

All Of The Key Information You Need To Start Your Journey With Seven

All candidates receive this document as part of regulation 13A of the Conduct of Employment Agencies and Employment Businesses Regulations 2003.

What Is The Purpose Of This Document?

This key information document is intended to improve transparency of information for agency workers, particularly around pay. It will give agency workers more immediate access to key pay related information before agreeing terms with an employment business and a clear idea of how any fees and deductions will affect their pay.

Businesses are not expected to include all relevant contractual information within the key information document. It is rather designed to present key information in order to give agency workers a brief overview of how their prospective terms of engagement affect their pay over the course of an assignment or other specified period of time. The figures in the key information document will not need to be completely reflective of what an agency worker may actually go on to earn in an assignment, but rather will demonstrate how a proposed rate of pay is affected by fees and deductions made throughout the supply chain.

If you have any questions about this document, our customer support team will be more than happy to assist you. They are available Mon-Fri from 9AM-5PM.



Email us on:

info@seven-resourcing.com



[seven-resourcing.com](https://www.seven-resourcing.com)



Call us on:

0333 200 5424

Example key information document for PAYE workers

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:	Seven Resourcing Limited
Your employer (if different from the employment business):	N/A
Type of contract you will be engaged under:	Temporary or Fixed Term
Who will be responsible for paying you (if different from your employer):	N/A
How often you will be paid:	Weekly
Expected or minimum rate of pay:	Minimum Wage
Deductions from your pay required by law:	PAYE Tax, Income Tax & National Insurance
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Potential training costs, DBS costs, Apprenticeship Levy & Employer Pension Contribution
Any fees for goods or services:	None
Holiday entitlement and pay:	28 days
Additional benefits:	None

Example pay

Example rate of pay:	£10.00
Deductions from your wage required by law:	£49.97
Any other deductions or costs from your wage:	£0.00
Any fees for goods or services:	None
Example net take home pay:	£325.03



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Example key information document for umbrella company workers

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

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General Information

Name of employment business:	Seven Resourcing
Name of intermediary or umbrella company:	Your Umbrella Company
Your employer:	Your Umbrella Company
Type of contract you will be engaged under:	Employment contract: You are an employee of your umbrella company
Who will be responsible for paying you:	Your Umbrella Company
How often the umbrella company and you will be paid:	Depending on the assignment you are working on, you may be paid weekly, monthly, fortnightly or on a project-by-project basis

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company listed below.

Name of intermediary or umbrella company:	Your Umbrella Company
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	As per National Minimum Wage
Deductions from intermediary or umbrella income required by law:	Apprenticeship Levy, Employers National Insurance & Employers Pension Contribution
Any other deductions from umbrella income (to include amounts or how they are calculated)	Company Profit Margin, Business Overheads (cost of insurances) & Holiday Pay

Expected or minimum rate of pay to you:	Minimum Rate of Pay = The hours you've worked multiplied by National Minimum Wage.
Deductions from your wage required by law:	<ul style="list-style-type: none"> • Employees National Insurance Contribution • Income Tax • If relevant – student or postgraduate loan deductions • If relevant – earnings attachment orders
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	You are entitled to 28 days pro-rated, inclusive of bank and public holidays in the UK
Any opt-out agreements under regulation 32	Yes (when applicable)
Additional benefits:	Any additional perks offered by the umbrella company (if applicable)

Example pay

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£398.30 (£11.38 per hour for 35 hours/days a week)	
Deductions from intermediary or umbrella income required by law:	Apprenticeship Levy = £1.64 Employers National Insurance (NIERS) = £19.31	
Any other deductions or costs taken from intermediary or umbrella income:	Company Profit Margin = £25 Business Overheads (Cost of Insurances) = £3.28 Holiday pay = £45.06	
Example rate of pay to you:		£304.01 (£398.30 minus all employer's deductions)
Deductions from your pay required by law:		Employees National Insurance Contribution = £14.56 Income Tax = £12.72
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£276.73 (£303.19 including Holiday Pay)



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Example key information document for PSC workers

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

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General Information

Name of employment business:	Seven Resourcing Limited
Type of contract you will be engaged under:	Temporary or Fixed Term
How often you will be paid:	Weekly
Expected or minimum rate of pay:	Minimum Wage
Deductions from your pay required by law:	PAYE Tax, Income Tax & National Insurance
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Potential training costs, DBS costs, Apprenticeship Levy & Employer Pension Contribution.
Any fees for goods or services:	None
Holiday entitlement and pay:	N/A
Additional benefits:	None

Example pay

Example rate of pay:	£10.00
Deductions from your wage required by law:	You organise this yourself. We pay you the gross amount.
Any other deductions or costs from your wage:	You organise this yourself. We pay you the gross amount.
Any fees for goods or services:	None
Example net take home pay:	You organise this yourself. We pay you the gross amount.

This document explains your pay information if you engage as a personal service company. If you engage with an employment business as a personal service company, then you can opt out of being covered by 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.



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