



Key Information Document – Sphere Solutions PAYE

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

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:	SPHERE SOLUTIONS LIMITED
Your employer:	N/A – YOU WILL BE ENGAGED AS AN “AGENCY WORKER”, AND NOT AS AN EMPLOYEE
Type of contract you will be engaged under:	CONTRACT FOR SERVICES
Who will be responsible for paying you:	SPHERE SOLUTIONS LIMITED
How often you will be paid:	WEEKLY
Expected or minimum rate of pay:	TO BE CONFIRMED FOR EACH ROLE – WILL BE AT LEAST NATIONAL LIVING WAGE / NATIONAL MINIMUM WAGE
Deductions from your pay required by law:	<ul style="list-style-type: none"> • EMPLOYEE’S NATIONAL INSURANCE • INCOME TAX • EMPLOYEE’S PENSION CONTRIBUTIONS (IF ELIGIBLE AND/OR NOT OPTED OUT)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	NONE
Any fees for goods or services:	£6 PER WEEK PROCESSING FEE
Holiday entitlement and pay:	STANDARD HOLIDAY ENTITLEMENT IS 28 DAYS PER ANNUM AND IS CALCULATED AS A PERCENTAGE OF GROSS PAY, CURRENTLY 12.07%.
Additional benefits:	NONE

EXAMPLE PAY

Example rate of pay:	£10 PER HOUR, GROSS PAY @ 40 HOURS = £400.00
Deductions from your wage required by law:	<ul style="list-style-type: none"> • EMPLOYEE’S NATIONAL INSURANCE: £25.92 • INCOME TAX: £28.80 • EMPLOYEE’S PENSION CONTRIBUTIONS: £14.00
Any other deductions or costs from your wage:	NONE
Any fees for goods or services:	PROCESSING FEE: £6.00 PER WEEK BEFORE TAX SERVICES PROVIDED: AGENCY PAYE SERVICES NOTES: - NO PROCESSING FEE WILL BE CHARGED WHERE IT WOULD RESULT IN GROSS PAY FALLING BELOW THE RELEVANT RATE OF NATIONAL LIVING WAGE - THE FEE IS NOT OPTIONAL, NOR REFUNDABLE
Example net take home pay:	£326.28 Holiday pay accrued: £48.28* <i>* Holiday pay is subject to tax when paid</i>