

Member Key Information Document

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

Further information can be found in the Member Terms and Conditions found here

<https://www.rota.com/policies/terms>

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:	Be Rota LTD
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Payroll provider - Qualitas
How often you will be paid:	Weekly, 1 week in arrears
The expected or minimum rate of pay:	National Minimum Wage
Deductions from your pay required by law:	National Insurance and Income Tax
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Pension: 3% of your deductible income
Any fees for goods or services:	N/A
Holiday entitlement and pay:	Payments for annual leave will be calculated 12.07% of the number of hours worked on the basis of the Normal Rate.
Additional benefits:	N/A

EXAMPLE PAY -

Example rate of pay: £9.72 x 30 hours	£292.60
Accrued Holiday Pay (12.07%):	£35.32
Total Gross Pay	£327.92 weekly
Deductions from your wage required by law: Please note National Insurance and Income Tax deductions may vary. Follow the links below for more information. https://www.gov.uk/national-insurance-rates-letters https://www.gov.uk/income-tax-rates	National Insurance - £39.35 Income Tax - £17.51
Any other deductions or costs from your wage:	Employee Pension Contribution - £9.84
Example net take-home pay:	£261.22 weekly