

Our Process:

1. Once you have been offered a temporary assignment with a business and agreed a start date, you need to get your bank details across to us so we can set you up on the payroll (a BACS form will be sent to you).
2. An assignment confirmation will be sent to you, detailing hours, rate of pay, who to report to, etc along with a copy of our timesheet for weekly usage.
3. You will need to send us your p45 so we can forward that onto our payroll department. If you do not have one yet then let us know and we will send you a p46.
4. Once started, you should make sure your timesheet is signed at the end of the working week or the following Monday and sent over to us by fax or email for processing, the deadline is Tuesday lunchtime.
5. If you have sent us your timesheet before the deadline you will be paid on Friday and sent a payslip (this may differ if you work via an Umbrella Co).
6. If you are working on a PAYE basis then each week you will accrue holiday pay at 12.07% for the first 12 weeks, should the assignment go past 12 weeks this may increase in line with AWR (we will inform you if that is the case).
7. There is a holiday column on the timesheet which you should use if you are taking holiday that has been approved by your manager.
8. Please note that you will be paid weekly (in arrears) so if you are not used to this it may be worth looking at your bills and amending direct debits accordingly.

Basic Pointers:

1. Let us and/or your line manager know in advance if you are running late for work or are unwell and can't work as soon as you can.
2. Do always try to give at least a weeks' notice if you have found another role.
3. Do make your line manager and us aware of any holiday in advance.
4. Where possible, try not to book any appointments in the middle of the day, try first or last thing where possible to be less disruptive.
5. If you are unhappy in your temp assignment or having problems then please get in touch with us asap.
6. Get in touch with us if you are unsure how to fill out your timesheet, check how much holiday you have accrued, possibly overpaying tax (usually due to late p45), etc.