

Key Information Document – PAYE

This document sets out key information about your relationship as a work-seeker with Kinetic Nursing Services Limited, as an employment business, including details about pay, holiday entitlement and other benefits. You can find more information on our website <https://www.kinetic-nursing.co.uk/> and in The Carers Handbook.

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:	Kinetic Nursing Services Limited
Type of contract you will be engaged under:	Contract of Employment (Flexible Employee - Zero hours)
Who will be responsible for paying you	Kinetic Nursing Services Limited
How often you will be paid:	Weekly
Expected or minimum rate of pay	£12.25ph This rate maybe higher if you are providing services on special projects or an emergency service.
Deductions from your pay required by law:	PAYE Tax, NI Contributions, Employee Pension Contributions and any Student loans/CCJ if applicable
Any other deductions or costs from your pay:	N/A
Any fees for goods or services:	DBS checks (Criminal Record) are charged at £38 (one-off fee) Uniform replacement costs may be incurred when required These will be highlighted to you before you are placed and accept any assignment with Kinetic.
Holiday entitlement and pay:	An Agency Worker is entitled to paid annual leave according to the statutory minimum as provided by the Working Time Regulations – this is 5.6 weeks – 28 days for full-time workers, this is pro-rated for part-time workers. From April 2020, the pay rate for 1 hour’s holiday pay is based upon the average of the gross pay earned during the previous 52 weeks divided by the number of hours worked. Where 52 weeks earnings are not available then the average calculation will be based on the weeks worked so far. Where there are no earnings for a particular week the relevant period is extended so 52 weeks earnings can be included for the calculation
Additional benefits:	The Hirer from Day 1 of the Assignment has an obligation under Regulation 12 (Rights of agency workers in relation to access to collective facilities and amenities) and 13 (Rights of agency workers in relation to access to employment) of the Agency Workers Regulations

	to ensure Agency workers are treated no less favourably than a comparable employee or worker of the Hirer
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Representative example of your pay

Example rate pay:	Pay £12.25ph, working a 42-hour week Weekly Pay = £514.50								
Deductions from your wage required by law:	<table border="1"> <thead> <tr> <th style="background-color: black; color: white;">DEDUCTIONS</th> <th style="background-color: black; color: white;">Amount</th> </tr> </thead> <tbody> <tr> <td>Tax</td> <td>50.60</td> </tr> <tr> <td>National Insurance</td> <td>21.80</td> </tr> <tr> <td>Pensions Deduction</td> <td>19.73</td> </tr> </tbody> </table> <p>Tax calculation based on 1257L tax code</p>	DEDUCTIONS	Amount	Tax	50.60	National Insurance	21.80	Pensions Deduction	19.73
DEDUCTIONS	Amount								
Tax	50.60								
National Insurance	21.80								
Pensions Deduction	19.73								
Any other deductions or costs from your wage:	Uniform replacement cost - £5.00								
Any fees for goods or services:	N/A								
Example net take home pay:	£424.54								