

Key Information Document – Hand to Hand Recruiting and Consulting Firm PAYE

This document sets out key information about your relationship as a work-seeker with Hand to hand recruiting and consulting firm (HHRC firm) (the employment business), including details about pay, holiday entitlement and other benefits.

Further information can be found on the HHRC website; <https://hhrcfirm.com/>

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 HHRC FIRM helpline on 02033939833, Monday to Friday, 9am to 5pm.

General Information

Name of employment business:	Hand to hand recruiting and consulting firm (HHRC Firm)
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	Hand to hand recruiting and consulting firm (HHRC Firm)
How often you will be paid:	1 week in arrears on a Friday
Expected or minimum rate of pay:	At least the current National Minimum Wage or National Living Wage
Deductions from your pay required by law:	Income tax National insurance contributions Pension contributions (unless opted out) Student loan deductions (if applicable) Attachment of earnings (if applicable)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	There will be no fees for any goods & services
Holiday entitlement and pay:	Holiday entitlement will be a minimum of 28 days per annum pro rata. This may increase after completing the AWR qualifying period and will be confirmed via an Assignment Details Form.
Additional benefits:	N/A

Example Pay*

Example rate of pay:	£10.00 / hour £10.00 x 40 hours = £400 per week (gross)
Deductions from your wage required by law:	Tax – £31.89 NI – £28.08 NEST pension contribution – £20.00 Total deductions – £79.97
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	£320.03

*These calculations are an estimate and will vary depending on the assignment pay rate and your personal tax code.