

## Your Pay and Holiday 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 2<sup>nd</sup> 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. It is crucial that you request holiday pay prior to the start of the new financial year which starts in April, otherwise you lose your holiday pay as we cannot carry holiday entitlement over from one financial year to the next
- [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