



TEMPORARY WORKER

Weekly Salary:

If we have received your timesheet on time, you will be paid by BACS into your Bank Account the Friday following the week worked. Please ensure we have the correct Bank Details for you.

Holiday Pay:

You are entitled to the statutory entitlement of 28 days per annum pro rata. This includes Public and Bank Holidays. You can only take paid leave in proportion to the amount of time you have worked. Holiday **CANNOT** be carried over to the next holiday year. This accrues at a rate of 2.3 days per month based on a 37.5 hour week (if you work less than this your Holiday accrual will be pro rata) Please EMAIL or fax your signed holiday request form. You **MUST** complete a Holiday Request form giving a minimum of one weeks notice.

Sickness/Absence:

You **MUST** inform the office by 8.30am if you are not able to attend your assignment or are going to be late.

Email & Internet:

As stated in your contract, you **MUST NOT** access the Internet or use the Email for personal usage, even if other staff members do so.

Working Hours:

When you commit to working full-time, this is what we expect. You will be informed of the days and hours of your assignment before you agree to it. If this is not possible you must say as it is not acceptable to change days or hours once we have confirmed details with a client.

Weekly Timesheet:

If your assignment is longer than one week we suggest that you photocopy the enclosed timesheet and use that or email us and we can email you a blank one. **Please complete the timesheet weekly, obtain the clients signature and fax to us last thing on Friday BUT no later than 9.00am the following Monday. Remember to keep a copy.**

We will no longer chase outstanding timesheets so it is your responsibility to phone Laura and confirm we have received your timesheet.

Pension:

We offer access to a Stakeholder Pension and will be pleased to discuss this further. Contact Donna Goodwin if you require further details.



Useful details for your assignment:

Consultant: Call to confirm receipt of your weekly timesheet and holiday requests

Sandra: Any Accounts or pay related queries

Telephone No: 0121 321 2444

Fax No: 0121 321 2447

PAYE Ref No: 671 / JZ48734

Tax Office: Walsall Tax Office – 0845 3000627

Email: admin@midasrecruitment.co.uk

Website: www.midasrecruitment.co.uk

Our Website is updated daily with available jobs. There is also a link to print off a Weekly Timesheet and Holiday Request Form.

I would like to take this opportunity to thank you for your loyalty and commitment to Midas Recruitment Ltd.

As the business owner I am always keen to ensure that our Candidates are happy and feel they have received a high level of service from us, however if you feel there is any way we can improve on our service or the way we do things in any way please email me – donnagoodwin@midasrecruitment.co.uk and I will endeavour to send you a reply within 7 days.