

## **GUIDELINES FOR TEMPORARY WORKERS**

Make sure that your skills really stand out in your CV and if you have been temping for a while mention all long-term bookings to show commitment.

Some bookings require an interview so do your homework on what the client is looking to achieve

Develop a good relationship with your consultant, always meet them and keep them up to date with your availability status, any new skills acquired and always return calls, text messages and emails promptly.

With each new assignment, double check all details including, address, journey time and who you will be reporting to. You will be briefed on the company, your role, tasks and the Clients objectives. Be familiar with your standard hours of work and the policy on overtime. Ensure you understand and are familiar with timesheets, paperwork required and pay arrangements. You are expected to honour your assignment for the agreed duration.

Whilst in a booking adhere to the companies dress code, keep personal phone calls to a minimum and as a rule don't use the company's equipment for personal use without prior permission.

If, for any reason, you are unable to attend a booking please inform your consultant before 8.30am.

In order to pay you, you will need to complete our timesheet at the end of the assignment or the end of the week (whichever is the sooner). This has to be signed by the client and you then return to our office no later than 09:30 on the following Monday to ensure you receive prompt payment.

If your timesheet misses the deadline, you run the risk of having to wait an extra week for payment.

You will be paid one week in arrears, directly into your bank or building society account via BACS. We will need to know your account number, sort code and bank name plus your name as it appears on your card or your cheque book, so please make sure you have these to hand. Any incorrect or incomplete information will delay payment. Payroll for the previous week is done on a Monday (this is why it is essential that your timesheet is with us by 9.30am Monday) with any payments to you transferring to your account by the following Thursday at the latest.

By law, we are required to deduct tax from any payments under the "Pay As You Earn" scheme (PAYE). When you register with us, if you have a current P45 please supply it to us as soon as you can so that your tax can be deducted at the correct rate. If you don't have a P45 then we can supply you with a P46. This means you will pay tax on a week 1 basis (which is better for you than being on an emergency tax code). If you fail to sign a P46 or give us your P45, you will automatically be on a "BR" or Basic Rate tax code. Tax will then be deducted at 23% on all your gross earnings.

If you're a full-time student, you won't have to pay any tax if your earnings for the tax year are less than the personal allowance. If you qualify, we'll ask you to complete a P38 Student Declaration Form.

We are legally obliged to deduct National Insurance from your earnings, so we must have your National Insurance number on file. Not providing your NI number can cause delay to benefit claims in the future. You can find your number on your P45. If you don't have a P45 then contact your local DHSS, who will be able to help you.

We operate a Group Stakeholder Pension Scheme, if you wish to join, please let us know.

## **Some tips on the do's and don'ts of temping**

Always complete a separate timesheet for each single assignment. Show your lunch break, or point out if none taken. Timesheets must be signed by the authorised client.

- Keep personal calls to a minimum.
- Always be punctual.
- Ask if there's anything else you can do before leaving for the day.
- Gain a reference, where possible, when finishing an assignment.
- Keep in contact with your consultant.
- Don't make personal international calls.
- Don't use the company's equipment for personal use.
- Don't keep your mobile on.
- Don't abuse your email/internet privileges.