

----- Forwarded message -----

**From:** XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**To:** Workwise <workwise@jsagroup.co.uk>

**Sent:** Friday, 3 December 2021, XX:42:15 GMT

**Subject:** Re: Automated Response - JSA Enquiry: There is some holiday pay outstanding.

Thank you for your reply.

I am still not convinced.

The Employee Hand book I received on starting does not have a section 11.

It has a section entitled **Holiday Pay** which does not mention any restrictions on carrying this pay over. It does state: When joining you have the choice to either have this accrued for you and paid out at your request, or you may opt to have it paid out at the same time as your normal pay.

This suggests to me that it is another form of pay.

You also say that Holiday Pay is a Health and Safety issue. I note that most companies I have worked alongside, either allow staff a grace period to carry over accrued holiday pay or explicitly and repeatedly advise staff of the need to use up holiday before the end of the holiday year. By not doing this JSA has neglected my health and welfare.

I will ask you one more time to honour the payslips which were issued and pay £2,865.50 which was withheld.

If your last email is your final position, I will take advice and seek remedy elsewhere.

Regards

XXXXXXXXXXXX

On Wednesday, 1 December 2021, XX:54:18 GMT, Workwise <workwise@jsagroup.co.uk> wrote:

Hi XXXXXXXXXX,

Thanks for getting in touch. Further to your recent correspondence with my colleague the Company's holiday policy is, as you know, set out in your contract and is also explained in further detail in your Employee Handbook, which was sent to you at the same time. Please refer to section 11 of the attached.

Importantly, entitlement to paid annual leave is a health and safety measure, not a financial one, and the accrual of holiday pay is to ensure you are able to take annual leave without being disadvantaged financially. There is no entitlement, contractual or otherwise, to receive a payment instead of you taking annual leave, and it is the case with most employers, that there is no right to carry over holiday entitlement from one holiday year to another.

Please do let me know if you have any further queries regarding this.

Kind regards

Compliance Co-ordinator

**Tel:** 01923 257 257 (Option 1)

**Web:** [www.jsagroup.co.uk](http://www.jsagroup.co.uk)

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**2021 Christmas & New Year Opening Hours:**

Friday 24 December 2021 – 8am – 1pm

Saturday 25 December 2021 - CLOSED

Sunday 26 December 2021 - CLOSED

Monday 27 December 2021 – CLOSED

Tuesday 28 December 2021 - CLOSED

Wednesday 29 December 2021 – 9am – 5:30pm

Thursday 30 December 2021 - 9am - 5:30pm

Friday 31 December 2021 – 9am – 3pm

Saturday 1 January 2022 - CLOSED

Sunday 2 January 2022 - CLOSED

Monday 3 January 2022 – CLOSED

Tuesday 4 January 2022 – Normal office hours resume

----- Original Message -----

**From:** XXXXXXXXXXXXXXX

**Received:** 26/11/2021 XX:48

**To:** Workwise

**Subject:** Re: Automated Response - JSA Enquiry: There is some holiday pay outstanding.

Thank you for enclosing a copy of the contract. I can now see your position.

The problem I have is:

- The engagement email 22/06/2020 does not mention loss of holiday pay
- The attached Working with JSA guide does not mention the loss of holiday pay
- I was not contacted by yourselves in September when the loss of holiday pay was imminent
- The alignment of pay and holiday years is eccentric
- The payslips from period 27 onwards continue to show a holiday accrual which you say is not available. This is false reporting.

Is there any way that you can resolve my complaint?

I used JSA for this engagement as I have had a happy 25 years relationship with the limited company side of the busy.

I hope that this is not part of your business model as I do not want to share my dissatisfaction.

Regards

XXXXXXXXXXXX

On Friday, 26 November 2021, 10:23:13 GMT, Workwise <workwise@jsagroup.co.uk> wrote:

Hi XXXXXXXXXXXX,

Thank you for your response.

The work you completed and the Holiday you accrued in 2020 up until 30/09/20 would have been accrued into your 2019-20 pot.

From 01/10/20 until 30/09/21 the holiday accrued in this period was the funds that you had paid out to you and was accrued into your 2020-21 pot.

As I have stated previously, we cannot process out the money that was accrued in the pot from 2 years ago as the deadline to request out the Holiday Pay for 2019-20 would have been back in October of 2020.

Please see clause 6.4 in your employment contract where it states the below:

"6.4 You cannot carry untaken holiday entitlement forward from one holiday year to the following holiday year."

I have also attached your employment contract to this email for your reference which you signed on 29/06/2020.

If you have any further queries please don't hesitate to get in contact.

Kindest regards,

Service Delivery Advisor

**Tel:** 01923 257 257 (Option 1)

**Web:** [www.jsagroup.co.uk](http://www.jsagroup.co.uk)

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For information on JSA's Data Protection and Privacy Policy, [please click here](#)

----- Original Message -----

**From:** XXXXXXXXXXXXXXXXXXXX

**Received:** 25/11/2021 13:56

**To:** Workwise

**Subject:** Re: Automated Response - JSA Enquiry: There is some holiday pay outstanding.

I think we are at cross purposes. None of the work ever took place in 2019-2020 and no claim has been made for holiday pay for that year.

In 2020-2021 I worked for you from XX/06/2020 to XX/02/2021. This end date was confirmed in your email of 15/02/2021. The end client was XXXXXXXX and my work there finished on XX/XX/2020.

During that time

the sum of all payslip items marked as Holiday Accrual came to 5459.60

the sum of all payslip items marked as Holiday Acc Employment Costs Reserve came to 777.78



These items total to 6237.38

In response to my 2021/01/21 request to 'take the accrued holiday pay' you issued a payslip for Pay Date / Tax Period 27/01/2021 / 43.

This contained:  
Holiday Pay Paid Out 2979.97

Employment Costs (Holiday Reserve Fund) 387.91

JSA Income 3367.88

As previously stated this was not a full payment. £2865.50 gross is still owed to me. I hope to receive it shortly.

Regards

XXXXXXXXXXXXXXXXXX

On Thursday, 25 November 2021, 12:05:53 GMT, Workwise <workwise@jsagroup.co.uk> wrote:

Hi XXXXXXXXXX,

Thank you for your response.

I can confirm that the emails you have mentioned are in regards to your Holiday Accrual from the year of 2020-21 which was paid out to you on 27/01/21 as my colleague confirmed in her email.

As you were requesting for your Holiday Pay to be paid out for the year of 20-21 and not the prior year, this is what we processed out to you.

The deadline to request out the Holiday Pay for 2019-20 would have been back in October of 2020. Therefore, we will not be able to process out this payment to you as we no longer have visibility of it and, as I stated below in my previous email, the contract states that you cannot carry forward Holiday Pay from one year to the other.

If you have any further queries please don't hesitate to get in contact.

Kindest regards,

Service Delivery Advisor

Tel: 01923 257 257 (Option 1)

Web: [www.jsagroup.co.uk](http://www.jsagroup.co.uk)

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----- Original Message -----

**From:** XXXXXXXXXXXXX

**Received:** XX/11/2021 19:29

**To:** Workwise

**Subject:** Re: Automated Response - JSA Enquiry: There is some holiday pay outstanding.

Thank you for your quick reply.

You say that you have closed 2019 – 2020 and the accounts for that year cannot be re-open.

I think that you may have to reopen them.

I e'mailed Workwise on XX/01/2021 at 10:43

"My contract finished on 18 December and with things as they are it doesn't look likely. With that in mind, I'd like and take the accrued holiday pay and close things up. Presumably, you will also issue me with a P45."

You replied promptly at 11:14 on the same day

"Thank you for your email. We have set your account so your full amount (£2,979.97) of accrued holiday will be paid as W/E 22/01/2021 and credit your account by 29/01/2021 which is the next available date for holiday pay.

**Please be advised that holiday pay is subject to tax and national insurance and will be added on to any funds received in the same tax period.**

We have also now requested your P45 which will be emailed to you in the tax period after your holiday pay has been processed."

This payment was indeed made to my account by 29th. Unfortunately, the full amount was £6,237.38. Your payslip dated 27/01/2021 was incorrect and understated the gross amount by £2,865.50. You also copied this error into the P45.

