



KEY FACTS FOR AGENCY WORKERS

- This Key Information document is designed to improve transparency regarding pay terms for agency workers and provide a clear idea of how any fees and deductions affect pay.
- The Employment Agency Standards (EAS) will enforce compliance to do with pay information and are contactable via email. eas@beis.gov.uk. Telephone. 0207 215 5000 address Employment Agency Standards Inspectorate, Department for Business, Energy and Industrial Strategy, 1 Victoria St, London, SW1H 0ET.

PAYE Payment

Paid weekly and an annual leave entitlement of 28 days including bank holidays.

Example of pay statement	
End hirer pays invoice to Russell King Associates	£250.40
Russell King Associates pays agency worker minus a % eg 10%	£225.36
Russell King Associates deducts income tax, NI, pension other non statutory payments eg health care	£2.00 IT £10.00 NI £3.00 pension (nest scheme, opt out available after 12 weeks)
Agency worker payment	£210.36

Umbrella Company

Payment terms weekly.

Example of pay statement	Umbrella Income	Worker Income
Russell King Associates pays gross rate of pay to Umbrella Company	£328.40	
Deductions from Umbrella Company eg Tax and employers NI	£17.00 tax £22.00 NI	
Agency worker payment	£15.00	
Rate of pay received by Temp worker		£274.40
Deductions from Pay eg Income Tax NI		£10.00 IT £15.00 NI
Any other deductions eg health care/ pension		£13.00 pension
Example of net pay		£236.40

LTD Company

Payment terms weekly.

Example of pay statement	
End hirer pays invoice to Russell King Associates	£250.40
Russell King Associates pays LTD company invoice minus a % eg 10% (agency worker is responsible for any tax payments)	£225.36