

TEMPING FOR JUICE.



J U I C E

EST. _____ 1998

**T A L E N T
A N D
O P P O R T U N I T Y**

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1. WELCOME FROM EMMA & VICKY

We are delighted that you have found a temporary assignment through Juice, and we are really looking forward to working with you. In this booklet, we have detailed all the information you need to know whilst on assignment but if you do have any further queries, please do contact us – we are always here to help.

We do hope you enjoy your temporary assignment, and we really look forward to working with you.

With kindest regards

Emma & Vicky



Emma Summers
CEO & Founder

Vicky Kingston
Managing Director

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2. WHO WE ARE

It sounds a tad cliché but we aren't anything without our people... they are the focal point of everything we do!



Sophie Wainwright
Recruitment Consultant
SophieW@juicerecruitment.com



Holly James
Regional Business Manager
Holly@juicerecruitment.com



Ellie Mahon
Senior Recruitment Consultant
Ellie@juicerecruitment.com



Lorna Wheatley
Delivery Consultant
Lorna@juicerecruitment.com



Tamar Caidominici
Delivery Manager
Tamar@juicerecruitment.com



Courtney Chambers
Trainee Recruitment Consultant
Courtney@juicerecruitment.com



Alison Watson
Business Manager
Alison@juicerecruitment.com



Jenny Gray
Business Operations Manager
JennyG@juicerecruitment.com



Cody Andrews
Business Administrator
Cody@juicerecruitment.com

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3. WHERE WE ARE & OUR CONTACT INFORMATION

BATH

12 Miles's Buildings
George Street
Bath
BA1 2QS

01225 447870
bath@juicerecruitment.com

BRISTOL

2 St Augustines Court
St Augustines Place
Bristol
BS1 4UD

0117 920 9393
bristol@juicerecruitment.com

CHELTENHAM

123 The Promenade
Cheltenham
Gloucestershire
GL50 1NW

01242 210410
cheltenham@juicerecruitment.com

WILTSHIRE

Kingston House
Lydiard Fields
Swindon
SN5 8UB

01793 238323
swindon@juicerecruitment.com

CARDIFF

Sophia House
28 Cathedral Road
Pontcanna
Cardiff
CF11 9LJ

029 2280 1203
cardiff@juicerecruitment.com

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4. GETTING STARTED

In order for us to get you started, we need the following information from you. You should have completed these already. However, if you haven't given us this information we will need this before you can go into an assignment.

- Right to Work Documents.
- Signed Terms of Engagement.
- Signed Application form.
- Bank Details.
- HMRC Checklist or P45 from your previous employer.
- Reference details from your past two years of employment, so we can obtain references for you. If there are large gaps, we must ask you to provide details for a personal reference from a person of authority, such as a Doctor, Solicitor etc.



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5. ON ASSIGNMENT

It is important that you act in a professional manner whilst on assignment through Juice and we do ask you to respect our clients confidentiality at all times.

We therefore ask you to:

- Dress appropriately in line with our clients dress code.
- Timekeeping, turn up on time and don't be late!
- Mobile phones usage - do not use your mobile phones during business hours.
- Internet usage - do not use the internet for personal use in business hours or without permission during your lunch time.
- Adhering to Client regulations and requests, Health & Safety.



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6. COMPLETING YOUR TIMESHEET

You will see below a copy of your timesheet. This must be completed daily and provided to your line manager for approval at the end of the week. Your line manager will sign to confirm the number of hours you have worked. You will need to return this to us by 5.00pm on Friday.

Please following the below when sending your timesheets back to us:

- Send all timesheets to timesheets@juicerecruitment.com.
- Save timesheet as an attachment to email, you should save the document with the name: your name weekending date client Juice office for example Jenny Gray 080716 Juice Bath.
- Timesheets must be sent upon leaving your assignment at the end of the week or very latest 10.00am Monday morning.
- It is your responsibility to ensure all timesheets are received on time, you will receive an auto-response from the timesheets email to let you know the timesheet has been received.
- No timesheets will be chased by Juice Recruitment so please ensure you get these to us on time.

Please note – when completing your timesheet, you only get paid for the hours that you work. You will not get paid for lunch hours etc.



**T A L E N T
A N D
O P P O R T U N I T Y**

JUICE RECRUITMENT. CELEBRATING 25 YEARS

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T I M E S H E E T

CANDIDATE NAME: _____

COMPANY NAME: _____ WEEK ENDING: _____

Please email one copy to Juice by the close of business every Friday.