I am absolutely certain that this can be resolved and you can make a second payment.

Regards

XXXXXXXXXXXXXXXXXX

On Wednesday, 24 November 2021, 16:46:17 GMT, Workwise <workwise@jsagroup.co.uk> wrote:

Hi XXXXXXXXXX,

Thank you for your email.

I have spoken with a manager who has advised that as the Holiday Pay was accrued for you back in 2019-2020 we will not be able to get this processed out to you as that pot has now closed and you no longer have access to it.

Please see clause 6.4 in your employment contract where it states the below:

"6.4 You cannot carry untaken holiday entitlement forward from one holiday year to the following holiday year."

If you have any further queries please don't hesitate to get in contact.

Kindest regards,

Service Delivery Advisor

**Tel:** 01923 257 257 (Option 1)

**Web:** [www.jsagroup.co.uk](http://www.jsagroup.co.uk)

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----- Original Message -----

**From:** Workwise

**Received:** XX/11/2021 XX:XX

**To:** XXXXXXXXXX

**Subject:** Automated Response - JSA Enquiry: There is some holiday pay outstanding.

Dear XXXXXXXX,

Thank you for your enquiry. We will respond as soon as we can - this is normally within 8 working hours.

The details of your enquiry are:

“ Hi

While getting ready to file my tax return I noticed something odd.

At the end of my assignment I had accruals for holiday of 5459.60 and a holiday reserve of 777.78 totaling 6237.38.

My last payslip from you on 26/01/2021 covers holiday of 2979.97 and a holiday reserve of 387.91 totaling 3367.88. After tax and employment cost were deducted I received a payment of 2384.17.

You are still holding 2479.63 of holiday accrual and 389.87 of holiday reserve totaling 2869.50 gross. No payslip or payment has been issued. Please release this money?

If this income for tax year 2020-2021 do you need to reissue an amended P45?

Regards

XXXXXXXXXXXX

Kind regards,

The Customer Care Team  
JSA Group

**Website:** [www.jsagroup.co.uk](http://www.jsagroup.co.uk)

**Note to Contractors:** Ask us about our refer a friend offer - refer as many friends as you like to JSA and receive £100 worth of John Lewis or Marks & Spencer vouchers per friend. Simply send us the details of your friends and we will do the rest. You will receive your vouchers once they have completed 3 months with JSA. Send the details to [newenquiries@jsagroup.co.uk](mailto:newenquiries@jsagroup.co.uk) or call us on 0800 25 26 40.

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Working with

# Jsa

**Jsa**  
Contracting made simple



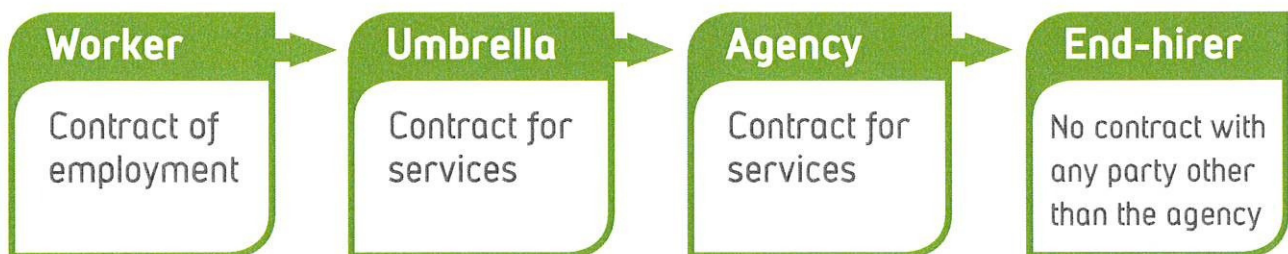


# What is an Umbrella?

Where you choose to work through an umbrella solution, you become employed by the umbrella company and are able to work on numerous different assignments for agencies and end clients, without changing employers.

The employment with the umbrella company is permanent and 'overarches' any and all fixed term assignments undertaken. This provides continuity of employment for you, as well as reduced admin for both you, and the agencies that place you.

## The supply chain



## Payments

Payment for the work you do follows the same contractual chain. The end hirer pays the agency which in turn, pays the umbrella company for its services, being the provision of the services of its employee(s). This is the 'assignment fee' or 'assignment rate'.

From the assignment fee, the umbrella company deducts its profit margin and calculates any employment related costs (e.g. Employers NIC), after which, it calculates the Gross Salary payable to you.

From the Gross Salary, the umbrella deducts Income Tax and National Insurance, and then pays you a Net Salary.

## The Benefits of JSA

- Employee Benefit scheme available through JSA
- Compliance with employment and fiscal laws
- Statutory employment rights – statutory sick pay, maternity pay, paternity pay
- Options for holiday pay – choose to have paid out weekly or accrued for when you need it
- One employment and tax code across multiple assignments/clients
  - meaning no need for emergency tax
  - assist with credit applications
  - tenancy and employment references etc
- Full contractor insurances (PI, EL and PL)
- Accident insurance also available
- Access to Customer Services team six days a week from 8am to 8pm weekdays and 9am to 12pm Sat



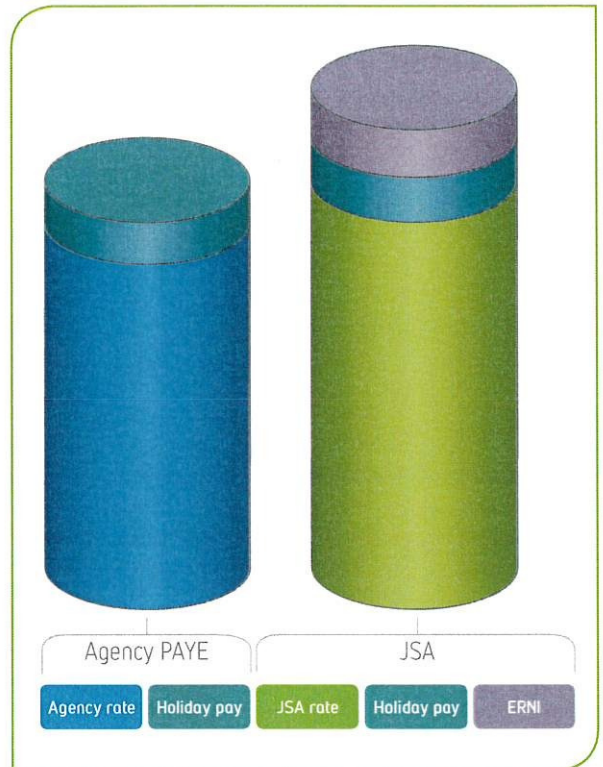


# Employment Costs

We are frequently asked “What are Employment Costs” and “Why can I see this on my payslip?”

Every employer in the UK has employment costs such as the Employer’s National insurance. This is in addition to any income tax and national insurance payments made by the employee (you). Were you paid directly by an agency or end client the employment costs would be paid by them.

When being paid through JSA (an umbrella company), Employment Costs are included in the assignment rate (sometimes also referred to as a “**limited company rate**”). These costs are deducted from the money sent to **JSA** and it is not deducted from your gross taxable pay.



# Holiday Pay

As an employee you are entitled to holiday pay. When joining you have the choice to either have this accrued for you and paid out at your request, or you may opt to have it paid out at the same time as your normal pay.

The choice between the two holiday pay options is entirely yours and you may switch between the two options whenever you like. Call or email us on **01923 257 200** or email [workwise@jsagroup.co.uk](mailto:workwise@jsagroup.co.uk) to request your holiday pay be paid out or to amend your choice.



# JSA Margin

Whilst working with JSA you can enjoy the benefits of our extended opening hours (8am-8pm Monday to Friday and Saturday morning), and gain protection under JSA's first class business insurance so that you can work safely on assignments.

JSA only retain a small margin from the assignment rate when you are working. The amount we retain can vary depending on your pay cycle and how often you are paid.

