Dear ,

Welcome to the Buckingham Recruitment temporary team! This is a short letter to clarify some points concerning your temping career with us.

Please find enclosed a timesheet which is essential for temping. You should fill in your exact hours (in hours and to the nearest 15minutes) and have it signed by the person who you have been reporting to. You need to fill in a separate timesheet for each assignment, as well as each week. Lunch breaks are not counted as hours worked. As soon as your timesheet has been signed at the end of the week, please scan and email it over to us. You do not need to post the original timesheet, but keep it in case we do not receive for any reason. Additional timesheets can be downloaded from our website [www.buckinghamrecruitment.co.uk](http://www.buckinghamrecruitment.co.uk)

**It is essential that we have your timesheet by 9am on a Monday morning, otherwise your pay may be delayed by a full week.**

Payroll is run on Monday morning (Tuesday following a Bank Holiday weekend) and your payslip will be posted to you that afternoon. Your weekly pay will be transferred directly into your bank account, provided that you have given us your bank details (please complete these on page 2 and email back to us). Your pay will be transferred on a Tuesday, but please allow 3 days for this to clear into your account.

If you have a recent P45 with the correct figures from your last employer, please let us have it as soon as possible to avoid paying extra tax. We do need the original, not a copy, so post it to us or drop into the office. If you do not have a P45 then you need to complete and return via email the enclosed Employee Details form (equivalent to a P46).

Finally it is very important that we know what you are doing and when you are available for work. Keep in touch with us weekly (or daily!) – send an email or telephone the office – you can even do this over the weekend and leave us a message. That way we will know when you are available to work and hopefully be able to keep you busy.

If you have any problems or questions, please do not hesitate to contact me.

Eve Clayton

Buckingham Recruitment

Please complete the below form and return to us at your earliest convenience

**BANK DETAILS**

|  |  |
| --- | --- |
| YOUR NAME | Click here to enter text. |
| BANK NAME | Click here to enter text. |
| SORT CODE (6 DIGITS, E.G. 20-55-11) | Click here to enter text. |
| ACCOUNT NUMBER (8 DIGITS) | Click here to enter text. |

**OTHER DETAILS**

|  |  |
| --- | --- |
| NATIONAL INSURANCE NUMBER  | Click here to enter text. |
| DATE OF BIRTH  | Click here to enter text. |
| HOME ADDRESS FOR PAYSLIPS | Click here to enter text. |
| MOBILE NUMBER  | Click here to enter text.  |
| EMERGENCY CONTACT (NAME, NUMBER, RELATIONSHIP) | Click here to enter text. |

**REMEMBER TO LET US KNOW AS SOON AS POSSIBLE IF YOUR MOBILE NUMBER CHANGES OR YOU MOVE HOUSE**