



KPI Payroll - Key Information Document

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 at www.kpir.co.uk

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.

Employment Business name and address	KPI Payroll Solutions Ltd, Creative Industries Centre, Wolverhampton Science Park, Wolverhampton, WV10 9TG
Type of contract	Contract for services
Company responsible for payment	KPI Payroll Solutions Ltd
Minimum rate of pay expected	Your minimum rate of pay will be the National Minimum Wage/National Living Wage which is in effect at the time of work. More information on these rates can be found at https://www.gov.uk/national-minimum-wage-rates
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 or attachment of earnings made against you.
Other costs and deductions that affect your pay:	
The amount of any other costs and deductions affecting your pay:	
Services or goods for which we will charge a fee to you:	Where PPE is provided and not returned at the end of your assignment a charge will occur for the cost of the PPE. This charge will be deducted from the final wage and will be no more than the cost of replacing the items. Steel toe capped boots Hi-Viz Vest
The amount (or where the amount cannot be stated, the method of calculation) of any fees for services or goods for which we may charge a fee to you:	We will make a charge for the provision of any Steel Toe Capped Boots and other costs that will be discussed as and when equipment is loaned to you. This charge will only occur if the PPE /equipment provided is not returned to KPI Recruiting Ltd at the end of your assignment. Deductions will only be made within the lawful parameters of Minimum wage and will not be made if the deduction reduces the hourly rate to below the minimum wage set at the current time.
Non-monetary benefits to which you are entitled:	
Holiday entitlement:	5.6 weeks' paid leave per leave year. This is calculated pro rata (28 days for a person who normally works 5 days/week, 22.4 days if you work 4 days per week, 16.8 days if you work a regular 3 day week).
Holiday pay:	Holiday is based on the average hours and pay earned over the whole previous 52 weeks. If you have not been working for a full 52 weeks the calculation will be based on the average over the total number of weeks worked.
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.	



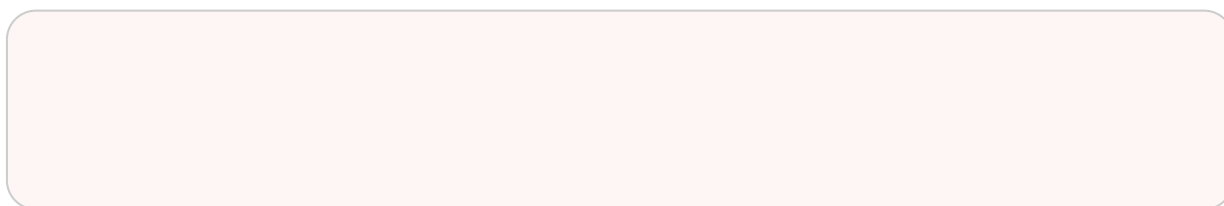
PAYSUP							
Employee Name	Employee Number	NI Number	NI Category	Tax Code	Pay Date	Periods	
Mr [REDACTED]	209170	[REDACTED]	A	1257L	29/11/2024	1	
Payments				Deductions			
Description	Units	Rate(£)	Amount(£)	Description	Amount(£)		
Days							
KPI RECRUITING	19.50	11.44	223.08				
Total Payments			223.08	Total Deductions		0.00	
KPI PAYROLL SOLUTIONS			This Period	Year to Date			
PRR Reference			120 / 1,687676	Total Taxable Pay	223.08	6,677.85	
Tax Period			34	Earnings for NICs	223.08	Total Niable Pay	440.44
Period Ending			24/11/2024 Weekly	Expenses	0.00		
Pay Frequency				Net Payment	223.08		
				Total Payment (€)		223.08	
Address: [REDACTED] [REDACTED] [REDACTED]				Message:			

Compliance

By signing this page, I confirm that I fully understand the content and agree to adhere to it at all times. I also agree that all the details provided in this document are accurate and complete to the best of my knowledge.

☐ By ticking this box I consent to the company processing my data and the evidence of this document being stored within their system.

Signature

A large, light pink rectangular box with rounded corners, intended for a handwritten signature.

Name

Date Signed