Contact us on **01923 257 200** or email [workwise@jsagroup.co.uk](mailto:workwise@jsagroup.co.uk)



## Premium Solution

We have put together a VIP package for our employees who want extra security and support. For just £6.50 a week increase in our weekly margin you can benefit from:

- Accident Insurance – in the event of an accident you could be entitled to a weekly payment of up to £500 for up to 52 weeks, after a 2 week deferment period
- Our policy is the most comprehensive in the sector, providing 24/7 world-wide protection for accidents that prevent you from working\*
- Dedicated Freelance Support
- A VIP email address
- A reduced 4 hour response time to your emails



## Workplace Pensions

In 2013 the UK government changed the law on workplace pensions and made it compulsory for UK employers to enrol employees into a pension scheme.

What does this mean for you? If you are employed, aged between 22 and state pension age, and earning above the standard tax-free allowance you need to be enrolled into a pension scheme.

Once enrolled you will receive a pension pack from our Pension Provider. Thereafter, every time you are paid there will be a 3% employer and a 5% employee contribution paid into your pension plan.

JSA supports the government's aim to encourage long-term saving, but we also understand that not everyone will wish to have a pension. You have the right to opt out from the scheme. Details on how to do this will be in your pack from our Pension Provider.



## JSA Benefits Programme

As a JSA employee you are eligible for our employee benefits programme.

This includes access to a personal doctor 24/7; professional counselling; health and fitness resources; and an employee discount programme, providing you the benefit to access 1000s of discounts online, by phone and in stores – helping your money stretch further. You will receive information on the employee benefits once registered with JSA.





# Insurances

JSA holds the following insurances:

INSURANCE TYPE	WHAT IT COVERS
Professional Indemnity (£5m)	Claims brought against you for professional negligence
Public Liability (£5m)	Claims of damage, injury and death as a result of work you've completed
Employers Liability (£10m)	Claims of liability for injury or illness resulting from your work with JSA
Personal Accident	An inability to work due to an accident*

\*Terms and conditions apply



# Tax Codes

HMRC is responsible for issuing a tax code to every employee in the UK. Your tax code tells us how much you can earn each year without paying any income tax. Some people refer to this as a 'personal allowance'.

When you join JSA we will ask you for a P45 and New Starter Checklist. This allows us to find out the tax code you have been given. If you have more than one employment please note that only one employer is permitted to hold your 'personal allowance'.

## Different codes:

- L** L - You are entitled to the basic tax free personal allowance. This is £12,500 for tax year 2019/20.
- W1** Week 1. This means your tax is only based on your earnings for that week.
- OT** Your full earnings are subject to 20% tax, which means your personal allowance is nil.
- BR** Basic rate means that your personal tax allowance is being used already. For example, if you have two jobs one employer would have a BR code for you.
- K** Your tax code includes other calculations to work out your personal allowance. For example it's been reduced because your income is over the amount for basic rate tax.



# Take Home Pay

## How is the JSA rate broken down?

When working through JSA, you may notice some differences in your payslip.

1. The income JSA receive is made up of the Assignment Fee, Employment Costs and **Holiday Pay**.
2. The **JSA Margin** and Employment Costs are retained before your salary and **holiday pay** is processed.
3. Once these are removed, **Tax and National Insurance** is applied and your take home pay is made up of net pay, and **holiday pay**.

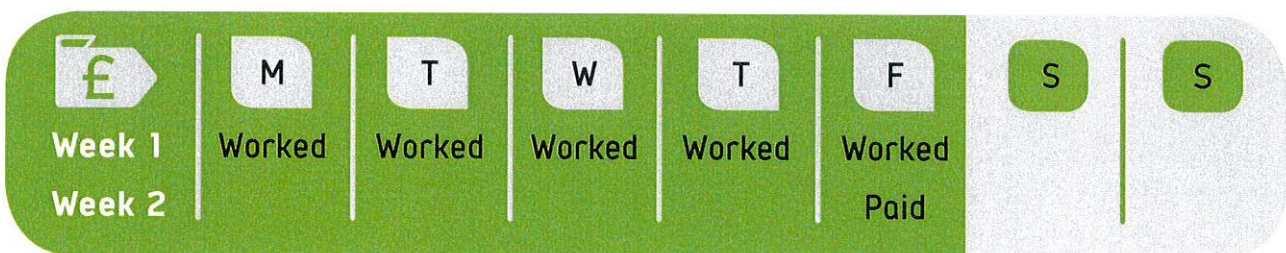
## When do you pay me?

You will most likely be paid weekly or monthly. Most of our employees are paid every Friday for the previous week worked. However the day you are paid will depend on your agency.

Funds usually clear into employee's bank accounts first thing in the morning, but occasionally it may take up until 6pm before funds can be accessed.

For specific information about your payment dates, please contact JSA on

**01923 257 200** or email [workwise@jsagroup.co.uk](mailto:workwise@jsagroup.co.uk)







# Payslip Explained

Each time an employee is paid by JSA, they'll receive a statement explaining how we've calculated the funds we are sending. This statement is broken into two pages.

**Page 1** explains how we've got from the value paid to us by the agency, to the value JSA sends to the worker.

**Page 2** is the employee (PAYE) payslip.

Example Contractor  
Radius House  
51 Clarendon Road  
Watford  
WD17 1HP

Period Details (PAYE Payslip on Page 2)

Date	Type	Units	Rate	Value
01/04/2018	Normal time	40.00	23.00	£1,092.00
<b>Total Expenses Claimed</b>				<b>0</b>
<b>Total Expenses Processed*</b>				<b>£0.00</b>
<small>*If the value is different to "Total Expenses Claimed" you have not returned the entire amount of expenses claimed or alternatively have reported claims from a previous period.</small>				
<b>Taxable Pay This Period</b>				<b>£970.43</b>
JSA Income				£1,092.00
Less				
- JSA Margin				£28.00
- Employment Costs				£101.57
*See Overlay for how we worked out your PAYE Net Pay*				
<b>Paid To Bank</b>				<b>£660.10</b>
Net Salary Pay				£660.10
Message from JSA:				
Payroll Details				
Example Contractor	Employee No: 1234	01/04/18		
Example Contractor	Pay Date: 01/04/18	750.00		

In this first section, we show the Assignment Income paid to JSA by the agency.

In this section, we remove our Margin and any Employment costs (such as Employers NIC payable to HMRC) from the assignment income. Once these deductions are made, we are left with a Gross Taxable Salary payable to the worker. How we tax this salary is displayed on page 2.

This section simply shows the total value we are sending to the worker. How we got from the Gross Taxable Salary to the Net salary is shown on the Employee Payslip (page 2).

This second page is the PAYE payslip sent to all employees.

Example Contractor - PAYE Payslip

Payroll Details

Employee Number: 123456  
No. Months: 12  
Tax Code: 1250L  
Tax Point: 1  
Pay Date/Tax Month: 01/04/2018/18

<b>Payments</b>		<b>£970.43</b>
Salary	£750.00	
Holiday Pay	£220.43	
<b>Deductions</b>		<b>£120.33</b>
Income Tax	£110.00	
National Insurance	£10.33	
<b>PAYE Net Pay</b>		<b>£660.10</b>
<b>To Date Figures</b>		
Salary Pay	£450.00	
Tax Paid	£15.00	
Employer NI	£34.10	
JSA Tax Office Details:		
HMRC		
Radius Contractor		
The Road		
Capital		
Watford, Herts		
WD17 1HP		
Phone: 01923 257 200		
PAYE Ref: 083/VA89323		

As an employer, we'll ensure all workers are paid both salary, and holiday pay. This section displays the breakup of these values.

From the Gross Taxable Salary, we deduct PAYE Tax and National Insurance which is paid to HM Revenue & Customs.

This section displays the year to date earnings of the employee.



