

Key Information Document - Scotland

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits. All the workings below are based on an 8-hour working day, 40-hour working week.

Please note, figures in this document may not reflect precise contractual figures. All examples are shown as working examples and may not be reflective of the actual rate that might be agreed for an assignment.

If you have a specific rate and you want to see Tax breakdowns, please go to <https://www.thesalarycalculator.co.uk/salary.php> Please remember to check the “resident in Scotland” box for a breakdown of Scottish taxes.

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:	Robert Walters Operations Limited
Your engager (if different from the employment business):	Robert Walters Operations Limited
Type of contract you will be engaged under:	Contract for Services – PAYE worker
Who will be responsible for paying you (if different from your engager):	Robert Walters Operations Limited
How often you will be paid:	Within seven days of a properly completed and authorised timesheet
Expected or minimum rate of pay:	e.g. £120 per day for 5 days a week = £600 per week
Deductions from your pay required by law:	NICs, Income Tax and Student Loan (where applicable)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Pension – minimum employee contribution of 4% of pensionable banded earnings
Any fees for goods or services:	N/A
Holiday entitlement and pay:	5.6 weeks per calendar year, increasing after 12 weeks in accordance with the Agency Workers Regulations 2010
Additional benefits:	N/A

EXAMPLE PAY – BASIC RATE TAX BAND SCOTLAND

Example rate of pay:	£120/Day (£15/Hr)	£600/Week
Deductions from your wage required by law:	Income Tax: £13.73 NI: £9.49	Income Tax: £68.65 NI: £47.43
Any other deductions or costs from your wage:	Pension: £3.84	Pension: £19.20
Any fees for goods or services:	n/a	n/a
Example net take home pay:	£92.94	£464.72

EXAMPLE PAY – HIGHER RATE TAX BAND SCOTLAND

Example rate of pay:	£400/Day (£50/Hr)	£2,000/Week
Deductions from your wage required by law:	Income Tax: £118.94 NI: £25.91	Income Tax: £594.71 NI: £129.54
Any other deductions or costs from your wage:	Pension: £6.73	Pension: £33.66
Any fees for goods or services:	n/a	n/a
Example net take home pay:	£248.42	£1,242.09

EXAMPLE PAY – ADDITIONAL RATE TAX BAND SCOTLAND

Example rate of pay:	£1,000/Day (£125/Hr)	£5,000/Week
Deductions from your wage required by law:	Income Tax: £403.70 NI: £45.41	Income Tax: £2,018.49 NI: £227.03
Any other deductions or costs from your wage:	Pension: £6.73	Pension: £33.66
Any fees for goods or services:	n/a	n/a
Example net take home pay:	£544.16	£2,754.48