**Policy - Payroll**

The following provides the legal requirements within Ufix within the companies financial sector, please read thoroughly. If you do not completely understand the policy or have any queries, contact Ufix to resolve any issues.

1. Employee data
   1. Ufix has the right to store employee data (Employee name, age, email address, bank details, home address, telephone number).
   2. The company will not distribute employee data to third-party organisations unless a crime of fraud is committed as under the Data Protection Act 2018 (DPA).
   3. Employee’s must give correct data or risk contract termination, if false data results in financial loss Ufix have the right to claim compensation.
2. Employee Payment
   1. Employee’s will be granted one payment monthly which will include basic rate, overtime, annual leave, sick pay and any other additional salary.
   2. Ufix will pay the current National Insurance rate per employee and employee’s must abide by the national laws of national insurance payments per month.
   3. 2.3 At the end of each tax year, Ufix must provide a p60 to all employee’s on payroll consisting of total pay for the year including any deductions made.
   4. 2.4 under workplace pension scheme’s whether applied for or automatically enrolled Ufix will pay a workplace pension in accordance to the minimum rate based on your salary.
3. Travel and accommodation
   1. Employers will pay any required accommodation ONLY if asked to travel and stay in accommodation by the company itself, this can include for company training or temporary movement to a different site.
   2. Travel expenses will be paid by Ufix under the requirement of company training or commuting to a site based outside your permanent placement, any other travel expenses should be paid for by the employee or seek additional funding from government schemes.