Telephone: **01923 257 200**  
Email: [newenquiries@jsagroup.co.uk](mailto:newenquiries@jsagroup.co.uk)  
[www.jsagroup.co.uk](http://www.jsagroup.co.uk)

Company details: JSA Services Limited  
Registered office: 4th Floor, Radius House,  
51 Clarendon Road, Watford, Herts, WD17 1HP  
Registered in England and Wales. Company number 02407547  
Date of incorporation 24/07/1989 VAT number 505 5878 30

# Jsa

**Contracting made simple**



Telephone: **0800 25 26 40**  
Email: [newenquiries@jsagroup.co.uk](mailto:newenquiries@jsagroup.co.uk)  
[www.jsagroup.co.uk](http://www.jsagroup.co.uk)



Opening Hours: **08:00 – 20:00 Monday to Friday and 09:00 – 12:00 on Saturday**

.....  
JSA Services, Radius House, 51 Clarendon Road,  
Watford, Herts WD17 1HP



**JSA SERVICES LTD**  
**CONTRACT OF EMPLOYMENT**

This is the contract of employment between JSA Services Ltd (the 'Employer', the 'Company' or 'we') and [REDACTED] (the 'Employee' or 'you') meeting the requirements of section 1 of the Employment Rights Act 1996. This contract of employment is made between the Company and the Employee. It supersedes any earlier written or oral arrangement between the Company and the Employee.

The headings in this contract are for convenience only and shall not affect its interpretation.

Any references in this contract to company policies and/or procedures or similar documents are references to non-contractual documents that do not form part of your contract of employment.

**1. Commencement of employment**

- 1.1 Your employer is JSA Services Ltd. Your Employment with the Company began on 29 June 2020. No employment with a previous employer counts towards your period of continuous employment with the Company. This contract of employment is subject to you obtaining (and providing to us) the appropriate immigration documentation required in order for you to work legally in the UK. The obligations of the employer contained within this contract will not crystallise until we are satisfied that you are legally entitled to work in the UK.
- 1.2 The first three months of your employment shall be a probationary period and your employment may be terminated during this period at any time in accordance with these terms and conditions. We may, at our discretion, extend this period for up to a further three months. During this probationary period your performance and suitability for continued employment will be monitored.
- 1.3 You will be deemed to have accepted in full the terms of this contract on commencement of your first assignment under this contract.

**2. Job title**

- 2.1 You are employed as a general operative. We undertake at all times during the course of your employment to use all reasonable endeavours to allocate you to suitable assignments. Where such suitable assignments are available you are obliged to accept them when required to do so by the Company.
- 2.2 You will be employed by the Company to work on various assignments for the Company's clients as notified to you from time to time. The Employer will act as an Employment business when offering work on any assignment to the Employee.
- 2.3 The Employer provides services to clients that work across a wide range of industries including (but not limited to) Accountancy and Finance, Administration and Secretarial, Automotive, Aviation, Banking, Commercial, Construction, Education, Engineering and Technical, Hospitality, Human Resources, Industrial, Insurance, IT and Telecoms, Legal, Marketing, Medical and Healthcare, Police and Security, Professional, Public Sector, Transport and Logistics and you may be offered assignments in any of the industries in which the Employer operates
- 2.4 Whilst the Employer will endeavour to find and offer suitable assignments to the Employee, other than where specifically referenced in these terms the Employer is under no obligation to offer any assignments to the Employee at any particular time.
- 2.5 You may be required to undertake other duties from time to time as we may reasonably require.
- 2.6 Once you have complied with clause 1.1, you warrant that you are entitled to work in the UK without any additional approvals and will notify the Company immediately if you cease to be so entitled at any time during your employment with the Company.
- 2.7 You shall not work for anyone else while you are employed by the Company without the prior written consent of the Compliance Manager of the Company.
- 2.8 The Company may from time to time provide you with written information relating to a particular assignment in the form of assignment schedules. Any assignment information provided by the Company is not contractual and for information purposes only. The Company may deviate from the information contained within any assignment schedule and where any assignment schedule conflicts with this contract then the terms of this contract will prevail.

**3. Place of work**

- 3.1 The Employer will notify you of your place of work, the identity of the Employer's client and the nature of the work to be undertaken from time to time and in writing prior to the commencement of any assignment. In any event you will be required to work at any location within the UK.
- 3.2 The Company's address is: 4th Floor Radius House, 51 Clarendon Road, Watford, WD17 1HP.



- 3.3 You will not be required to work outside the UK for more than one month during the term of your employment.

#### 4. PAY

- 4.1 You will be paid only for the hours that you work on an assignment (subject only to any statutory obligations the Employer may have) You will always receive at least the applicable National Minimum Wage for each hour worked.
- 4.2 At the discretion of the Company, you may be paid a bonus payment in addition to your entitlements under clause 4.1
- 4.3 Payment will be made directly into your nominated bank or building society account. The frequency of payment will be dependent on each assignment that you receive. We will notify you of the payment terms from time to time. Any payments made will be subject to statutory deductions for tax and National Insurance or any other deduction authorised under this Agreement.
- 4.4 At the discretion of the Company, you will be paid any allowable expenses on the basis set out in the Company's Expenses Policy, a copy of which was provided to you with this Agreement. You must submit a completed expenses claim form and any supporting evidence as required to the Workwise Team. All claims must be submitted in accordance with the Expenses Policy.
- 4.5 For the avoidance of doubt, the Company's Expenses Policy is not contractual and the Company at all times retains discretion as to the payment of expenses. Any payment of expenses does not entitle you to future payment.

#### 5. Hours of work and rules

- 5.1 You will be informed of the actual hours of work for any assignment verbally from time to time and will be notified to you prior to the commencement of any assignment but with a minimum of at least one hour's work per week during an assignment.
- 5.2 You agree that Regulation 4(1) Working Time Regulations 1998 under which the average working time of a worker, including overtime, must not exceed 48 hours does not apply to this contract. You may terminate this agreement by giving three months' written notice at any time. Unless it is terminated in this way, this agreement shall remain in force until you employment with the Company ends.
- 5.3 You are required at all times to comply with our rules, policies and procedures in force from time to time whether they are notified to you by the Employer or the Employer's client relevant to any assignment that you are working on from time to time.
- 5.4 During any period after the end of the first assignment under this contract in which you are not working but are available to do so, you must contact the Employer by telephone on a daily basis prior to 9:00am on each day to confirm that you are available for work and to discuss whether work is available for you. If you do not comply with the requirements in this clause you will be deemed as unavailable for work on each day you have not complied.
- 5.5 During any period after the end of the first assignment under this contract in which you are not working and refuse any suitable assignment offered by the Employer you will be deemed as unavailable for work.
- 5.6 The Company guarantees at all times during the currency of this Agreement (and subject to the terms of this Agreement) that, as a minimum, you will be offered and remunerated for at least 336 hours of work over the course of any full 12 month period (commencing on the Commencement Date) paid at a rate at least equivalent to the National Minimum Wage.
- 5.7 The Employee will comply with all instructions issued by the Employer in relation to any assignment. Failure by the Employee to follow any instructions may result in the Employee being subject to disciplinary action.
- 5.8 The Employee warrants that he will perform the services using reasonable skill, care and attention.
- 5.9 The Employee will not engage in any conduct detrimental to the Employer or the Employer's client.
- 5.10 The Employee will take all reasonable steps to safeguard their own safety and the safety of any person who may be affected by their actions.
- 5.11 The Employee will comply with all reasonable instructions and requests issued by the Employer's client on any assignment that relate to the work undertaken by the Employee.

#### 6. Holidays

- 6.1 You are entitled to the statutory minimum number of days holiday during each holiday year, currently 30 days for a full time employee. Your statutory right to paid annual leave will be paid in accordance with clause 6.2 of this contract. Your statutory right to paid annual leave includes the usual public holidays or a day in lieu where we require you to work on a public holiday. The Company's holiday year runs between 1st October and 30 September. If your employment starts or finishes part



way through the holiday year, your holiday entitlement during that year shall be calculated on a pro-rata basis. Your right to paid annual leave is a statutory right only and you have no corresponding contractual right to paid annual leave.

6.2 In accordance with your statutory right to paid annual leave you will accrue holiday pay at a rate of 13.04% of the rate of pay as set out in clause 5. The accrued holiday pay will be retained by the Company in a holiday fund until such time as you take your holiday entitlement and have requested payment of your accrued holiday pay (subject to you having sufficient funds accrued). The accrual of holiday pay ensures you receive your statutory right to paid annual leave and for the avoidance of doubt you have no corresponding contractual right to accrued holiday pay.

