

Provide a Contract of Employment

A contract of employment is an agreement between an employer and an employee. Your rights and duties, and those of your employer, are called the 'terms' of the contract.

The contract doesn't have to be in writing, but an **employer must give the employee a 'written statement of employment particulars' within two months of starting work.**

If you would like more information on how we can help you provide contracts of employment please speak to your new client advisor.

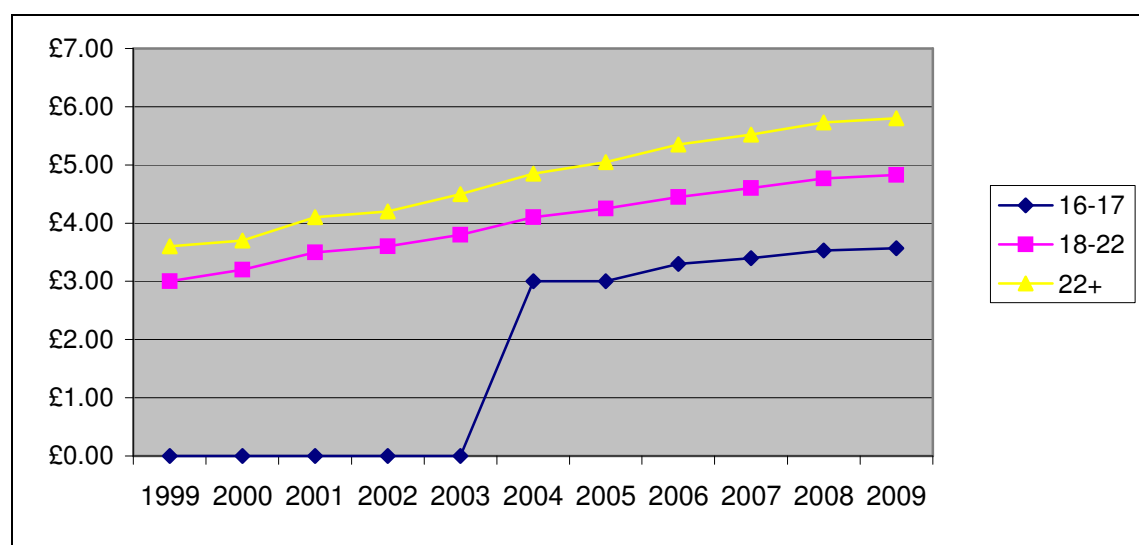
Minimum Wage

With a few exceptions, all workers in the UK aged 16 or over are legally entitled to be paid a minimum amount per hour. This is regardless of the kind of work they do or the size and type of company. The rate is reviewed every year, and any increases take place in October

The Current and future rates of the National Minimum Wage (NMW):

Age	Current Hourly Rate
16 - 17	£3.57
18 - 21	£4.83
22 and over	£5.80

Shown below is a history of the NMW rates since 1999.



If you need any further advice regarding the NMW please contact the NMW Helpline on 0845 6000 678.

Preventing Illegal Migrant Working

To ensure that you comply with legislation when recruiting employees you should carry out document checks on all prospective employees and not make presumptions about a persons right to working in the UK based on their background, appearance or accent.

For a step by step guide to conducting the appropriate right to work checks please see the website www.businesslink.gov.uk/emw



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