

Introduction

You will find the following information in this pack:

- 1) **Bank Form** – Please fill this in or as much as you can. This is to enable us to pay you directly into your bank account. If you don't have this information, fill in as much as you can and email through any missing information. Any queries, please ask the relevant consultant

- 2) **Timesheet**. Please take this with you as a hard copy for all future bookings. We also have one on our website which you can print off accordingly. The payroll is done on Monday so our temp team needs them faxed to us by Monday. 0207 730 2700. **THE CUT OFF POINT FOR SUBMITTING YOUR TIMESHEET IS THE MONDAY after your booking at 6.00pm**

- 3) **Contract**. Please read this thoroughly and sign. It's pretty standard information but legally we have to have this signed before you start temping for us. Please note the holiday pay examples on page 2 near the end is only an example of the percentage paid to you and not the confirmed rate that you will be paid!

- 4) **Inland Revenue Form**. Please fill in accordingly. If you have a P45, please let us know as this will replace the P46. Section 2, please fill in up to Male/Female. Should you have any queries regarding your tax please contact our Tax Office in Wrexham on 0845 300 3949, the reference is 914/A4181. Without either a P45 or a P46 submitted to us, you will be on emergency tax.

- 5) **Tips for Temping Booklet**. Please read this. It provides information on sickness, dress code and other issues. Also please note that Vanessa has now replaced Carla and will be able to help you with any administration/pay or timesheet issues.

- 6) **References**. Please fill in the attached reference forms. If you have temped before, please provide the agency you have temped with and a recent employer. Alternatively, please provide your last two employers.

Good Luck and we look forward to finding you some temp work!

CONTACT FOR TIMESHEETS AND PAYROLL - JANET 0207 824 8821