

## 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 cash/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
- The law states that you are entitled to holiday pay of 12.07% of your rate of pay averaged over the last 12 weeks

**All your timesheets will be visible on the portal and your holiday pay timesheet will be marked as Internal**

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