

Harris Hill

Temporary Service

Thank you for registering for temporary work with us. At Harris Hill we value our temporary workers; we want you to enjoy working with us and our clients.

KEEPING IN TOUCH

When working for us or looking for work it is important that you keep in touch with us to let us know your availability, this can be done by telephone or email.

If you are working for us and unable to attend work or if you going to be late please make sure you let us know as soon as possible, we will then inform our client.

STARTING WORK

When you start work for us it is important that you have signed the contract of employment, provided us with your bank details and given us your P45 or signed a P46. Prior to starting your first booking we will email you a starter pack with all the required forms.

TAX EXPLAINED

Please request a P45 from your previous employer. Each time you move employers during the tax year you should ask the employer to provide you with a P45 to ensure continuity of the calculation of your annual income between April to the following March. If you do not have a P45 you should then fill out a P46. The P46 allows us to use a standard code, whilst the tax office identifies your correct tax code. If you have not provided us with a P45 or a P46, we will use the base rate code to calculate your wages. This means that you are taxed at basic rate and have no personal allowance. Our tax office details are:

Tel: 0845 3021414

Tax ref: 120 KZO 6642

Inland Revenue NE Met Area
Fountain Court
119 Grange Road
Middleborough
TS1 2UA

If you require a P45 from Harris Hill, you must request this. We do not send P45's automatically when you finish a booking.

TIMESHEETS

You will be provided with a timesheet when you start your first booking, they can also be printed from our website. Please complete the timesheet with the hours you work each day, making sure that the total amount of hours worked is calculated accurately. Timesheets must be received in our office by 10am on Monday morning, you can fax your timesheet to 0800 048 8603 or email it to timesheets@harrishill.co.uk. You will be paid into your bank account the following Friday.

HOLIDAY PAY

As a temporary worker you are entitled to 28 days holiday, including Bank Holidays, per year. This is accrued as 0.6 of a day per week worked. Your holiday pay is calculated as a daily rate as an average of the previous 12 weeks worked. If you wish to take your holiday please agree it with your line manager first and then inform us via email. Our holiday year runs from January to December.

If you have any queries or would like to discuss your job search please contact a member of the Temporary Division: 020 8974 9990