

## Key Information Document - PSC

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 your contract with Time Recruitment Solutions Ltd.

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:	Time Recruitment Solutions Ltd
Your employer (if different from the employment business):	The name of the PSC through which you wish to engage with the employment business
Type of contract you will be engaged under:	To be decided by the PSC
Who will be responsible for paying you (if different from your employer):	Your company
How often you will be paid:	Weekly
Expected or minimum rate of pay:	The minimum rate of pay being not less than NMW/NLW at the time. The actual rate will be confirmed by the assignment sheet.
Deductions from your pay required by law:	Deductions required by law, such as for inside IR35 engagements: PAYE tax, employee NI contributions and other deductions such as student loan (if known). For outside IR35 engagements the PSC will be paid gross.
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Any contractual deductions such as private healthcare or enhanced pension scheme
Any fees for goods or services:	Where necessary a one-off payment for a disclosure check in line with the current rates published on the government website.  You can find these costs <a href="#">here</a> .
Holiday entitlement and pay:	It is the responsibility of the PSC to provide holiday leave and pay to the individual worker.
Additional benefits:	Any non-monetary benefits that will be provided by the PSC.

## EXAMPLE PAY

Example rate of pay:	£1000 Per Week
Deductions from your wage required by law:	<ul style="list-style-type: none"> <li>• Inside IR35: PAYE Tax £158.20, National Insurance £73.16.</li> <li>• Outside IR35, Inside CIS: CIS Tax £200.</li> <li>• Outside IR35, Outside CIS: None.</li> </ul>
Any other deductions or costs from your wage:	
Any fees for goods or services:	£38 DBS Check (one-off and only if necessary)
Example net take home pay:	<ul style="list-style-type: none"> <li>• Inside IR35: £746 if DBS Check not required or £708 if DBS Check is required.</li> <li>• Outside IR35, Inside CIS: £800 if DBS Check not required or £762 if DBS Check is required.</li> <li>• Outside IR35, Outside CIS: £1,000 if DBS Check not required or £962 if DBS Check is required.</li> </ul>

## SIGNING ON AS A PERSONAL SERVICE COMPANY

This document explains your pay if you engage as a personal service company. If you engage with an employment business as a PSC, then you can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations).

The opt out must be given in writing to the employment business by both the PSC and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.