UNITEMPS

www.unitemps.com

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.unitemps.com. Please contact your local Unitemps branch if you have any questions or concerns.

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.

Due to the nature of temporary work, your working pattern is not set under your terms and conditions and should instead be agreed with your line manager. You should never be asked to work more than is permitted under the Working Time Regulations. Please do not work in excess of the hours set out in the assignment statement.

General Information

Name of employment business:	Nottingham Trent University Temporary Staff Limited trading as Unitemps
Type of contract you will be engaged under:	Contract for Services (worker)
Who will be responsible for paying you:	Nottingham Trent University Temporary Staff Limited
How often will you be paid:	Monthly
Expected (or minimum) rate of pay:	£8.91 per hour

Leave Entitlement:

28 days per year (pro-rata). Payment for this accumulates at a rate of £1.08 per hour.

Deductions from your pay required by law:

Income tax: Calculated at a rate of 20% of wages above the monthly limit of £1,048 and at 40% above the monthly limit of £4,189.
NI: Calculated at a rate of 12% of wages above the monthly limit of £797 and at the rate of 2% above the monthly limit of £4,189.
Student loan (if applicable): Student loan rates and thresholds depend on the Student Loan Plan you are under. For Student Loan Plan 1 it is calculated at 9% for wages above the monthly limit of £1,657.91
Please be aware that with all of these statutory deductions exact rates can vary depending on individual circumstances.

Any other deductions:

Temporary workers who are eligible for a pension and have not opted out will contribute 5% above the £520 threshold.

Fees taken from pay:

None

Other benefits:

Candidates working on assignments through Unitemps are entitled to:

- Access to the staff canteen
- Access to parking facilities
- Access to internal job vacancies.

Representative Example

Please see below a representative example of the typical pay and deductions per month. This is based on 36 hours being worked in a week paid at £8.91. Unitemps at NTU assignments are limited to 20 hours per week, but full-time hours are used in this example to demonstrate how tax and NI deductions would be deducted if applicable. Please note that tax and deduction rates are estimates and may vary based on individual circumstances.

Example gross rate of pay:	£1,283.04 monthly
Deductions from your pay required by law:	£47.01 Income Tax £58.32 NI (assuming category A) £0 Student loan (if applicable)
Any other deductions or costs from your pay:	£38.15 Pension Contribution.
Any fees for goods or services deducted from your pay:	£0
Example net take home pay:	£1,139.56 monthly