



Wage Information

It is important that temporary staff note the following information in order to ensure prompt and accurate 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 time sheets otherwise **payment will not be made.**
- Timesheets must be submitted before 5:00pm on Monday of each week. Any late submissions may result in payment not being made.

NAME:	
ADDRESS:	
TEL NO/MOBILE:	
DATE OF BIRTH:	
PPS NUMBER:	
BANK:	
BRANCH:	
SORT CODE:	
ACCOUNT NO:	
TAX – P45 DETAILS:	
STANDARD WEEKLY CUT OFF:	
WEEKLY TAX CREDIT:	

TIMESHEETS CAN BE DOWLOADED FROM OUR WEBSITE
WWW.HARTLEYPEOPLE.COM