6.3 You shall give at least 2 weeks' notice of any proposed holiday dates and these must be agreed by the Company and/or the client you are working for. We may require you to take holiday on specific days as notified to you.

6.4 You cannot carry untaken holiday entitlement forward from one holiday year to the following holiday year.

6.5 We shall not pay you in lieu of untaken.

## 7. Incapacity

7.1 If you are absent from work due to incapacity, you must notify the Company and/or the client you are working for of the reason for your absence as soon as possible but in any event before you are due to start work on the first day of absence.

7.2 In all cases of absence a self-certification form, which is available from Customer Services, must be completed on your return to work and supplied to Customer Services. For any period of incapacity which lasts for seven consecutive days or more, a doctor's certificate stating the reason for absence must be obtained at your own cost and supplied to Customer Services. Further certificates must be obtained if the absence continues for longer than the period of the original certificate.

7.3 You agree to consent to a medical examination (at our expense) by a doctor nominated by the Company should the Company so require. You agree that any report produced in connection with any such examination may be disclosed to the Company and the Company may discuss the contents of the report with the relevant doctor.

7.4 If you are absent from work due to incapacity we shall pay you Statutory Sick Pay (SSP) provided that you satisfy the relevant requirements. Your qualifying days for SSP purposes are Monday to Friday.

7.5 If a period of absence is or appears to have been caused by negligence or other action by a third party in respect of which you may be able to recover compensation, you must immediately notify our Compliance Manager and provide such further information and cooperation in relation to any legal proceedings as we may reasonably require.

## 8. Termination and notice period

8.1 You must give the Company at least one week's written notice in order to terminate your employment with the Company.

8.2 After successful completion of the probationary period referred to in clause 1.2, the prior written notice the Company is required to give in order to terminate your employment is:

- (a) within the first month of continuous employment: immediate notice;
- (b) after the first month but before the end of the first two completed years of continuous employment: one week;
- (c) after more than two years continuous service, one week's notice for each completed year of continuous employment, up to a maximum of twelve weeks' notice.

8.3 We shall be entitled to dismiss you at any time without notice or payment in lieu of notice if you commit a serious breach of your obligations as an employee, or if you cease to be entitled to work in the United Kingdom.

## 9. Disciplinary and grievance procedures

9.1 Your attention is drawn to the disciplinary and grievance procedures applicable to your employment, which are enclosed. These procedures do not form part of your contract of employment.

9.2 If you wish to appeal against a disciplinary decision you may apply in writing to our Financial Director in accordance with our disciplinary procedure.

9.3 If you wish to raise a grievance you may apply in writing to our Compliance Manager in accordance with our grievance procedure.

## 10. Pensions

The company will at all times comply with our statutory obligations with regard to pension provision and you will be notified in writing should you become entitled to join a Company or any other scheme. For the avoidance of doubt this clause does not create any contractual right to a pension.

11. **Collective agreement**

There is no collective agreement which directly affects your employment.

12. **Opt Out**

From time to time the Company's clients may fall within the definition of an Employment Agency or an Employment Business as defined in the Employment Agencies Act 1973 and the Conduct of Employment Agencies and Employment Business Regulations 2003 ("Regulations"). The Regulations contain a provision allowing limited company contractors and the individuals supplied by them to opt-out of the Regulations. You hereby confirm by signing these Terms and Conditions of Employment that you wish to opt-out and hereby give the Company authority to sign any opt-out clauses on your behalf. You agree that an opt-out notice may be given by the Company, including on your behalf, in accordance with Regulation 32 of the Regulations on each occasion that you or a client of the Company inform the Company of a new assignment.

Regulation 32(12) provides that the opt-out cannot be applied where a person is or would be involved in working with or attending any vulnerable person. The Regulations define a vulnerable person as any person under the age of eighteen, or who, by reason of age, infirmity, illness, disability or any other circumstances, is in need of care or attention. You hereby confirm that should you be on an assignment where you are involved in working with or attending any vulnerable person you will inform the Company immediately and you accept that there cannot be any opt-out of the Regulations in these circumstances.

13. **Changes to your terms of employment**

We reserve the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

14. **Confidential information**

14.1 You shall not use or disclose to any person either during or at any time after your employment with the Company any confidential information about the business or affairs of the Company or any of its business contacts, or about any other matters which may come to your knowledge in the course of your employment. For the purposes of this clause 13, **confidential information** means any information or matter which is not in the public domain (except as a result of your breach of this agreement) and which relates to the affairs of the Company or any of its business contacts.

14.2 The restriction in clause 13.1 does not apply to:

- (a) prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996; or
- (b) use or disclosure that has been authorised by the Company, is required by law or by your employment.

15. **Company property**

15.1 All documents, manuals, hardware and software provided for your use by the Company, and any data or documents (including copies) produced, maintained or stored on the Company's computer systems or other electronic equipment (including mobile phones), remain the property of the Company.

15.2 Any Company property in your possession and any original or copy documents obtained by you in the course of your employment shall be returned to our Compliance Manager at any time on request and in any event prior to the termination of your employment with the Company.

16. **Miscellaneous**

16.1 This contract is governed by and construed in accordance with English law and any dispute regarding this contract or your employment will be heard in the English courts.

16.2 References in this agreement to 'us' or 'we' refer to the Company as defined in this agreement. References to 'you' or 'your' refer to the Employee, as, defined.

16.3 References to the singular include the plural.

16.4 References to the masculine include the feminine.

16.5 Should the Company fail to enforce or apply any of the rights that it has under this Contract of Employment, it shall not be construed that the Company approves or agrees to any breach of contract or that it loses its rights to enforce the terms of this Contract of Employment in full at any time, now or in the future.

16.6 If any provision of this agreement (or part of a provision) is found by any court or administrative body of competent jurisdiction to be invalid, unenforceable or unlawful, the other provisions shall remain in force.



16.7 If any invalid, unenforceable or unlawful provision would be valid, enforceable or lawful if some part of it were deleted, the provision shall apply with whatever modification is necessary to give effect to the commercial intent of the parties.

16.8 The Company will hold and process your payroll and personal data in accordance with the Data Protection Act 1998. The Company may, from time to time, supply such payroll and personal data to third party organisations (such as our clients) in order for such organisations to comply with any rules, regulations and other requirements. By signing this Contract of Employment, you hereby consent to the Company processing and supplying said data during and after your employment for these purposes.

**17. Deductions**

If, during or on the termination of your employment, you owe the Company money as a result of any loan, overpayment, default on your part or any other reason whatsoever, the Company shall be entitled as a result of your agreement to the terms of this contract of employment to deduct the amount of your indebtedness to it from any payment which it may be due to make to you, including but not limited to your final salary payment.

**18. Third party rights**

No person other than you and the Company may enforce any terms of this agreement.

Please indicate your acceptance of these terms by signing and returning to me the attached copy of this letter.

I hereby confirm that I have read, understood and accept the above contract of employment and I undertake to observe the terms and conditions of employment contained therein..

Signed: 

(on behalf of the Company)

**ACCEPTED VIA INTERNET**

Date: 29 June 2020

Signed: .....

