

TEMPORARY WORKERS – FAQ

On-boarding

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

Please provide copies of the following documents:

- Any requested certificates, permits, qualification and training evidence that is relevant to the Assignment
- A completed Contractor Details Form
- A completed Contractor Identification Form – this is to be completed on or before the first day of your assignment
- A signed and initialled contract
- Your bank details

These can be emailed to contractors@simpson-booth.com

Timesheets

How to I fill in timesheets?

Prior to starting in your assignment, Simpson Booth will provide you with access to our online timesheet system (Timesheet Portal). You will receive an email inviting you to join Timesheet Portal and an attached guide on how to login and fill in timesheets. Please ensure that you accept the invitation as soon as you receive it. Completing timesheets and having them authorised through Timesheet Portal allows us to verify the days and hours that you have worked for the client each week.

How often do I have to fill in timesheets?

Timesheets need to be filled in weekly, even when you have days where you are on leave. 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 that we don't chase you for your timesheet for that week. If you are going on holiday, please submit any timesheets before you go away.

Who can sign my timesheets?

Your timesheet will be approved by a chosen client representative (Line Manager/HR) at the client site. Your client authoriser will already be loaded onto Timesheet Portal and you will be sent an email letting you know who the named authoriser is. You will just need to submit your timesheets for approval and they will authorise it through the timesheet system. We are usually provided with a secondary authoriser by our clients, so that if your primary authoriser is away, then the timesheet approval will be passed onto the secondary authoriser.

Where do I send timesheets?

The timesheets will automatically come through to us in Timesheet Portal once they have been submitted and authorised. Once your timesheet is authorised you will receive email confirmation.

Expenses

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

Please check on your Assignment Details form that you are permitted to claim expenses before incurring any expenses. If you are able to claim expenses, please make sure that your line manager

has authorised the expense prior to incurring it. All expenses must be evidenced with supporting information e.g. receipts.

You should submit all expenses through Timesheet Portal. Please complete the expense form through the online system and it will automatically be sent to your line manager to be signed off and will 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.

We aim to process all signed expense forms within 7 working days into your account from the date of receipt. We can only process expense claims if the forms are authorised by the client 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 usually outlined in your contract or Assignment Details form, so please check this for details. Our normal monthly pay runs are on or before the last working day of every month by close of business. We can only pay you if we have received your signed timesheets before the payroll cut-off date, which you will be notified of each month by email.

[If you pay at the end of the month when will I get paid for the weeks that I haven't completed yet \(the week\(s\) at the end of the month after payroll cut-off\)?](#)

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 you have been paid for.

[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 Assignment Details form for how many days of paid annual leave 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:

- Two weeks or more prior to the start date of your leave, please check with your line manager that they are happy for you to take the leave requested. Please get email confirmation that they have approved it.
- Contact Simpson Booth by email (contractors@simpson-booth.com) prior to going on leave, giving the dates of the leave and confirming that you have informed your line manager and that they have approved it.
- If you would like to be paid out any accrued holiday pay, please let us know by email. Contact us at contractors@simpson-booth.com and confirm the days that you would like to take the accrued paid leave on. We will confirm by return email. You can also add this information in the comments section of the timesheet for the relevant week.
- Complete your timesheet by leaving the days that you were on leave as blank (no hours).

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.