

# TEMPORARY WORKERS – FAQ

## On-boarding

What information do I need to provide you with before my contract commences?

Please provide copies of the following documents:

- If working offshore, copies of all offshore permits certificates and relevant qualifications
- A completed Contractor Details Form
- A completed Contractor Identification Form – this can be completed on the first day of your assignment
- A signed and initialled contract, which will be issued to you separately
- Your bank details

These can be emailed to [contractors@simpson-booth.com](mailto:contractors@simpson-booth.com)

## Timesheets

### How to I fill in timesheets?

Simpson Booth will provide you with access to our electronic timesheet system and a guide on how to register and fill in timesheets. This allows us to verify the days that you have worked for the client each week. If you will not have access to the internet on your assignment to use the electronic system, please contact us at [contractors@simpson-booth.com](mailto:contractors@simpson-booth.com) and we can provide you with a paper template.

### How often do I have to fill in timesheets?

Timesheets need to be filled in weekly, even when you have days of holiday. You will need to submit your timesheet at the end of each working week for approval, we need to receive these by Monday at 10am. If you know you are going away for more than 7 days, please let the office know so we don't have to chase you for your timesheet. If you are going on holiday, please submit any timesheets before you go away.

### Who can sign my timesheets?

Your timesheet must be signed and dated by your manager at the client site. If you use the electronic system, your client authoriser will already be loaded onto the system, you will just need to submit the timesheet for approval and they will authorise through the timesheet system. If you are unsure as to who can sign your timesheets, please contact us.

### Where do I send timesheets?

Please scan and email any paper timesheets electronically either at the end of the working week or by Monday at 10am to [contractors@simpson-booth.com](mailto:contractors@simpson-booth.com).

If you are using the electronic system, the timesheets will automatically be sent through to us. Once your timesheet is authorised you will receive an email confirmation.

## Expenses

### If I incur expenses, how do I get these paid?

If you are using the electronic timesheet system, it is also possible to submit expenses through this. Please complete the expense form through the online system and it will automatically be sent to your line manager to be signed off and then come through to Simpson Booth. Please make sure you upload supporting information, such as receipts. If you find that you don't have this functionality and would like this activated, please email a request to [contractors@simpson-booth.com](mailto:contractors@simpson-booth.com).

For paper expense forms, please fill in a Simpson Booth Expense Form and ensure this is filled in with each line item detail and is signed and dated by yourself and your client manager on site. You can then email this to [contractors@simpson-booth.com](mailto:contractors@simpson-booth.com) for processing. We stipulate that each receipt

or supporting document is numbered and this number is added to each line item to aid the processing of a claim.

We aim to process all signed expense forms within 7 working days into your account from receipt. We can only process expense claims if the forms are signed and all supporting documentation is included/uploaded.

#### Can I claim mileage? What is the accepted mileage rate that will be paid?

Please refer to your Assignment Details Form to see if you are eligible to claim this as an expense. The standard accepted rate is normally 45p per mile but please confirm this with our office before you do your first expense claim to avoid it being rejected.

## Payment

#### When will I get paid?

This is outlined in your contract or agreement for the assignment, so please check this for details. Our normal monthly pay runs are on or before the 30<sup>th</sup> of every month. We can only pay you if we receive your signed timesheets before the pay roll is run, so please make sure you send these in promptly each Monday.

#### If you pay at the end of the month when will I get paid for the weeks which I haven't completed yet?

Any outstanding timesheets will be added into the next payroll month on a rolling basis. It is not always possible to add in all weeks worked within a calendar month, so your payslip will include a breakdown of the weeks that have been paid.

#### Will I receive monthly payslips?

Yes, these will be emailed to you.

## Annual Leave

#### I want to take paid leave or paid bank holidays, what is the process and how much leave have I accrued?

Please see your contract details for how many days of holiday and bank holiday are available to you.

You will accrue paid annual leave as you work, based on the number of hours that you have worked.

To take leave you must follow this process:

- Request the leave you wish to take from your line manager.
- Email Simpson Booth letting us know that you will be taking leave prior to going on leave, confirming that you have had this approved by your line manager (emails go to: [contractors@simpson-booth.com](mailto:contractors@simpson-booth.com)).
- Please indicate in the email to Simpson Booth if you would like to be paid out any of your accrued paid annual leave for the days of leave that you are taking. We will confirm this by return email.
- Complete your timesheet by leaving the days that you were on leave as blank (no hours). Please add a note in the comments section of your timesheet to note the fact that you were on leave and if this is 'paid' or 'unpaid' leave.

Please contact us at any point when you wish to know how much paid leave you have accrued.

#### How is accrued leave calculated?

Your annual leave allowance is outlined in your Assignment Details Form and is inclusive of bank holidays. The way in which this works for temporary workers, is that you accrue this paid leave every hour you work at rate that is calculated by the following sum:

$$(\text{Leave Entitlement} + \text{Bank Holidays}) / \text{Total days that individual can accrue leave}$$

To give you an example, if you have 28 days of leave per annum (inclusive of bank holidays) indicated on your Assignment Details form then you will accrue leave at a rate of 0.1207:

$$(20 + 8) / 232 = 0.1207$$

If you were to work 37 hours in a week then at the end of the week you would have accrued 4.47 hours of paid annual leave ( $37 \times 0.1207 = 4.47$ ).

If you have further queries about how your accrued leave is calculated, then please contact us for more detail.