



Key Information Document

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

Further information can be found at terms and conditions for Core Finance Management at www.corefinancemanagement.com

The Fair Work Agency (FWA) is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Your Name:	<i>Worker Name</i>
Name of employment business:	<i>Agency Name</i>
Name of Intermediary or umbrella company:	Core ACS Ltd
Your employer:	Core ACS Ltd
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Core ACS Ltd
How often the umbrella company and you will be paid:	Weekly
Expected or minimum rate of pay to you:	National Minimum or National Living Wage as relevant
Deductions from your wage required by law:	Income Tax National Insurance Employee Pension Contributions (5% gross)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None
Any fees for good or services:	None
Holiday Entitlement and Pay:	5.6 weeks per year and pro rata'd Pay during paid leave based on your average earnings as required by law
Additional Benefits:	Core FM Benefits App Paid leave entitlement may be advanced each pay period



EXAMPLE PAY

Example rate of pay to you:	£13.00 x 37.5 hrs - £487.50
Deductions from your pay required by law:	Tax - £45.48 National Insurance - £19.66 Pension - £18.38
Any other deductions or costs taken from your pay:	None
Any fees for goods or services:	None
Example net take home pay:	£403.98 per week