(on behalf of )

Date: 29 June 2020

Period Details (PAYE Pavsliip on Page 2)

Date	Type	Units	Rate	Value
26/06/2020	Standard Days	5.00	456.18	£2,280.90
04/07/2020	Standard Days	2.00	456.18	£912.36
11/07/2020	Standard Days	5.00	456.18	£2,280.90

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00

\*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

**Gross Pay This Period** £4,233.19

JSA Income	£5,474.16
<b>Less</b>	
- JSA Margin	£28.00
- Employment Costs	£582.02
- Holiday Accrual	£552.01
- Holiday Acc Employment Costs Reserve	£78.94

**\*See Overleaf for how we worked out your PAYE Net Pay\***

**Funds To Bank** £2,566.36

PAYE Net Pay £2,566.36

Message from JSA:

**Payroll Details**

Employee Number

Pay Date/Tax Period

23/07/2020 / 16



PAYE Payslip

**Payroll Details**

Employee Number  
NI Number/Cat  
Tax Code 1250L  
Tax Basis 1  
Pay Date/Tax Period 23/07/2020 / 16

<b>Gross Payments</b>	<b>£4,233.19</b>
Salary	£4,233.19

<b>Taxable Pay</b>	<b>£4,233.19</b>
Gross Payments	£4,233.19

<b>Deductions</b>	<b>£1,666.83</b>
Income Tax	£1,507.93
National Insurance	£158.90

<b>PAYE Net Pay</b>	<b>£2,566.36</b>
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<b>To Date Figures</b>	
Taxable Pay	£4,233.19
Tax Paid	£1,507.93
Employees NIC	£158.90

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328

Period Details (PAYE Payslip on Page 2)

Date	Type	Units	Rate	Value
26/06/2020		Standard Days	5.00	£2,280.90

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00  
\*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

<b>Gross Pay This Period</b>	<b>£1,761.70</b>
JSA Income	£2,280.90
Less	
- JSA Margin	£28.00
- Employment Costs	£228.60
- Holiday Accrual	£229.74
- Holiday Acc Employment Costs Reserve	£32.86

**\*See Overleaf for how we worked out your PAYE Net Pay\***

<b>Funds To Bank</b>	<b>£1,568.40</b>
PAYE Net Pay	£1,568.40

Message from JSA:

Payroll Details

Employee Number

Pay Date/Tax Period

30/07/2020 / 17



PAYE Payslip

**Payroll Details**

Employee Number

NI Number/Cat

Tax Code BR

Tax Basis 1

Pay Date/Tax Period 30/07/2020 / 17

<b>Gross Payments</b>	<b>£1,761.70</b>
Salary	£1,761.70

<b>Taxable Pay</b>	<b>£1,761.70</b>
Gross Payments	£1,761.70

<b>Deductions</b>	<b>£193.30</b>
Income Tax	£352.20
National insurance	£-158.90

<b>PAYE Net Pay</b>	<b>£1,568.40</b>
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<b>To Date Figures</b>	
Taxable Pay	£5,994.89
Tax Paid	£1,860.13

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328

Period Details (PAYE Pavsip on Page 2)

Date	Type	Units	Rate	Value
31/07/2020	Standard Days		5.00	456.18
				£2,280.90

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00  
\*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

<b>Gross Pay This Period</b>	<b>£1,761.70</b>
JSA Income	£2,280.90
<b>Less</b>	
- JSA Margin	£28.00
- Employment Costs	£228.60
- Holiday Accrual	£229.74
- Holiday Acc Employment Costs Reserve	£32.86

**\*See Overleaf for how we worked out your PAYE Net Pay\***

<b>Funds To Bank</b>	<b>£1,409.50</b>
PAYE Net Pay	£1,409.50

Message from JSA:

Payroll Details

Employee Number

Pay Date/Tax Period

06/08/2020 / 18



PAYE Payslip

**Payroll Details**

Employee Number  
NI Number/Cat  
Tax Code BR  
Tax Basis 1  
Pay Date/Tax Period 06/08/2020 / 18

<b>Gross Payments</b>	<b>£1,761.70</b>
Salary	£1,761.70

<b>Taxable Pay</b>	<b>£1,761.70</b>
Gross Payments	£1,761.70

<b>Deductions</b>	<b>£352.20</b>
Income Tax	£352.20
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£1,409.50</b>
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<b>To Date Figures</b>	
Taxable Pay	£7,756.59
Tax Paid	£2,212.33

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328

Period Details (PAYE Payslip on Page 2)

Date	Type	Units	Rate	Value
08/08/2020		Standard Days	5.00	456.18
14/08/2020		Standard Days	5.00	456.18

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00  
\*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

<b>Gross Pay This Period</b>	<b>£3,527.05</b>
JSA Income	£4,561.80
<b>Less</b>	
- JSA Margin	£28.00
- Employment Costs	£481.05
- Holiday Accrual	£459.94
- Holiday Acc Employment Costs Reserve	£65.77

**\*See Overleaf for how we worked out your PAYE Net Pay\***

<b>Funds To Bank</b>	<b>£2,821.65</b>
PAYE Net Pay	£2,821.65

Message from JSA:

Payroll Details

Employee Number

Pay Date/Tax Period

20/08/2020 / 20



PAYE Payslip

**Payroll Details**

Employee Number  
NI Number/Cat  
Tax Code BR  
Tax Basis 1  
Pay Date/Tax Period 20/08/2020 / 20

<b>Gross Payments</b>	<b>£3,527.05</b>
Salary	£3,527.05

<b>Taxable Pay</b>	<b>£3,527.05</b>
Gross Payments	£3,527.05

<b>Deductions</b>	<b>£705.40</b>
Income Tax	£705.40
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£2,821.65</b>
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<b>To Date Figures</b>	
Taxable Pay	£11,283.64
Tax Paid	£2,917.73

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328

Period Details (PAYE Pavslib on Page 2)

Date	Type	Units	Rate	Value
21/08/2020	Standard Days	4.00	456.18	£1,824.72

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00  
\* If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

<b>Gross Pay This Period</b>	£1,408.64
JSA Income	£1,824.72
<b>Less</b>	
- JSA Margin	£28.00
- Employment Costs	£178.12
- Holiday Accrual	£183.70
- Holiday Acc Employment Costs Reserve	£26.27

**\*See Overleaf for how we worked out your PAYE Net Pay\***

<b>Funds To Bank</b>	£1,127.04
PAYE Net Pay	£1,127.04

Message from JSA:

Payroll Details

Employee Number  
 Pay Date/Tax Period 27/08/2020 / 21



PAYE Payslip

**Payroll Details**

Employee Number  
NI Number/Cat  
Tax Code BR  
Tax Basis 1  
Pay Date/Tax Period 27/08/2020 / 21

<b>Gross Payments</b>	<b>£1,408.64</b>
Salary	£1,408.64

<b>Taxable Pay</b>	<b>£1,408.64</b>
Gross Payments	£1,408.64

<b>Deductions</b>	<b>£281.60</b>
Income Tax	£281.60
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£1,127.04</b>
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<b>To Date Figures</b>	
Taxable Pay	£12,692.28
Tax Paid	£3,199.33

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328

Period Details (PAYE Payslip on Page 2)

Date	Type	Units	Rate	Value
28/08/2020		Standard Days	5.00	£2,280.90

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00  
\*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

<b>Gross Pay This Period</b>	<b>£1,761.70</b>
JSA Income	£2,280.90
Less	
- JSA Margin	£28.00
- Employment Costs	£228.60
- Holiday Accrual	£229.74
- Holiday Acc Employment Costs Reserve	£32.86

**\*See Overleaf for how we worked out your PAYE Net Pay\***

<b>Funds To Bank</b>	<b>£1,409.50</b>
PAYE Net Pay	£1,409.50

Message from JSA:

**Payroll Details**

Employee Number

Pay Date/Tax Period

03/09/2020 / 22

PAYE Payslip

**Payroll Details**

Employee Number  
NI Number/Cat  
Tax Code BR  
Tax Basis 1  
Pay Date/Tax Period 03/09/2020 / 22

<b>Gross Payments</b>	<b>£1,761.70</b>
Salary	£1,761.70

<b>Taxable Pay</b>	<b>£1,761.70</b>
Gross Payments	£1,761.70

<b>Deductions</b>	<b>£352.20</b>
Income Tax	£352.20
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£1,409.50</b>
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<b>To Date Figures</b>	
Taxable Pay	£14,453.98
Tax Paid	£3,551.53

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328



Period Details (PAYE Payslip on Page 2)

Date	Type	Units	Rate	Value
04/09/2020		Standard time	4.00	£1,824.72

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00  
\*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

<b>Gross Pay This Period</b>	<b>£1,408.65</b>
JSA Income	£1,824.72
<b>Less</b>	
- JSA Margin	£28.00
- Employment Costs	£178.12
- Holiday Accrual	£183.69
- Holiday Acc Employment Costs Reserve	£26.26

**\*See Overleaf for how we worked out your PAYE Net Pay\***

<b>Funds To Bank</b>	<b>£1,127.05</b>
PAYE Net Pay	£1,127.05

Message from JSA:

