

Key Information Document



This document sets out key information about your relationship as a work-seeker with us, as an employment business, including details about pay, holiday entitlement and other benefits. You can find out more information at our website - www.abc-teachers.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 0207 2155 000 or through the ACAS helpline on 0300 1231 000 Monday to Friday 8am to 6pm.

General information

Name of employment business	Vision for Education/ABC Teachers/Smart Teachers (as appropriate)
Type of contract you will be engaged under	Contract for Services
Who will be responsible for paying you	Vision for Education/ABC Teachers/Smart Teachers (as appropriate)
How often you will be paid	Weekly
Expected or minimum rate of pay	No less than national minimum wage (NMW)
Deductions from your pay required by law	PAYE tax, employee NI contributions, employee pension contributions (auto enrolment) and student loan (if applicable)
Any other deductions or costs for your pay	None
Any fees for goods or services	None
Holiday entitlement and pay	The statutory minimum annual leave entitlement is 5.6 weeks/28 days for full-time workers or for part-time workers this will be calculated accordingly
Additional benefits	None

Representative statement and example of your pay

Example rate of pay	NMW plus holiday pay x 30 hours Total £312.60 plus £37.80 holiday pay
Deductions from your wage required by law - Based on a tax code 1257L/X	Tax £21.68 NI £10.84 Pension £9.22
Any other deductions or costs from your wage	None
Any fees for goods or services	None
Example net take home pay	£308.66

Sample Payslip

Agency name

Agency address

Telephone: 0114 349 1500

SAMPLE NAME

1 Sample Street
Sampling
T3 5TS

Payroll Number	Tax Period	Pay Date	Tax Code	NI Code	NI Number	Pay Method
TEST123	42	19.01.2024	1257L/X	A	NH000000A	BACS

Earnings		Deductions		Year to Date	
Hourly (Cent)	312.60	Tax	21.68	Tax	21.68
Holiday Pay	37.80	National Insurance	10.84	NIC Ees	10.84
		AE Pensions	9.22	Gross Pay	350.40
				Pension	9.22
				Employer Pension	6.91
Gross Pay	£350.40	Total Deductions	£41.74		

Net Pay **£308.66**

Timesheet Details

Detail	Key	From	To	Quantity	Rate	Value
St Mary's Primary	6*27611	08.01.2024	12.01.2024	30.00	11.68	350.40

Timesheet values include gross earnings and holiday pay

Payment method - BACS. Please review and contact your consultant immediately if you have any missing shifts or rate queries.

If you have tax, national insurance or any other deduction queries please contact the Payroll team: payroll@abc-teachers.co.uk.

Payslips will be available to view on a Wednesday from 5pm (bank holidays will be subject to change).

Please see the Portal home page for updates.