

ARU Temps Key Information Document – PAYE

This document sets out key information about your relationship as a work-seeker with us, as an employment business, including details about pay, holiday entitlement and other benefits. You can find more information at <https://temps.aru.ac.uk/>

General Information

Name of employment business:	ARU Temps
Type of contract you will be engaged under:	Contract for services
Who will be responsible for paying you (if different from your employer):	Anglia Ruskin Enterprise Ltd.
How often you will be paid:	Monthly
Expected or minimum rate of pay:	No less than national minimum wage
Deductions from your pay required by law:	PAYE tax, employee NI contributions, employee pension contributions (auto enrolment) and student loan (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:	N/A
Holiday entitlement and pay:	Statutory minimum of 5.6 weeks/28 days for full time positions which is pro-rated accordingly for part time positions
Additional benefits:	Access to online training Access to internal jobs board

Representative example of your pay

Example rate pay:	£1860 per month (200 hrs * £9.30 Real Living Wage)
Deductions from your wage required by law:	-£372 Tax @ 20% (Calc based on OT M1 tax code) -£128.16 NI @ 12% (12% NI due on earnings over £792 per month)
Any other deductions or costs from your wage:	-£74.40 Pension (4% deducted from gross earnings, 1% tax relief added to pension pot) -£21 SLD @ 9% (Based on Plan 1 Student Loan)
Any fees for goods or services:	£0
Example net take home pay:	£1264.44

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.