Payroll Details

Employee Number  
 Pay Date/Tax Period 10/09/2020 / 23

PAYE Payslip

**Payroll Details**

Employee Number  
NI Number/Cat  
Tax Code BR  
Tax Basis 1  
Pay Date/Tax Period 10/09/2020 / 23

<b>Gross Payments</b>	<b>£1,408.65</b>
Salary	£1,408.65

<b>Taxable Pay</b>	<b>£1,408.65</b>
Gross Payments	£1,408.65

<b>Deductions</b>	<b>£281.60</b>
Income Tax	£281.60
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£1,127.05</b>
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<b>To Date Figures</b>	
Taxable Pay	£15,862.63
Tax Paid	£3,833.13

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328

Period Details (PAYE Payslip on Page 2)

Date	Type	Units	Rate	Value
12/09/2020	Standard Days		5.00	456.18
18/09/2020	Standard Days		4.00	456.18

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00

\*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

<b>Gross Pay This Period</b>	<b>£3,152.31</b>
JSA Income	£4,105.62
<b>Less</b>	
- JSA Margin	£56.00
- Employment Costs	£427.46
- Holiday Accrual	£411.07
- Holiday Acc Employment Costs Reserve	£58.78

**\*See Overleaf for how we worked out your PAYE Net Pay\***

<b>Funds To Bank</b>	<b>£2,521.91</b>
PAYE Net Pay	£2,521.91

Message from JSA:

Payroll Details

Employee Number

Pay Date/Tax Period

24/09/2020 / 25



PAYE Payslip

**Payroll Details**

Employee Number  
NI Number/Cat  
Tax Code BR  
Tax Basis 1  
Pay Date/Tax Period 24/09/2020 / 25

<b>Gross Payments</b>	<b>£3,152.31</b>
Salary	£3,152.31

<b>Taxable Pay</b>	<b>£3,152.31</b>
Gross Payments	£3,152.31

<b>Deductions</b>	<b>£630.40</b>
Income Tax	£630.40
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£2,521.91</b>
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<b>To Date Figures</b>	
Taxable Pay	£19,014.94
Tax Paid	£4,463.53

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328

Period Details (PAYE Payslip on Page 2)

Date	Type	Units	Rate	Value
26/09/2020	Standard Days		5.00	456.18
02/10/2020	Standard Days		5.00	456.18

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00  
 \*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

<b>Gross Pay This Period</b>	<b>£3,505.38</b>
JSA Income	£4,561.80
Less	
- JSA Margin	£56.00
- Employment Costs	£477.95
- Holiday Accrual	£457.11
- Holiday Acc Employment Costs Reserve	£65.37

**\*See Overleaf for how we worked out your PAYE Net Pay\***

<b>Funds To Bank</b>	<b>£2,804.38</b>
PAYE Net Pay	£2,804.38

Message from JSA:

**Payroll Details**

Employee Number  
 Pay Date/Tax Period 08/10/2020 / 27

PAYE Payslip

**Payroll Details**

Employee Number  
NI Number/Cat  
Tax Code BR  
Tax Basis 1  
Pay Date/Tax Period 08/10/2020 / 27

<b>Gross Payments</b>	<b>£3,505.38</b>
Salary	£3,505.38

<b>Taxable Pay</b>	<b>£3,505.38</b>
Gross Payments	£3,505.38

<b>Deductions</b>	<b>£701.00</b>
Income Tax	£701.00
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£2,804.38</b>
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<b>To Date Figures</b>	
Taxable Pay	£22,520.32
Tax Paid	£5,164.53

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328



Period Details (PAYE Payslip on Page 2)

Date	Type	Units	Rate	Value
10/10/2020		Standard Days	5.00	456.18
16/10/2020		Standard Days	5.00	456.18

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00  
 \*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

<b>Gross Pay This Period</b>	<b>£3,505.38</b>
JSA Income	£4,561.80
<b>Less</b>	
- JSA Margin	£56.00
- Employment Costs	£477.95
- Holiday Accrual	£457.11
- Holiday Acc Employment Costs Reserve	£65.37

**\*See Overleaf for how we worked out your PAYE Net Pay\***

<b>Funds To Bank</b>	<b>£2,804.38</b>
PAYE Net Pay	£2,804.38

Message from JSA:

Payroll Details

Employee Number

Pay Date/Tax Period

22/10/2020 / 29

PAYE Payslip

**Payroll Details**

Employee Number  
NI Number/Cat  
Tax Code BR  
Tax Basis 1  
Pay Date/Tax Period 22/10/2020 / 29

<b>Gross Payments</b>	<b>£3,505.38</b>
Salary	£3,505.38

<b>Taxable Pay</b>	<b>£3,505.38</b>
Gross Payments	£3,505.38

<b>Deductions</b>	<b>£701.00</b>
Income Tax	£701.00
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£2,804.38</b>
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<b>To Date Figures</b>	
Taxable Pay	£26,025.70
Tax Paid	£5,865.53

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328

Period Details (PAYE Payslip on Page 2)

Date	Type	Units	Rate	Value
23/10/2020	Standard Days		5.00	456.18
30/10/2020	Standard Days		5.00	456.18

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00  
 \*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

<b>Gross Pay This Period</b>	<b>£3,505.38</b>
JSA Income	£4,561.80
<b>Less</b>	
- JSA Margin	£56.00
- Employment Costs	£477.95
- Holiday Accrual	£457.11
- Holiday Acc Employment Costs Reserve	£65.37

**\*See Overleaf for how we worked out your PAYE Net Pay\***

<b>Funds To Bank</b>	<b>£2,804.38</b>
PAYE Net Pay	£2,804.38

Message from JSA:

Payroll Details

Employee Number

Pay Date/Tax Period

05/11/2020 / 31



PAYE Payslip

**Payroll Details**

Employee Number  
NI Number/Cat  
Tax Code BR  
Tax Basis 1  
Pay Date/Tax Period 05/11/2020 / 31

<b>Gross Payments</b>	<b>£3,505.38</b>
Salary	£3,505.38

<b>Taxable Pay</b>	<b>£3,505.38</b>
Gross Payments	£3,505.38

<b>Deductions</b>	<b>£701.00</b>
Income Tax	£701.00
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£2,804.38</b>
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<b>To Date Figures</b>	
Taxable Pay	£29,531.08
Tax Paid	£6,566.53

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328

Period Details (PAYE Payslip on Page 2)

Date	Type	Units	Rate	Value
06/11/2020		Standard Days	5.00	£2,280.90

<b>Total Expenses Claimed</b>	<b>0</b>
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<b>Total Expenses Processed*</b>	<b>£0.00</b>
*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.	

<b>Gross Pay This Period</b>	<b>£1,761.70</b>
JSA Income	£2,280.90
<b>Less</b>	
- JSA Margin	£28.00
- Employment Costs	£228.60
- Holiday Accrual	£229.74
- Holiday Acc Employment Costs Reserve	£32.86

\*See Overleaf for how we worked out your PAYE Net Pay\*

<b>Funds To Bank</b>	<b>£1,409.50</b>
PAYE Net Pay	£1,409.50

Message from JSA:

Payroll Details

Employee Number  
 Pay Date/Tax Period 12/11/2020 / 32

PAYE Payslip

**Payroll Details**

Employee Number

NI Number/Cat

Tax Code BR

Tax Basis 1

Pay Date/Tax Period 12/11/2020 / 32

<b>Gross Payments</b>	<b>£1,761.70</b>
Salary	£1,761.70

<b>Taxable Pay</b>	<b>£1,761.70</b>
Gross Payments	£1,761.70

<b>Deductions</b>	<b>£352.20</b>
Income Tax	£352.20
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£1,409.50</b>
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<b>To Date Figures</b>	
Taxable Pay	£31,292.78
Tax Paid	£6,918.73

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328



Period Details (PAYE Pavslin on Page 2)

Date	Type	Units	Rate	Value
14/11/2020	Standard Days		5.00	456.18
20/11/2020	Standard Days		5.00	456.18

