

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 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

Employment Business name and address	KPI Recruiting Ltd, Capital House, Fourth Avenue, Crewe, Cheshire, CW1 6XL
Type of contract	Contract for services
Company responsible for payment	KPI Recruiting 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.
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.	

DESCRIPTION	TIME	RATE	AMOUNT	DEDUCTIONS	AMOUNT
Production Operative	34.50	12.21	421.25	National Insurance	14.36
				PAYE Tax	36.00
				ADDITIONS	AMOUNT
GROSS	421.25	ADDITIONS	0.00	DEDUCTIONS	50.36
				NET DUE	370.89

Reference		Gross Year To Date	1319.90
Tax Code	1257L	Tax Year To Date	118.80
NI Number		Tax Week	3
NI Code	A	Free Pay	725.76
		Week-ending Date	20/04/2025
		Payment Date	25/04/2025
		Method of Payment	BACS



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PAY ADVICE