



## Your Pay and Holiday Pay

Your contact at Integritas for your pay [Annam Naqvi](#) – 07814 069629

- Payroll deadline is 1pm Monday. The time may change when there is a bank Holiday. Please check with your consultant.
- You must make sure your Line Manager has emailed Integritas your hours for the previous week by Monday 1pm – if they do not do this you will not get paid.
- When you are booked into an assignment you do not have to submit a timesheet
- The Integritas payroll administrator simply emails your line manager on a Friday or Monday, and they email us back informing us what hours/days you have worked.
- Lunch breaks are unpaid.
- You must ensure you sign in and sign out when you enter the school/college/university as often clients will often use this information to tell us when you have been working.
- You are paid 1 week in arrears. So you work one full week, and your pay will be in your bank account on Friday at the end of your 2<sup>nd</sup> week.
- It is crucial you have recorded your correct bank details on your registration form.
- If you have a P45 please ensure we have this as well as your national insurance number.
- If you are PAYE you are entitled to holiday pay. You accrue approximately ½ a day a week.

When you have a break in temping with us or your assignment finishes, please request your holiday pay and we will pay this to you when we process your pay. It is crucial that you request holiday pay prior to the start of the new financial year which starts in April, otherwise

you lose your holiday pay as we cannot carry holiday entitlement over from one financial year to the next

- We rarely work with people who have a limited company status or are working through an umbrella company. If you do not wish to be PAYE, please discuss this with us.
- [Major Recruitment](#) processes all our payroll. Your payslip is emailed to you on a Thursday or Friday.
- Please call Integritas with any queries or concerns.

Best wishes and enjoy your assignment.

**Integritas Team**

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