

# **STARTER PACK INFO SHEET**

## **Starter requirements**

Prior to you starting an assignment with Rise Recruitment Limited, we require you to complete the enclosed starter pack.

If you receive your pack in the post please **DO NOT** separate the stapled pages.

<b>Starter Pack (Included or to be included)</b>	<b>Tick Once Completed</b>
Completed Bank Details Form	
Completed P46 or (P45 dated after 5 <sup>th</sup> April this year)	
Completed Registration Form	
Copy of identification (Passport and Visa Page if applicable) You can email this to <a href="mailto:info@riserecruitment.com">info@riserecruitment.com</a>	

## **Payroll Procedures**

To enable Rise Recruitment Limited to process your pay, please ensure you read and understand the following guidelines. Failure to comply with these guidelines may result in you not receiving your pay on the due date.

- a) No payment can be made to a temporary worker unless Rise Recruitment Limited is in receipt of an accurately completed timesheet, signed by an authorised member of staff.
- b) Payroll is completed on Wednesday afternoon normally but this can also be Thursday morning. We must insist on timesheets being submitted no later than the Monday at 6pm following the previous week worked.
- c) Pay slips are emailed and will be sent to your email account. All payments are made by BACS and are typically received by the account holder on the same day as the release of your payslip. Should you have any queries regarding your pay, please contact Rise Recruitment Limited immediately.
- d) Additional timesheets can be downloaded from [www.riserecruitment.com](http://www.riserecruitment.com) or email to you.

Should you have any queries please do not hesitate to contact us on 01727 855 833 or [info@riserecruitment.com](mailto:info@riserecruitment.com)

Please keep all literature safely, should you require any further forms, i.e. timesheets, please inform us immediately.