

# Parkside Recruitment

## Temp Procedure Guide



**Parkside Staines**      **Parkside Uxbridge**  
Tel: 01784 456 111      Tel: 01895 255 007

# temp procedure guide

## Welcome

Thank you for temping with Parkside. We wish you every success in your temporary position and trust you will find your assignment both rewarding and enjoyable. The purpose of this document is to make sure you have all the information you might need when you undertake a temporary assignment through Parkside, including how our payroll process works and what you need to do to make sure you get paid on time.

## Bank Details

- When you register with Parkside you will be asked to enter your bank account details onto our Registration Form. Please make sure you complete this clearly and legibly and in black ink as this will be scanned across to our Payroll Department and will constitute our only record of your bank details for payroll purposes.
- If you have not provided these details on your Registration Form, you will be asked to email your details to your consultant. Your own email copy will be recorded for payroll purposes.
- If you change banks whilst temping with Parkside, or if your bank notifies you of changes to your account, it is your responsibility to advise your consultant of these changes in writing (email, fax or letter). Parkside cannot be responsible for funds that are lost if your bank details change and we have not been informed in writing.

## Tax Details

- By law we are required to deduct tax from your wages under the "Pay As You Earn" (PAYE) scheme unless you are working through a Limited Company.
- When you register with Parkside you will be asked to provide your branch with the original copy of your P45. If you are unable to do so, your consultant will ask you to complete a P46 which will be sent to the Tax Office who will issue us with a revised coding (P6 form).
- Until we have your P45, or a P46 signed by you, your tax code will be recorded as Basic Rate (20% on all gross income).
- If you are a full-time student, you will not have to pay any tax if you are working outside of further education term-time and your earnings for the tax year are less than the personal allowance. Your consultant will be able to give you more details. If you qualify we will ask you to complete a P38 Student Declaration Form.
- If you are working in the UK under a Student Visa you will be required to observe certain restrictions on the number of hours you can work during your term-time. Please make sure you do not exceed these restrictions.
- It is essential that we have your National Insurance number so that the Tax Office can maintain your PAYE records accurately. We are legally obliged to deduct National Insurance from your earnings.
- If you are working through a Limited Company you will be asked to provide us with a copy of your Certificate of Incorporation.

## Timesheet Procedure

- You will be issued with a letter by your consultant at the beginning of your assignment confirming all the details of your temp role and providing you with your first two timesheets.
- Thereafter, you will receive your timesheets and pay slips direct from our payroll office by email.
- Your timesheets are pre-printed with all the details relating to your assignment. You should only use these pre-printed timesheets.
- If you happen to misplace your timesheet or it does not arrive in time, please contact your consultant who can immediately email you a pre-printed replacement.
- Your Line Manager at the company where you are temping must sign your timesheet to confirm that you have completed the required hours.
- All sections of your timesheet must be fully completed.
- If you fail to complete all sections of your timesheet, if it is not signed, or if we are unable to read it, you will be asked to re-do the timesheet and your payment may be delayed.
- If you are working through a Limited Company you will be asked to submit a weekly invoice with your timesheet.
- The diagram below shows how your timesheet should be completed.

Please check the name and details of the company you are temping with, and update if necessary.

Make sure your full name is on the timesheet

Make sure the Week Ending date for the week worked is clearly stated

**Parkside Recruitment Limited**  
**Timesheet**

Please fax this completed Timesheet to  
**0844 560 3752**  
 NO LATER THAN MONDAY NOON

#con\_client\_name#  
 #cl\_address\_\_1#  
 #cl\_address\_\_2#  
 #cl\_address\_\_4#  
 #con\_postcode#

Consultant:  
 Booking: #name#  
 Candidate: #oa\_booking\_no#  
 Name: #cand\_cand\_no#  
 W/E Date: #cand\_fullname#

Day	Date	Time Started	Time Finished	Lunch Breaks	Flat Hours	Hours @ O'T	Total Hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
<b>Total Hours</b>							

Client: \_\_\_\_\_

Candidate: \_\_\_\_\_

This is to certify that the above hours have been satisfactorily worked and that payment in respect of these will be made according to your conditions of business which have been received from you and are accepted by us.

Signed: .....

Name: .....

Position: .....

I certify I have worked the hours detailed above.

Signed: .....

Name: .....

Date: .....

Ensure your Line Manager's signature, name and position are entered to authorise your timesheet

Please direct any timesheet or Payroll queries to your Parkside Branch:  
 Staines Ph: 01794 456 111, Uxbridge Ph: 01895 255 007

Enter your signature, name and date to confirm the hours worked

Ensure that you fill in all boxes for each day that you work. Score through or enter ZERO in the boxes for days not worked

If you are taking holiday during the timesheet week, write 'HOLIDAY' in the appropriate row for each day + the number of hours per day you are claiming. Write 'PAID' or 'UNPAID' next to the word 'HOLIDAY'

Please DO NOT include your holiday hours in your total hours worked.

