

Temporary Handbook

The temporary handbook contains important information about your assignment including details of your pay, timesheets and dress code.

Office Hours & Contact Details

Monday to Friday	8.30am - 5.30pm
Telephone:	01732 870011
Fax:	01732 870099

There is an answer phone if you call out of these hours.

Or email
recruit@khr.co.uk

Candidates



Temporary Handbook

The following information will ensure you know what to do before and during your assignment with us. Please remember at all times that you are an ambassador for Kings Hill Recruitment.

We are always here to help or listen, so please contact us with any queries or questions.



Each assignment you undertake through KHR, will be confirmed in writing by letter/email with all relevant paperwork including timesheets. You will receive the following which needs to be read, signed where necessary & returned as soon as possible:

- Bank Details form
- Terms of Engagement for Temporary Workers
- Appropriate Tax Form from the following list
 - P46 (which we will send to be completed)
 - P45 (dated April of the current financial year)
 - P38 (for students only)

In addition we will need to take a copy of your passport if we have not already done so.

Ensure you know:

- Where the company is located
- How to get there and the travelling time
- What time they are expecting you
- Who you should report to on arrival and where in the company's building

Dress Code:

Unless advised otherwise:

Ladies: Business suit, skirt/tailored trousers, shirt/blouse and court shoes.

Gents: Business suit, or shirt & smart trousers with a jacket/blazer

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Candidates



Before the
Assignment

Payment

Friday is pay day and your money will be paid straight into your nominated bank or building society. You are only paid for time worked, so bank holidays, lunch breaks & days off will not be paid, unless using accrued holiday.



Candidates



Pay and Timesheets

Timesheets

Deadlines: Normal week prior to 1pm on a Monday
Bank Holidays prior to 4pm on a Friday

Copies: 2 top white copies to KHR
3rd Copy is your copy
4th copy should be left with the client

If you are using an E-Timesheet, you must contact a Temporary Consultant to be allocated a timesheet number before using this timesheet. Upon completion you will need to make three copies, one for the client, one for you and one for KHR.

Important

Don't: Use the same timesheet twice
(Timesheets are issued each week with your payslip & have individual timesheet numbers)

Do: Complete fully and in pen accurately (ensuring the hours are correct and add up)
Signed by both you and the client.

Holidays & Time Off

- Holiday Pay is accrued on a pro-rata basis of 4.8 wks per annum from the time that you start working for us.
- Any Time Off Paid or Unpaid MUST be advised 1 week in advance where possible.
- Holidays MUST be clearly marked on timesheets.

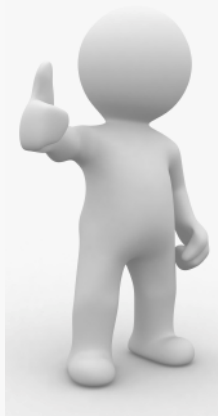
Candidates



Sickness and Holidays

Sickness and Lateness

If you are unable to work because of sickness, unable to finish the assignment or are running late you MUST contact one of the temporary consultants at KHR immediately!



Top Tips to be a Top Temp!

- Be punctual and keep a good attendance record
- Use your own initiative and ask questions when you are unsure
- Be proactive and offer to help others
- Ensure your work is accurate and to a high standard
- Act and dress professionally
- Keep personal calls to a minimum and always ask permission
- Don't surf the internet or use company email for personal use
- Don't use your mobile for calls or texting during your working hours