

the oyster partnership

PAYE Workers

1. Starting your new role through Oyster.

Whether you have worked through The Oyster Partnership Ltd before or this is your first time, there is certain information that we will need before we can process any payments to you. This information and the forms you will need are contained in the starter pack you will have received and they include the following:

- Bank details - account name, bank name, sort code and account number. This must be a personal account. Please note that a sort code is six digits and an account number eight. We will also require your roll number if you bank with certain Building Societies.
- P45/P46 - We will need the original copies of the last two sheets of your most recent P45. If you do not have a P45, or it is dated before 6 April, we will need a P46. You can download a P46 here <http://www.hmrc.gov.uk/forms/p46.pdf>

If you have not received a starter pack, please contact your consultant who will ensure that a replacement is sent out to you.

2. Completing your timesheet

We recommend that at the end of the every week you work you should complete your [OysterTime](#) online timesheet. You can visit by clicking the [OysterTime](#) link on the homepage. Instructions on how to fill this in were in your starter pack and are available at [OysterTime](#). Ensure that your timesheet is approved by your line manager as quickly as possible.

3. Deadlines for Payment

We require an authorised timesheet for every week that you work on an assignment through The Oyster Partnership. It is your responsibility to ensure that your manager has authorized your submitted timesheet by 12 noon on the Tuesday following the week you have worked. The deadline is 12 noon on Monday in a week that has a Bank Holiday Friday.

If your line manager isn't available to approve your hours you must seek an alternative line manager who has the authority to approve them. Your consultant must be contacted by email immediately with the new details, preferably by the Manager themselves. Our finance team will add the new Manager to [OysterTime](#) and he or she will then be able to approve your hours. In this instance you must give sufficient time for this process in order for your timesheet to be authorised by the 12pm Tuesday deadline. If your

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timesheet is not approved by 12 noon Tuesday, or 12 noon on the Monday prior to a Bank Holiday Friday you will be paid on the payroll run the following week.

4. Expenses

If you believe you will incur repayable expenses in your role through The Oyster Partnership, you must get written permission from your line manager that this is acceptable before doing so. If your line manager wishes The Oyster Partnership Ltd to pay these expenses we will require an expense form authorized by your line manager together with original VAT invoices, for all expenses incurred, as back up.

5. When will you get paid?

If you have provided The Oyster Partnership with all your personal details as per paragraph 1, and your timesheet has been authorised in accordance with paragraphs 2 and 3, you will be paid by BACS on the Friday following your week worked. In the case of Friday Bank Holidays, you will be paid on the Thursday before, as long as the deadlines are met.

If your timesheet is authorized late or there is a discrepancy, you will not be paid until the following week. It is your responsibility to ensure that your timesheet is authorised in time, not ours.

6. When your personal details change

Should any of your personal details change, you must inform your consultant in writing by email or post.

7. When your contract finishes

You should ensure that your last timesheet is authorised by your line manager before you leave. Your consultant will already be looking for new work for you and you should contact them for an update.

8. Your P45

We won't automatically issue you with your P45 as we will be looking for a new contract for you. If however, you commence work elsewhere and require a P45 please contact our payroll department on 020 7087 2969.