### Submitting your Timesheet & Getting Paid

- Submit a copy of your timesheet by fax to our Payroll Department on 0844 560 3752 by no later than noon on Mondays.
- As long as we have received a fully completed, signed timesheet by the stated deadline you will be paid into your bank account on Friday following the week of work.
- If your timesheet is received after the deadline – you may not get paid until the following week.
- If your timesheet is incomplete or unsigned we will be unable to process it and you will be asked to resubmit it fully completed. This may delay your pay until the following week if you miss the deadline.
- Keep a copy of your signed timesheet for reference purposes until that week's pay has been safely received into your bank account.
- You do not need to call us to check if we have received your timesheet. If for whatever reason we have not received your timesheet by Monday afternoon we will call you and ask you to re-fax it.
- During annual statutory holidays (Christmas and Easter) you may be given special instructions with different deadlines for submitting your timesheets so we can ensure that you get paid over the holidays.

### P45 Requests

- Please ask your consultant for your P45 when you finish your assignment and you do not anticipate temping with Parkside again. Your P45 will be sent to you the week following your final week of work.

### Holidays

- Whilst you are working on a temporary assignment for Parkside under PAYE status you will be entitled to paid holiday. As a general rule your holiday entitlement will accrue at the rate of 12.07% of your gross standard pay for hours worked.
- Parkside's holiday year runs from 1st January to 31st December. For your wellbeing we would encourage you to take leave breaks at regular intervals during the year. In any event, your accrued holiday entitlement must be taken within the January to December holiday year or will be forfeited.
- When arranging holiday, please first obtain your Line Manager's approval. Once you have obtained this approval, please immediately email your consultant with the days holiday you require. You must give at least one week's notice.
- Make sure that holidays are clearly marked on your timesheet. The day(s) in question should have the word 'HOLIDAY' written across the appropriate row for each day and you should state the number of hours per day you are claiming (the stated hours should reflect the average daily hours you normally work in that assignment). Please state clearly on your timesheet whether you are claiming holiday hours as 'PAID' or 'UNPAID'.
- Limited Company contractors do not accrue any holiday entitlement.

### Payroll Queries

- If you have any queries about your weekly pay please call your consultant in branch. Whenever possible we will resolve queries in branch. If necessary we will refer your query to one of our Payroll Specialists.

### Dress Code

- We will advise you of the dress code at the company where you will be working. Please make sure you have this information before starting your assignment and that you observe the code.

### First Day Procedure

- When you arrive at your place of work on your first day, please immediately phone or email your consultant to confirm you have arrived safely and to let us know your direct telephone line or extension number so that we can contact you as necessary.

### Health & Safety

- When you arrive at your place of work on your first day, please ask your Line Manager to inform you of the company's rules and procedures in respect of fire/emergency arrangements, first aid, hazard reporting and occupational health.
- If you are absent from work for any work related reason for more than three days (including weekends) please make sure that the absence and reason for it is reported to both your Line Manager at your place of work and your consultant at Parkside.
- Please make sure that you take reasonable care of yourself and others who may be affected by your activities in the workplace.

### Sickness

- Please contact your Parkside consultant and the Line Manager where you are temping before 9.00am if you are unable to attend work due to sickness. Please update us on a daily basis during your absence from work.

### Timekeeping

- We expect you to arrive in good time for your assignment. However, on the rare occasion that you may be running late, please be courteous and contact both your Line Manager and your Parkside consultant to let them know.

### Overtime

- Prior to working beyond the company's normal hours or through a lunch break, please contact your consultant to confirm the company's policy on overtime and the hourly rate applicable. State overtime hours clearly on the timesheet as 'OVERTIME'.

### Mobile Phones

- Mobile phones must be switched off or set to silent/meeting mode at all times unless required for business use (and with your Line Manager's approval).

### Sole Trader

- We cannot engage you on a temporary assignment under self employed or sole trader status. All temps must be paid on our payroll through PAYE or through a registered Limited Company.

### Attending Interviews

- If you are conducting a search for a permanent role whilst temping, please try to make sure that your job search has a minimal impact on the company with whom you are temping. In particular, when possible, try to arrange interviews either early in the morning or after work at the end of the day.

### Temporary to Permanent

- If you are offered a permanent position at the company where you are temping, please advise your consultant who will deal with any arrangements, including provision of your P45.

### Contact Your Consultant if...

- you are available or anticipate becoming available for work
- you plan to work extra or less hours
- you will be late arriving at work
- an emergency prevents you starting work
- you would like to book paid holiday
- your assignment is concluding sooner than expected
- your contact details have changed
- your bank details have changed
- you accept another assignment

Our offices are manned from 8.30am to 6.00pm Monday to Thursday and 8.30am to 5.30pm on Fridays. We have a 24 hour answer service so you can leave a message if you call out of hours.

### And finally...

Good luck from all of us on the Parkside team. Your happiness and wellbeing at work are important to us so please do let us know if there is anything we can do to improve our service to you.

### Our Tax Office

West Yorkshire & Craven Area  
Centenary Court, 1 Saint Blaise Way, Bradford, BD1 4YL  
Tel: 0845 302 1432

**Ref: 073P476**