



# Temping with us

Being a temporary worker can provide a rewarding and varied career, offering great flexibility and the chance to work on new and changing projects. Whatever your motivation, with Lloyd Recruitment Services you are in good hands!



## ID and Eligibility to work in the UK

You must show us a valid Passport or Birth Certificate and be sure to check your relevant Visa requirements to work in the UK prior to registration. We are required to check eligibility and keep a copy of your Visa (if applicable) on file.



## P45 / P46

Before starting an assignment, you will need to give us your most recent P45. If you have not received this from your previous employer before the assignment commences, we will provide a P46 to be completed. You will be paid into your bank account so you will need to provide us with your bank details and therefore, a BACS form will need to be completed this will be sent electronically to you.



## Timesheets

In order to get paid on time, you need to complete and submit your timesheets in our online portal, by lunchtime on a Monday. Your login details will have been provided to you via email.



## Getting Paid

You will be paid a week in arrears into your selected bank account every Thursday. Payslips will be e-mailed to you every Tuesday you will need your NI number to open the zipped file.



## Requesting Holiday

Please provide any pre-booked holiday dates at the start of the assignment. However we do appreciate that at times this may not be possible. Please do provide us as much notice as you can.



## Paid Annual Leave

Entitlement under the Working Time Regulations, you are entitled to 28 days (including Bank Holidays) paid leave each year if you work continuously during the year. Your entitlement to paid leave accrues in proportion to the amount of time worked on assignment during the leave year which runs from the 1st of January to 31st December. Holiday must be used and will not be carried over into the following year.



## Reporting Sickness / Timekeeping

If you are absent from work due to sickness or injury the following rules apply: Whenever possible, preferably you, or someone on your behalf, must notify Lloyd Recruitment Services at least 30 minutes prior to the commencement of your assignment on that day, or as soon as possible, to explain your absence or delay. You must state the reason for absence and call / keep in touch until you feel well enough to return to your assignment. Repeated or prolonged absences of any kind may result in termination of the assignment.



## And finally, please...

During working hours, please do not use mobile phones, make personal calls or send text messages (unless permission has been gained from your Line Manager).

Mobiles must be switched off or placed on silent mode whilst working. Do not misuse email or internet facilities for personal use.

Your consultant will confirm the required dress code needed whilst in your assignment. Please do adhere to this. If you require any further information please get in touch with your consultant



## Your notice period

If you are in a long-term assignment, a minimum of one week's notice period must be given prior to finishing.