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00

\*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

**Gross Pay This Period** £3,527.05

JSA Income	£4,561.80
<b>Less</b>	
- JSA Margin	£28.00
- Employment Costs	£481.05
- Holiday Accrual	£459.94
- Holiday Acc Employment Costs Reserve	£65.77

**\*See Overleaf for how we worked out your PAYE Net Pay\***

**Funds To Bank** £2,821.65

PAYE Net Pay £2,821.65

Message from JSA:

**Payroll Details**

Employee Number

Pay Date/Tax Period

26/11/2020 / 34

PAYE Payslip

**Payroll Details**

Employee Number

NI Number/Cat

Tax Code BR

Tax Basis 1

Pay Date/Tax Period 26/11/2020 / 34

<b>Gross Payments</b>	<b>£3,527.05</b>
Salary	£3,527.05

<b>Taxable Pay</b>	<b>£3,527.05</b>
Gross Payments	£3,527.05

<b>Deductions</b>	<b>£705.40</b>
Income Tax	£705.40
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£2,821.65</b>
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<b>To Date Figures</b>	
Taxable Pay	£34,819.83
Tax Paid	£7,624.13

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328

Period Details (PAYE Pavsliip on Page 2)

Date	Type	Units	Rate	Value
27/11/2020	Standard Days	5.00	456.18	£2,280.90

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00  
\*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

<b>Gross Pay This Period</b>	<b>£1,761.70</b>
JSA Income	£2,280.90
<b>Less</b>	
- JSA Margin	£28.00
- Employment Costs	£228.60
- Holiday Accrual	£229.74
- Holiday Acc Employment Costs Reserve	£32.86

**\*See Overleaf for how we worked out your PAYE Net Pay\***

<b>Funds To Bank</b>	<b>£1,409.50</b>
PAYE Net Pay	£1,409.50

Message from JSA:

Payroll Details

Employee Number

Pay Date/Tax Period

03/12/2020 / 35



PAYE Payslip

**Payroll Details**

Employee Number  
NI Number/Cat  
Tax Code BR  
Tax Basis 1  
Pay Date/Tax Period 03/12/2020 / 35

<b>Gross Payments</b>	<b>£1,761.70</b>
Salary	£1,761.70

<b>Taxable Pay</b>	<b>£1,761.70</b>
Gross Payments	£1,761.70

<b>Deductions</b>	<b>£352.20</b>
Income Tax	£352.20
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£1,409.50</b>
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<b>To Date Figures</b>	
Taxable Pay	£36,581.53
Tax Paid	£7,976.33

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328

Period Details (PAYE Payslip on Page 2)

Date	Type	Units	Rate	Value
04/12/2020	Standard Days		5.00	456.18
				£2,280.90

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00  
\*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

<b>Gross Pay This Period</b>	<b>£1,761.70</b>
JSA Income	£2,280.90
Less	
- JSA Margin	£28.00
- Employment Costs	£228.60
- Holiday Accrual	£229.74
- Holiday Acc Employment Costs Reserve	£32.86

**\*See Overleaf for how we worked out your PAYE Net Pay\***

<b>Funds To Bank</b>	<b>£1,409.50</b>
PAYE Net Pay	£1,409.50

Message from JSA:

Payroll Details

Employee Number \_\_\_\_\_  
 Pay Date/Tax Period 10/12/2020 / 36

PAYE Payslip

**Payroll Details**

Employee Number  
NI Number/Cat  
Tax Code BR  
Tax Basis 1  
Pay Date/Tax Period 10/12/2020 / 36

<b>Gross Payments</b>	<b>£1,761.70</b>
Salary	£1,761.70

<b>Taxable Pay</b>	<b>£1,761.70</b>
Gross Payments	£1,761.70

<b>Deductions</b>	<b>£352.20</b>
Income Tax	£352.20
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£1,409.50</b>
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<b>To Date Figures</b>	
Taxable Pay	£38,343.23
Tax Paid	£8,328.53

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328



Period Details (PAYE Pavsliip on Page 2)

Date	Type	Units	Rate	Value
11/12/2020	Standard Days		5.00	456.18
				£2,280.90

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00

\*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

<b>Gross Pay This Period</b>	<b>£1,761.70</b>
JSA Income	£2,280.90
Less	
- JSA Margin	£28.00
- Employment Costs	£228.60
- Holiday Accrual	£229.74
- Holiday Acc Employment Costs Reserve	£32.86

**\*See Overleaf for how we worked out your PAYE Net Pay\***

<b>Funds To Bank</b>	<b>£1,409.50</b>
PAYE Net Pay	£1,409.50

Message from JSA:

Payroll Details

Employee Number

Pay Date/Tax Period

17/12/2020 / 37

PAYE Payslip

**Payroll Details**

Employee Number

NI Number/Cat

Tax Code BR

Tax Basis 1

Pay Date/Tax Period 17/12/2020 / 37

<b>Gross Payments</b>	<b>£1,761.70</b>
Salary	£1,761.70

<b>Taxable Pay</b>	<b>£1,761.70</b>
Gross Payments	£1,761.70

<b>Deductions</b>	<b>£352.20</b>
Income Tax	£352.20
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£1,409.50</b>
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<b>To Date Figures</b>	
Taxable Pay	£40,104.93
Tax Paid	£8,680.73

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328

Period Details (PAYE Payslip on Page 2)

Date	Type	Units	Rate	Value
18/12/2020	Standard Days		5.00	456.18
				£2,280.90

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00

\*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

**Gross Pay This Period** £1,761.71

JSA Income £2,280.90

Less

- JSA Margin £28.00

- Employment Costs £228.60

- Holiday Accrual £229.74

- Holiday Acc Employment Costs Reserve £32.85

**\*See Overleaf for how we worked out your PAYE Net Pay\***

**Funds To Bank** £1,409.51

PAYE Net Pay £1,409.51

Message from JSA:

Payroll Details

Employee Number

Pay Date/Tax Period

23/12/2020 / 38



PAYE Payslip

**Payroll Details**

Employee Number  
NI Number/Cat  
Tax Code BR  
Tax Basis 1  
Pay Date/Tax Period 23/12/2020 / 38

<b>Gross Payments</b>	<b>£1,761.71</b>
Salary	£1,761.71

<b>Taxable Pay</b>	<b>£1,761.71</b>
Gross Payments	£1,761.71

<b>Deductions</b>	<b>£352.20</b>
Income Tax	£352.20
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£1,409.51</b>
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<b>To Date Figures</b>	
Taxable Pay	£41,866.64
Tax Paid	£9,032.93

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328

Period Details (PAYE Pavslio on Page 2)

Date	Type	Units	Rate	Value
	Holiday Pay Paid Out			£2,979.97
	Employment Costs (Holiday Reserve Fund)			£387.91

**Total Expenses Claimed** 0

**Total Expenses Processed\*** £0.00  
\*If this value is different to 'Total Expenses Claimed' we have not reimbursed the entire amount of expenses claimed or alternatively have reimbursed claims from a previous period.

<b>Gross Pay This Period</b>	£2,979.97
JSA Income	£3,367.88
Less	
- JSA Margin	£0.00
- Employment Costs	£387.91

**\*See Overleaf for how we worked out your PAYE Net Pay\***

<b>Funds To Bank</b>	£2,384.17
PAYE Net Pay	£2,384.17

Message from JSA:

**Payroll Details**

Employee Number  
 Pay Date/Tax Period 27/01/2021 / 43

George Morris - PAYE Payslip

**Payroll Details**

Employee Number  
NI Number/Cat  
Tax Code BR  
Tax Basis 1  
Pay Date/Tax Period 27/01/2021 / 43

<b>Gross Payments</b>	<b>£2,979.97</b>
Holiday Pay - paid out	£2,979.97

<b>Taxable Pay</b>	<b>£2,979.97</b>
Gross Payments	£2,979.97

<b>Deductions</b>	<b>£595.80</b>
Income Tax	£595.80
National Insurance	£0.00

<b>PAYE Net Pay</b>	<b>£2,384.17</b>
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<b>To Date Figures</b>	
Taxable Pay	£44,846.61
Tax Paid	£9,628.73

HMRC Employee Helpline: 0300 200 3300

PAYE Ref: 083/VA39328