

TIMESHEETS AND PAYMENT PROCEDURES FOR CONTRACT STAFF

Intec Provide a weekly payroll service when on receipt of an authorised timesheet will guarantee payment to the worker.

When you have completed your weeks work, to enable us to process your pay promptly the following procedures must be followed.

- 1) The time sheet must be completed with all relevant details where applicable. In the appropriate boxes enter the hours against the weekday and total them. It is also important to enter the week ending date. Finally sign and date. On completion, the timesheet should be handed to your manager/supervisor to approve the hours you have claimed. N.B. it is not possible for us to make payment unless the time sheet is signed. Your signed timesheet must then be faxed, emailed or sent to the address at the top.
- 2) Our normal method of payment is by Electronic transfer (BACS) we therefore need full Bank or Building Society details. For this purpose you must complete this section on your contract. Please notify Intec immediately if you change your banking arrangements, after which your details will be on computer. Cheque payments can only be made by special arrangement and it is impossible for us to ensure it will arrive to you in time to clear your bank account that week.
- 3) To ensure your payments reaches your bank by Friday close of banking we must be in receipt of your Timesheet by Wednesday first post. Timesheets received after this will be processed that week but payment will not reach your bank by Friday. Payments made by electronic transfer take three working days, and may not show on your account until close of banking. (Certain types of building Society accounts can take an extra day to clear. Please check with your Branch).
- 4) PAYE contractors will be required to send a current P45 to enable us to deduct the correct amount of Tax and NI.
If you cannot get, or do not have a current P45, you will be placed on emergency Tax and asked to complete and return to us a P46, which will enable us to obtain a Tax code on your behalf N.B. this can take some time.

Apart from the normal PAYE, we can accommodate most types of self-employed contractors. However due to regulations imposed on us, certain information will be required:-

- a) LIMITED COMPANIES : A copy of the certificate of incorporation and an invoice for each payment we make.
- b) VAT : If you are vat registered we need a copy of your vat registration certificate and a vat invoice for each payment made.

CIS and Self employed are no longer acceptable methods of payment

Wages queries are dealt with at the Aldermaston office (0118) 981 1110. Simply ask for the wages department and they will, where possible, deal with your enquiry immediately.