

PAYROLL INFORMATION AND TIPS

HOW / WHEN DO I GET PAID?

- Send a signed timesheet to payroll@profiles-personnel.com by Monday morning following the week you worked.
- Some venues have a central timesheet & the client sends it in
- Payslip is emailed to you on Wednesday evening
- Payment made via BACS into your bank account Friday
- If you don't have a bank account collect your cheque on Friday
- You are paid weekly in arrears

HAVE I BEEN PAID FOR ALL THE HOURS I HAVE WORKED?

- If you work more than 6 hours a break of 30 min will be deducted
- If you haven't had a break your on site manager needs to sign your timesheet stating this

HAVE I BEEN TAXED?

- If you earn more than £162 in a week you might have National Insurance (NI) deducted – this can't be reclaimed
- If you have stated in your registration documents that you have another job your earnings with us will be taxed at 20%
- You can split your tax allowance between 2 employers
- Our tax reference 765/jz12844 tax office telephone: 0300 200 3300 your tax code will be on your payslip
- Phone the tax office to inform them and this will trigger a tax refund

HOLIDAY PAY?

- This will appear as a separate entry on your payslip. You can choose your method of holiday pay. It can be accrued and requested when you take holiday. Or it can be added weekly to your timesheet.
- The law states that you are entitled to holiday pay of 12.07% of your rate of pay based on the average pay over the 52 weeks

All your timesheets will be visible on the portal and your holiday pay timesheet will be marked as Internal . Log onto the portal via our website. Your user name is your email.

www.profiles-personnel.com

Remember all payroll queries must be directed to payroll@profiles-personnel.com