



Key Information Document – PAYE

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
Type of contract you will be engaged under:	Contract for Services
How often you will be paid:	Every Friday, weekly in arrears
Expected or minimum rate of pay:	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 pay 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.
Any other deductions or costs from your pay (to include amounts or how they are calculated):	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

Example pay rate:	£431.25 per week (37.5 hours x £11.50)
Example deductions from your wage required by law:	£34.60 Income Tax £15.06 National Insurance £15.51 Pension
Any other deductions or costs from your wage:	£1.00 Aligra Foundation

Example net take home pay:	£365.08 per Week
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