

GUIDE

KEY INFORMATION DOCUMENT (KID)

For over 20 years, we have been the preferred supplier for some of the UK's largest recruitment agencies.

**OUR COMPLIANCE, ACCREDITATION,
AND EXPERIENCE MAKE US AN IDEAL
CHOICE FOR CONTRACTORS**



INTRODUCTION

The Key Information Document (KID) was introduced in 2020 as a result of an amendment of the Conduct of Employment Agencies and Employment Businesses Regulations.

Its purpose is to increase pay transparency for agency workers and provide them with a clear summary of important information regarding their assignments.

The KID must be provided before agreeing to the terms of the engagement and contain details on:

- Pay rate, frequency, deductions and who will pay the worker
- Number of hours, nature of work and contract type
- Details of any deductions from the worker's pay
- Benefits and entitlements, such as holiday pay

Because it is issued before the agreement is signed, it will not always reflect the contract entirely, but it should provide enough information for the worker to make an informed decision.

THE RECRUITER'S RESPONSIBILITIES

It is the recruitment agency's responsibility to provide a document for every new work-seeker before agreeing to a contract.

Whether they engage (PSC (limited company), agency payroll or umbrella company payroll), all workers need to be provided with a KID.

Recruiters must issue a new KID every time there is a change in any of the details provided on the document (pay rate, frequency, deduction, provider etc.).

When a worker is engaged through an umbrella company, changes may occur without the recruiter's knowledge. So the umbrella company must work closely with the agency so that they can remain compliant.

Recruitment agencies can download a KID from our website or can request the document by emailing compliance@smartwork.com.

HOW DOES THE "KID" HELP THE UMBRELLA WORKER?

The document increases transparency between parties and helps the agency worker to understand every detail of the agreement before signing a contract to mitigate surprises later down the line. It should also help workers steer clear of tax avoidance schemes and prevent them from signing up with non-compliant providers.

WHAT INFORMATION DOES IT NEED TO HOLD?

The document must be short (no longer than two A4 pages), concise, and focus on key information (hence the name) and should contain the following details:

- Name of the worker
- Contract type
- Details on who pays the worker (the umbrella company or the recruitment firm)
- Rate of pay

- Payment dates and intervals (normally weekly or monthly)
- Any statutory deductions listed, such as National Insurance, Student Loan etc.
- Any non-statutory deductions like healthcare and other benefits
- Fees deducted for services
- List of non-monetary benefits
- Holiday pay the worker is entitled to

HOW CAN SMARTWORK HELP?

If you are interested in partnering with SmartWork, please get in touch with us through the recruitment agency page of our website. You'll also find more information on why SmartWork can be an excellent addition to your Preferred Supplier List.

If you have any questions or want to know more about the Key Information Document, please speak to one of our business managers by calling 0800 434 6446 or emailing info@smartwork.com.

To download your copy of the Key Information Document, click [here](#).

To request a copy, please e-mail compliance@smartwork.com.