



Key Information Document – Through Actual Staffing Ltd

This document sets out key information about your relationship with us and the umbrella company or other intermediary used in your engagement, including details about pay, holiday entitlement and other benefits. For more information, please contact Aligra Personnel Ltd's head office on 0330 122 4800.

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:	Aligra Personnel Ltd
Name of intermediary or umbrella company:	Actual Staffing Ltd
Your employer:	Actual Staffing Ltd
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Actual Staffing Ltd
How often the umbrella company and you will be paid:	Every Thursday, weekly in arrears

Umbrella company or other intermediary pay information

You are being employed by an umbrella company or other intermediary: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company or other intermediary as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company or other intermediary listed below.

Name of umbrella company or other intermediary:	Actual Staffing Ltd
Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:	None
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	Based on a 40 hour week: 21 year's old and over: £457.60 (£11.44 (per hour) 18-20 year's old: £344.00 (£8.60 per hour) Note: This is adjusted for over or under 40 hours per week and for varying pay rates.
Deductions from your wage required by law:	Income Tax, Employee's National Insurance; Pension Contributions (if not opted out); Student loan (if applicable): 9% of your income over the threshold if you're on Plan 1, 2, 4 or 5 or 6% of your income over the threshold if you're on a Postgraduate Loan plan. To calculate your potential

	student loan payment, head to https://aligra.co.uk/s/tN or contact your local branch.
Expected or minimum rate of pay to you from the umbrella or other intermediary:	At least the prevailing or current National Living Wage or National Minimum Wage as appropriate
Any other deductions or costs taken from your wage:	Aligra Foundation of £1.00 per week (if not opted out);
Holiday entitlement and pay:	Statutory holiday entitlement of 5.6 weeks, pro-rated for part time work. Holiday pay is accrued and paid when time off is taken.
Additional benefits:	Access to collective facilities provided by a client on day one of an assignment under the Agency Workers Regulations 2010 though these will vary from client to client

Example pay

	Worker fees
Example rate of pay to you from the umbrella or other intermediary:	£431.25 per week (37.5 hours x £11.50)
Deductions from your pay required by law:	£34.60 Income Tax £15.06 National Insurance £15.51 Pension
Any other deductions or costs taken from your pay:	£1.00 Aligra Foundation
Example net take home pay:	£365.08 per Week