**SKY PERSONNEL FACT SHEET FOR TEMPORARY WORKERS**

**Rates of Pay**: The rate of pay may vary from one booking to another, however, you will only be offered work above your agreed minimum, in accordance with your contract.

**Office Hours**: The office is open from 9.00am to 5.30pm Monday to Friday

**Emergency** If you are unable to complete your booking - for any reason, please telephone 07973 830978 (Industrial

**Telephone No.:** Workers) **this is the only mobile available out of hours**, **please DO NOT use any other mobile number you may get from job texts received from Sky,** for Commercial Workers please leave a message on the answer machine on 01296 433277

**Timesheets**: The top copy (blue copy) should be returned to SKY immediately after each booking. It is your responsibility to get the timesheet signed by the supervisor. Timesheets in later than MONDAY AM will NOT be paid.

**Payment**: Your wages are paid on Friday, one week in arrears. If you provide us with your Bank details we will pay directly in to your account. Alternatively a cheque will be available after 9.30am. You can cash the cheque at Barclays Bank. Please ask for more details. CHEQUES CAN NOT BE POSTED.

**TAX/NI**: Tax and NI will be deducted from your gross earnings. If you have a P45 please let us have this. If you do not have a P45 then complete a P46 immediately.

**Students**: Students must sign a P(38s) exemption certificate. This should be completed at the start of every holiday and you must do two at Easter. If you have just completed your education then sign Part A of the P46.

**PAYE**  If you have any queries regarding your pay or tax/NI contributions please speak to our payroll department **Queries** between 9.00 and 5.30 daily.

**Holidays: Holidays must be taken within the year, starting from the date of your first assignment or will be lost, holidays cannot be carried over. Holidays accrued will be shown at the bottom left hand corner of your payslip, 0.2 is equal to 1 day**

CHECK LIST

Have you signed our Terms of Engagement ?

Have you given us a P45 or signed a P46?

* Do we have your current bank details?

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YOUR NAME:.......................................................................................................................................

YOUR EMAIL ADDRESS: ………………………………………………………………………….

NAME/S THE ACCOUNT IS HELD IN:...............................................................................................

A/C NUMBER:........................................... SORT CODE:.................................................................

**(YOUR ACCOUNT NUMBER MUST BE 8 DIGITS ONLY)**

NAME OF BANK:.................................................................................................................................

ADDRESS:............................................................................................................................................

I declare that the above information is correct and I acknowledge that any changes in the information will be notified to SKY Personnel immediately.

Signed............................................................................. Date.............................................................

**AMENDED DETAILS**