

## ABOUT HUNTRESS

# Temping at Huntress

## ALL YOU NEED TO KNOW...

Being a temporary worker can provide a rewarding and varied career and it's becoming increasingly popular. For some it offers flexibility, for others financial or time rewards, and the chance to work on constantly changing projects. Whatever your motivation, with Huntress you should feel confident that you're in the best possible hands.

We recruit temporary workers throughout all of our UK offices. We have an active client base with thousands of organisations from across all industries including commerce and industry, banking and financial services, public sector and voluntary organisations. We service blue chip corporations to small and mid-size enterprises.

### Before you start P45 or P46

Before temping for Huntress you need to give us your P45. If you haven't received it yet from your previous employer, please complete a P46 for us, which we can provide you with on request or you can also find it on the HMRC website: <http://www.hmrc.gov.uk/forms/p46.pdf>

### ID and eligibility to work in the UK


You must show us your valid passport or birth certificate and be sure to check your relevant visa requirements to work in the UK prior to registration. We may be asked to confirm details at any stage during your assignments and we are obliged to check eligibility and keep a copy of your visa on file.

### Your Wages

You will be paid a week in arrears into your selected bank account.

If you wish to be paid straight into your bank account, you must provide us with bank details.

If you have not supplied us with your bank details a cheque will be sent to your last known address.



**ONLINE TIMESHEETS**

To submit your timesheets login here:

**[huntress.force.com](http://huntress.force.com)**

**Deadline: Monday 4pm**

# Huntress

## Accepting a booking with Huntress

When accepting a booking please make sure you have all the relevant assignment details and are able to commit to all aspects of the job:

- Hours of work
- Contact name and telephone number
- Address and directions to the company
- Length of assignment
- Dress code
- Travel arrangements

## Timesheets

Huntress operates an online timesheet system which allows you to enter your weekly hours online for payment.

Timesheets should be submitted online for the client to authorise electronically. You will also be able to view previous timesheets and your payslip history via your individual online account.

The online timesheet system is at:  
**huntress.force.com**

Your login name and password will be emailed to you when you start your first booking. Please contact your consultant for detailed notes on using the online timesheet system.

## Tax code

Should you have any queries regarding your tax code, please contact the HM Revenue & Customs at <http://www.hmrc.gov.uk/incometax/codes-basics.htm>. Our reference number is 120 / BZ04346.

## Absence and holidays

If you are in an on-going assignment, any absence or holiday periods must be agreed with your line manager and your consultant. If you are in a short-term assignment, please avoid taking time off work unless it was arranged prior to the assignment.

## Paid holidays

Under the European Working Time Directive your holiday entitlement will be 28 days per annum (pro rata) from 1st January each year.

Your entitlement to holiday pay will be calculated on an accrual basis. Providing you have holiday hours accrued, you can submit a Holiday Claim Form to your line manager and consultant, to have your paid leave approved. You will be able to find out how much time you have accrued by contacting your consultant.

All holiday must be used and will not be carried over.

## Sickness

Sickness should be reported to your branch no later than an hour before you are due to start work.

## Your notice period

If you are in a long-term assignment, a minimum of one week's notice must be given prior to finishing.

## And finally, please...

Do not use mobile phones, make personal calls or send text messages during an assignment, unless you have specifically requested permission from your line manager. Mobile phones should be switched off or placed on silent mode whilst working.

Do not misuse email or internet facilities for personal use. If you need to use the internet, you are welcome to use your local Huntress's Web Cafe during your lunch break or before/after your working hours.

**For more information on temping, contact your consultant or your local Huntress office.**

