

Your Pay

- When you are booked into an assignment you do not have to submit a timesheet
- We simply email your line manager on a Monday or Tuesday morning and they email us back informing us what hours/days you have worked the previous week
- You must ensure you sign in and sign out when you enter the school/college/university as often clients will often use this information to tell us when you have been working.
- You are paid 1 week in arrears. So you work one full week and your pay will be in your bank account on Friday at the end of your 2nd week.
- It is crucial you have recorded your correct bank details on your registration form. If you have made a mistake payroll will send you a cheque instead.
- If you have a P45 please ensure we have this as well as your national insurance number.
- If you are PAYE you are entitled to holiday pay. You accrue approximately ½ a day a week. When you have a break in temping with us or your assignment finishes, please request your holiday pay and we will pay this to you when we process your pay.
- [Major Recruitment](#) processes all our payroll. Your payslip is emailed to you on a Thursday or Friday.
- Please call us with any queries or concerns.

Best wishes and enjoy your assignment

Integritas Team