

Key Information Document – PSC

This document explains your pay information if you are engaged as a Personal Service Company (PSC), in which case the PSC is the work-seeker. This document sets out key information about your relationship 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.

General Information

Name of employment business:	Cherry Professional
Type of contract you will be engaged under:	Contract for Services - Working via own LTD Company
Who will be responsible for paying you (if different from your employer):	Simplicity are the company who run the payroll for our temporary workers.
How often you will be paid:	Weekly
Expected or minimum rate of pay:	No less than national minimum wage
Deductions from your pay required by law, if the engagement is 'inside IR35':	For inside IR35 engagements: PAYE tax and employee NI contributions. For outside IR35 engagements insert that the PSC will be paid gross.
Holiday entitlement and pay:	It is the responsibility of the PSC to provide holiday leave and pay to the individual worker.

Representative example of your pay

Example rate pay:	£25.00 x 37.5 hours = £937.50 per week As you are allowed to deduct 5% for expenses the actual gross pay for tax purposes will be: £890.63 per week
Deductions from your wage required by law:	PAYE: £130.05 per week NIC: £84.92 per week
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	£675.66 per Week

Conduct Regulations opt out

If you engage with an employment business as a PSC, then you can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations).

The opt out must be given in writing to the employment business by both the PSC and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.