

Issue	5	Key Information Document (KID)	Doc	KID01
Date	July 2023		Pages	1 of 2

OPTIMA SITE SOLUTIONS LTD – PAYE

This document sets out key information about the relationship with OSS and the contracting company/intermediary /umbrella company used in your engagement (should you use one). This document also includes details about pay, holiday entitlement along with other services and benefits. Further information can be requested by emailing Optima Site Solutions Ltd on construction@optimasitesolutions.com or calling 0208 7839222.

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.

The general information below sets out a worker's pay at **AN EXAMPLE RATE** of the National Living Wage of £10.42 by means of a work seekers agreement i.e. PAYE contract. The work seekers agreement is valid until you notified us of your intention to change to an intermediary or umbrella company. If you do not wish to be paid PAYE it is your responsibility to notify us immediately.

The rate below is an illustration based on the National Living Wage for 2023-2024 for candidates aged 23 years or older. These rates may vary dependant on a candidate's age as per the National Minimum Wages Requirements. Variations of this KID can be provided on request.

GENERAL INFORMATION

Your name:	A.N EXAMPLE
Name of employment business:	Optima Site Solutions Ltd
Name of intermediary or umbrella company:	None
Your employer:	Optima Site Solutions Ltd
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Optima Site Solutions Ltd
How often the umbrella company and you will be paid:	Weekly

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

If you are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still find you assignments.

The money earned on your assignments will be transferred to the umbrella company. They will then pay you your wage. All deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Issue	5	Key Information Document (KID)	Doc	KID01
Date	May 2023		Pages	2 of 2

Name of intermediary or umbrella company:	Optima Site Solutions Ltd
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£10.42
Expected or minimum rate of pay to you:	£10.42
Deductions from your wage required by law:	Employee National Insurance Tax
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Employee Pension on Auto Enrolment
Holiday entitlement and pay:	12.07 % of Gross Taxable Earnings

Should you wish to be paid PAYE via an Optima Site Solutions Ltd please see an example pay slip shown below with the relevant deductions. Example of 40 hours at an hourly rate of £10.42.

PAYE EXAMPLE PAY

	Worker Deductions
Example rate of pay to you:	£416.80 Weekly BASED ON £10.42 x 40 UNITS
Deductions from your pay required by law:	£32.00 Tax (1257L) £20.98 Employees National Insurance
Any other deductions or costs taken from your pay:	£14.84 Employee Pension
Example net take home pay:	£348.98 Weekly

CONTRACT TYPE, COMPANY MARGINS & OPTIONAL INSURANCES INFORMATION

No company margin deducted from employee. Minimum £10.42 National Living Wage with contract of employment including public and personal indemnity insurance and excluding personal accident insurance.

Offerings are for illustrative purposes only. Company margins are correct as of 3rd April 2023 and do not include sliding scale for take home pay, deductions for personal and public liability insurance or personal accident insurance. Company margins may fluctuate seasonally. Please check before confirming provider.