



# Temporary Worker Payroll Process

Congratulations on securing a temporary assignment through Honeycomb. To ensure that your payroll process is as smooth as possible, please take some time to review the information below.

## Before You Start Your Assignment

Verify your Bank name, Account Number and Sort Code with your consultant to ensure that payment is processed into the correct account. **PLEASE NOTE, IT IS IMPORTANT TO ADVISE YOUR CONSULTANT IMMEDIATELY SHOULD YOUR BANK DETAILS CHANGE.**

Provide a p45 or complete a p36 to ensure you are taxed appropriately.

Ensure that you have a timesheet and holiday request form.

## Weekly Payroll Process

- Payment is received weekly in arrears and is processed into your account each Friday.
- Payroll is completed at 2pm each Monday. Timesheets should therefore be received no later than 12pm each Monday. **Timesheets received after this time will not be processed until the following week.**
- Timesheets should be completed accurately to reflect your start time, finish time, breaks taken and total hours worked (excluding breaks).
- Holiday hours SHOULD NOT be included in the total hours submitted on a weekly timesheet. If you have taken annual leave and wish to receive payment, please write ANNUAL LEAVE in the appropriate day with 'O' hours in the hours worked column and submit an approved holiday request form.
- All time sheets and holiday request forms must be signed by an authorised manager. Timesheets and/or holiday request forms received without an appropriate signature **will not** be processed.

## Holiday Request Process

- Temporary workers accrue a minimum of 28 days annual leave throughout the year which includes statutory days (pro rata if the assignment starts mid-year).
- The holiday year runs from 1<sup>st</sup> January – 31<sup>st</sup> December each year. All accrued leave must be taken within this period.
- All requests for leave must be approved by an appropriate manager, and temporary workers must endeavour to provide appropriate notice for any leave request.
- Holiday authorisation is at the discretion of the hiring manager, pending business requirements (however every effort is made to accommodate specific requests).
- Holiday request forms should be submitted in line with timesheet deadlines.
- Details of holiday hours accrued to date will be included on your payslip, received weekly. It is your responsibility to manage your annual leave appropriately.