1257L):	Tax £55.45 National Insurance £23.86 Pension £21.00 Court Order Attachment £10.50* Student Loan £15.25* **only applied if applicable*
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take-home pay:	£413.94

This example is illustrative only, based on rates in place at the time of writing. It will be updated to reflect the actual rate and deductions applicable to your assignment.