



Permanent and Temporary Recruitment
38 Gay Street, Bath, BA1 2NT
01225 313130 www.appoint.co.uk

CHECK LIST FOR TEMPORARY WORKERS

OUR PAYROLL DEPARTMENT WANTS TO PAY YOU PROMPTLY!!

SO PLEASE REMEMBER THESE REQUIREMENTS:-

1. **NEW STARTER BANK DETAILS.**
This must be completed in full with your **Bank Account Information** and returned to our office before you start your assignment.
2. **TERMS OF ENGAGEMENT.**
You will be given two copies. You must read and sign **One** copy and deliver it to our office before you start your assignment.
3. **CONFIDENTIALITY FORM**
This must be signed by you
4. **TIMESHEETS**
Must be signed by you **and** your employer each week.

TIMESHEETS must be returned to our office by 10.00am each Monday if you want to be paid on the following Friday.
5. **P45/46.**
We require your P45 from your former employer. If you have not received one, you must complete and sign a P46 and deliver it to our office before you start your assignment.

Should you have any queries or require further information, just telephone the Appoint Temp Desk on 01225 313130 and we will be pleased to help.