

Timesheets / Hours

At the end of the week, the supervisor will collate your hours and send them to us on a timesheet so you don't need to worry about sending them in (feel free to keep your own records obviously to check your hours are correct.)

Pay

We outsource payroll to a professional payroll company – Propaye. They will call you to set you up using the information you have provided me. Your pay will reach your account, on the Friday each week for the previous week's work.

Payslips

Your payslip will be available on the payroll portal by Thursday afternoon each week for the previous week's work. Payroll will call you and explain how to get set up here.

Holiday Pay

During your time working through us you will accrue holiday at a rate of roughly half a day per full working week. For example, after two full weeks' work, you will have accrued roughly one day's holiday. You start with zero accrued holiday and at the end of 12 weeks should have accrued **around 6 days'** holiday pay. We pay holiday pay on bank holidays automatically if they are not worked.

Booking Holiday

Once you have accrued holiday pay, if you would like to take any paid time off, please book it with your supervisor, then inform me so we know to allocate your holiday pay to that time period. If we aren't informed, we don't know to pay it. At the end of your time with us, any excess holiday pay is payable to you.

Pension

After 12 weeks, you will be auto-enrolled into the company pension scheme and relevant information will be sent to you in the post. If you wish to stay in the scheme, you need do nothing. If you wish to withdraw from the scheme, instructions will be included in your portal pack on how to do this. Any money you have paid into the scheme at that point will be refunded, as long as requested within a certain amount of time.

Absence / Lateness

Please carry my number at all times, so that if you are running late or are ill/absent for any reason, you inform us **before** the time you are due to start work.

If you have any queries, please contact me. 07734816544

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