

What to expect and what is expected when you are temping

As a member of our temporary team you will be working for Point Recruitment on our Clients' premises and therefore acting as a valued representative for us. As such we have provided the following guidelines for you along with information that you may require.

YOUR ASSIGNMENT

- The importance of punctuality goes without saying, but if you should find you are going to be late please let us know in order that we can liaise with the Client.
- Should you for any reason be unable to attend your assignment for any period of time, please contact our office and the company that you are currently working for as soon as possible. The office is open from 8.00am and 5.30pm but you may also leave a message on our answer phone on 01480 431888 when we are not available.
- If you need to attend permanent interviews please endeavour to book these at the beginning or end of the day, and inform your Line Manager/Consultant at the earliest opportunity to ensure minimum disruption to your assignment.
- It is essential that you give a minimum 1 weeks' notice to the company where you are temping should you secure a permanent/contract role or if your circumstances change. Please also notify your Consultant immediately.
- As you are representing Point Recruitment Ltd, please ensure you maintain a professional level of dress and conduct at all times.

TIMESHEETS

- Each assignment should be confirmed on a Point Recruitment timesheet.
- We are happy to receive your timesheet via email or you can fax it to us on 01480 431346 (please contact the office if faxing to confirm receipt).
- You can obtain timesheets from our website at the bottom of our home page.
- Timesheets must have the correct w/c date, your full name, company name, hours that you have actually worked (not incl lunch/breaks) and a signature from an authorised person at the company. The hours on your timesheet must be totalled each day and the figure entered into the total box and then at the end of the week you must put the total hours in the weekly hours box.
- Timesheets must be submitted to Point Recruitment on Monday by 12pm in order to ensure that we can process your pay for the previous week.
- Failure to comply with these regulations & deadlines will result in your payment being delayed.

PAYMENT

- Your hourly rate will be agreed with your Consultant.
- We will pay you directly into your bank account the following Friday and we will email your payslip as a self-contained "PDF" document for you to print and retain.
- Payment is calculated on receipt of your signed and completed timesheet. It is your responsibility to ensure we receive your timesheet, it is not the responsibility of the Client. If a P45 or P46 is not submitted, all tax is calculated on a week one basic rate. Under no circumstances will wages be available in cash.

HOLIDAY PAY

- You will also accrue holiday pay equivalent to 28 days per year.
- Please request/agree holiday with your Line Manager. If you wish to be paid for holiday, you will need to complete a holiday request form which can be obtained from our website. Your line manager will also have to sign this to give their authorisation for you to be away from the business. We require 1 weeks' notice to book holiday and you are able to email, fax or post your requests. Please contact us if faxing or posting your request to confirm receipt.
- If you are booking off a couple of days or ½ a day, please write holiday in the appropriate day on your timesheet and calculate only the hours you have actually worked for that specific week (do not include holiday hours you wish to be paid for).
- Our holiday year runs from January to December and you accrue holiday on a weekly basis. You can contact the office during working hours to find out your current accrual. You must use any holiday you have accrued by the end of December. Unfortunately you are not able to carry this into the following year.

AVAILABILITY

- Unless we hear otherwise, we will assume that you are available for work. If you are not going to be available, we would appreciate it if you could advise us as soon as possible.

AWR

- If and when you complete a qualifying period of 12 weeks in the same job, you will be entitled to the same basic employment and working conditions as if you had been employed directly by the company.
- In addition the regulations give you the same access to facilities provided by the company and information on job vacancies from day 1 of your assignment.
- We will track the position of your assignment and highlight when the 12 week qualifying period is approaching (around week 10). We can then discuss and agree the changes (if any) to your pay and other basic working conditions after the qualifying period is complete.

PENSION DECLARATION

As a temporary worker at Point Recruitment Ltd you are entitled to join our pension scheme with the National Employment Savings Trust (NEST).

We will complete assessments as part of our weekly payroll process to determine which category of worker you fall into under the Automatic Enrolment legislation. You will be enrolled 3 months from your start date.

The different types of categories are detailed below:

Category of worker	Description of worker
Eligible	<ul style="list-style-type: none"> • is aged between 22 and state pension age. • has qualifying earnings above the earnings trigger for automatic enrolment.
Non-eligible	<ul style="list-style-type: none"> • is aged between 16 and 21 or state pension age and 74 • has qualifying earnings above the earnings trigger for automatic enrolment or • is aged between 16 and 74. • has qualifying earnings below the earnings trigger for automatic enrolment.
Entitled	<ul style="list-style-type: none"> • is aged between 16 and 74 • does not have qualifying earnings

Eligible

- We will automatically enrol you into our pension scheme with NEST.
- Pension contributions will be detailed on your payslip; each week and year to date.
- You will receive a welcome pack from NEST within 5 days of being enrolled.
- You can opt-out if you want to, but not until you have received your welcome pack.
- Point will contribute 1% to the pension scheme.

Remember, if you opt-out you may miss out on payments from us into your retirement pot.

Non-eligible

- You will not be automatically enrolled into our pension scheme with NEST
- However, you do have the right to opt-in to our pension scheme if you wish to do so. Please see the pension request section below.
- You will receive notification of your pension category.
- Point will contribute 1% to the pension scheme.

Entitled

- You will not be automatically enrolled into our pension scheme with NEST.
- However, if you ask us to do so, we will enrol you into our pension scheme. Please see the pension requests section below.
- You will receive notification of your pension category.
- Point does not contribute to the pension scheme.



Pension Request

If you would like to opt-in (Non-eligible) or join (Entitled) our pension scheme with NEST, please contact our Accounts department in writing by sending a letter which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme".

Please email your request to: payroll@pointrecruitment.co.uk or you can post it to the following address: Point Recruitment Ltd, 102 High Street, Huntingdon, Cambridgeshire, PE29 3LH.

In the meantime should you have any queries at all, please email vacancies@pointrecruitment.co.uk or contact us directly on 01480 431888.

Thank you for choosing to undertake temporary work via Point Recruitment Ltd and we hope your assignment goes well. If you have any questions or queries during the duration of your employment, please contact your Consultant.

Point Professional Recruitment Ltd
102 High Street, Huntingdon, Cambridgeshire. PE29 3LH

Tel: 01480 431888 Fax: 01480 431346

Email: vacancies@pointrecruitment.co.uk

Web: www.pointrecruitment.co.uk