

Opus People Solutions –Key Information Document (PAYE)

This document sets out key information about your relationship as a work-seeker 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.

Employment Business	Opus People Solutions Group Limited
Employer (if different from Employment Business)	N/A
Contract Type	Contract for Service
Expected or Minimum Pay Rate	National Minimum Wage or Above Your rate will be confirmed at point of accepting an assignment
Pay Frequency	Weekly in arrears
Deductions required by Law	Includes: PAYE Tax Employee National Insurance Employee Pension contribution @ 5% If remain opted in
Other Deductions	NONE
Any Fees for Goods or Services	NONE
Holiday Entitlement	Statutory minimum is 28 days. AWR stipulates that if the client provides more holidays, your holiday accrual and entitlement will increase accordingly. Holiday pay is calculated at 12.07% of basic pay and is accrued weekly. This will be paid when a holiday claim is made.
Additional Benefits	NONE

In case of queries, please contact Opus People Solutions at admin@opuspeoplesolutions.co.uk or call 03301242800.

Representative Example of Pay

This example is purely representative and unknown factors such as tax code or student loan contributions may affect actual take home pay. This example is designed to show in a realistic way the deductions made to a proposed rate of pay and how those deductions will affect the workers' pay.

Example Pay Rate	£12 per hour x 37 hours 12.07% Holiday Total	£444 per week £53.60 per week £497.60 per week
Deductions from wage required by Law	National Insurance PAYE Tax Employee Pension @5%	£29.42 per week £45.47 per week £24.88 per week
Any other wage deductions	(e.g, private healthcare or enhanced pension)	None
Any fees for goods or services	(e.g, DBS Checks, Training etc)	None
Example net take home pay		£397.82 per week