

## **IMPORTANT NOTICE**

### **Clarification of Timesheet and Payment Process**

- All hours are paid monthly in arrears (*e.g. Hours worked during January will be paid in February*)
- Monies will be paid into your bank account on the last working day of the following month
- **All** copies of the timesheet must be submitted for authorisation to the relevant administrator/manager in the area you work in on **your last working day each month**. The Green copy will be returned to you by the organisation and should be retained for your records.
- Authorised timesheets **must** be received by Nord Anglia Recruitment **no later than the 7<sup>th</sup> of each month**. It is your responsibility to ensure that your timesheet has been submitted.
- Timesheets received after this deadline will not be processed until the following month.
- Payment will only be made on receipt of original timesheets – faxed copies cannot be processed.
- **Accurate** Nord Anglia ID Numbers **must** be completed on each timesheet \*\*\*
- Rate per hour and Amount to be paid should be completed. Please ensure that calculations are correct.
- You should use one timesheet where possible, clearly indicating the hours you have worked and at which rate of pay
- Timesheets should be submitted each month and not collated over several months. If no hours are processed for 3 months or more your payroll record will be closed and a P45 issued in accordance with HM Revenue & Customs (HMRC) guidelines.
- Please retain for your own records any payslips and/or P60's that are issued. Copies may be produced but a charge will be made to cover additional administrative costs.
- Part 1a of a P45 that is issued must also be retained as HMRC rules prevent the issue of copies.

**\*\*\* Your Nord Anglia ID number can be found on your payslip and on correspondence from Nord Anglia Recruitment**

### **Changes to your Address or Bank Details**

Any change to your bank details must be notified in writing no later than the 7<sup>th</sup> of each month. Failure to do so could result in monies being returned to Nord Anglia Recruitment's bank, which takes a minimum of 5 working days after the pay date.

You can download a form for this purpose from our website:

[www.na-recruitment.com](http://www.na-recruitment.com)