

Key Information Document

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 in the Terms and Conditions [here](#).

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 eas@beis.gov.uk or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information	
Our contact details	Tel: 01992 411444 Email: info@hertsrg.co.uk Website: www.hertsrg.co.uk
Type of contract you will be engaged under	Temporary assignments will be carried out under contracts for services as a self-employed worker and not as an employee.
How often will you be paid?	Monthly in arrears on completion of a timesheet in accordance with monthly deadlines.
Minimum rate of pay	<p>The National Minimum Wage or National Living Wage, as applicable.</p> <p>The hourly rate for an assignment will be quoted to you as part of the recruitment process.</p>
Deductions from your pay required by law	<p>All earnings are subject to the Pay As You Earn process (PAYE). Income Tax and National Insurance will be calculated and deducted where necessary for each individual's pay.</p> <p>Other statutory deductions will also be applied where relevant including Student and Postgraduate Loan repayments and deductions resulting from any Attachment of Earnings Orders.</p> <p>Workplace Pension - every candidate is assessed for entitlement and auto-enrolled when the qualifying criteria is met. If the auto-enrolment qualifying criteria is not met but the individual still wishes to enter the scheme, then this can be done on request.</p>

Any other deductions or costs from your pay (to include amounts or how they are calculated)	Other than statutory deductions previously detailed, the only deduction that may occur is the payment for DBS checks processed within the payroll. This would only occur with prior agreement with yourself and where the standard method (typically payment via debit card) is inaccessible.
Any fees for goods or services	<p>If you do not hold an enhanced DBS certificate registered on the DBS Update Service a new DBS application will be required at the time of an agreed assignment. As the certificate is yours, the certificate cost of £40 from the DBS will be charged.</p> <p>No administration fees are applied.</p> <p>We recommend you consider registering your DBS certificate onto the DBS Update service which costs £13 per year (and you can do so within 30 days of your certificate issue date), without it a DBS certificate will expire if you have a 3 month break in service, after 3 years or if you receive and assignment with a new establishment and the certificate is older than 1 year.</p>
Holiday entitlement and pay	<p>The holiday entitlement is 28 days per annum (including bank holidays).</p> <p>Holiday pay is processed at 12.07% and is processed to coincide with periods of holiday.</p> <p>If there is an impact due to Agency Worker Regulations (AWR) your rate will be changed accordingly.</p>
Additional benefits	HRG offer matched pension contributions up to a maximum of 6%. This is above the auto enrolment minimum contributions rates which is currently 8% combined.

Example Pay (This is an illustration – pay and deductions will vary according to personal circumstances)	
Example rate of pay	£750.00
Deductions from your wage required by law	£150 Tax, £3.72 NICs
Any other deductions or costs from your wage	£24.00 Pension
Any fees for goods or services	£40 DBS Enhanced Disclosure Check (if required)
Example net take home pay	£532.28