

WAGE INFORMATION

It is important that temporary staff note the following to ensure payment:

- All salaries are paid into the designated Bank Account on Friday of each week
- All salaries are paid one week in arrears
- An authorised person **MUST** sign sheets otherwise **payment will not be made**
- Timesheets must be submitted before 5pm on Monday of each week. Any late submissions may result in payment not being made

NAME:	
ADDRESS:	
TELNO/ MOBILE:	
EMAIL:	
PPS NUMBER:	
BANK:	
BRANCH:	
SORT CODE:	
ACCOUNT NO:	
Date Of Birth	

TIMESHEETS CAN BE DOWNLOADED FROM OUR WEBSITE

WWW.HARTLEYPEOPLE.COM