	REGULAR HOURS WORKED						TOTAL HOURS PAID AT STANDARD RATE	TOTAL HOURS OVERTIME PAID AT TIME AND A HALF*
	DATE	AM		PM		LUNCH		
		IN	OUT	IN	OUT			
SUNDAY								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
TOTAL								

CLIENT AUTHORISATION TO PAY OVERTIME - PLEASE INITIAL*

OVERTIME WILL BE CALCULATED AT TIME & HALF UNLESS OTHERWISE STATED

Which office are you working from? Bath Cheltenham Bristol Trowbridge Swindon

Are you returning to this assignment? NO YES

If NO, where will you be working next? _____

Do you require your P45? NO YES

***PLEASE MAKE SURE ALL ADDITIONS ARE CORRECT BEFORE SIGNING**

***PAYMENT AND INVOICING WILL BE CALCULATED FROM THE HOURS SPECIFIED IN THE TOTAL BOXES**

Signed by Client **Signed by Candidate**

Name: _____ _____

Signature: _____ _____

Position: _____ _____

Date: _____ _____

I certify that the temporary worker has satisfactorily completed the total hours worked after any breaks taken and is due any expenses or other costs indicated above. I agree to comply with the Terms & Conditions of Business and confirm that I am authorised to approve this timesheet for payment.

If any required information is missing, your timesheet will be sent back unpaid.

12 Miles's Buildings, Bath, BA1 2QS. Tel: 01225 447870 timesheets@juicerecruitment.com

123 The Promenade, Cheltenham, GL50 1NW. Tel: 01242 210410 timesheets@juicerecruitment.com

2 St Augustines Court, St Augustines Place, Bristol, BS1 4XP. Tel: 0117 920 9393 timesheets@juicerecruitment.com

7 Fore Street, Trowbridge, Wiltshire BA14 8HD. Tel: 01225 752021 timesheets@juicerecruitment.com

Windmill Hill Business Park, Whitehill Way, Swindon SN5 6QR. Tel: 01793 238323 timesheets@juicerecruitment.com

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7. PAYMENT

At Juice, our payroll is processed at our Head Office in Bath.

For any payroll queries, please speak to Jenny Gray – 01225 447870 – jennyg@juicerecruitment.com. If it is a query with regards to your tax codes or tax amounts and we are unable to help, Jenny can refer you to the tax office with our PAYE code. This will allow you access to all the information you need about how your tax is being calculated.

On receiving your timesheet by 5.00pm on Friday, your weekly wage will be calculated (hours worked x your pay rate). This amount will be processed through our payroll system on Monday and paid from Juice on Tuesday to be in your account on Friday morning. If you do not receive payment on Friday, please contact us immediately – 01225 447870 and we can look into the situation for you.

Please bare in mind – it is imperative that you complete your bank details form correctly so payments can be processed into your account.

You will be sent/emailed a pay slip with your hours, pay rate, gross amount, tax and NI deducted and the net amount paid into your bank account. Your pay slip will look like this.....

Ref.	Employee Name	Process Date	N.I. Number				
200818	Mr. J Recruitment	19/10/2011	251285M				
Payments		Units	Rate	Amount	Deductions		Amount
Weekly Wage		37.50	8.0000	300.00	PAYE Tax		0.00
					National Insurance		19.38
Holidays: Taken: 0.00				Remaining: 0.00			
Mr. J Recruitment 12 Miles's Buildings Bath BA1 2QS		This Period		Total Gross Pay	300.00	Year To date	
		Gross for Tax		300.00	Total Gross Pay TD	300.00	
		Earnings for NI		300.00	Gross for Tax TD	300.00	
		Payment Period		Weekly	Tax paid TD	0.00	
					Earnings For NI TD	300.00	
					National Insurance TD	19.38	
Juice Recruitment Ltd Tax Code: 747L Dept:		Tax Period: 29		Payment Method: BACS		Net Pay 280.62	

Please can you ensure we have your email address as this allows us to get your pay slip to you much quicker. You will also be emailed/sent a new timesheet for the following week.

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8. YOUR HOLIDAY

According to the European Unions Working Time Directive, you are entitled to 28 days holiday, inclusive of bank holidays, a year. This is accrued for you from day one and a record of your accrued holiday is kept with Jenny Gray in Accounts – jennyg@juicerecruitment.com - it is important that you understand about the accrual of your holiday.

The Eu Working Time directive was put into place to encourage workers to take holiday. Your holiday is being accrued from day one of your temporary assignment. Your holiday must be taken as holiday during your assignment. For your reference, our leave year is from January 1st until 31st December.

The Holiday procedure is as follows;

Holiday is accrued from day one of your assignment, accrual is based on how many hours you work each week. To find out your holiday accrual you can email holiday@juicerecruitment.com.

If you wish to take time off, in the first instance you need to confirm with your line manager. You would need to email the dates to your consultant at Juice letting them know if you would like this to be paid from your holiday accrual (subject to you having enough accrued).

We need at least one week's notice prior to your holiday if you would like holiday paid and all requests need to be in writing.

Bank holidays are not automatically paid, you would need to request these from your holiday entitlement.

Our holiday year runs from 1st January until 31st December and cannot be carried forward to the next leave year.

If at the end of your assignment you have holiday left to take this will be paid as a lump sum the week after your final payment, this needs to be requested.

All holiday requests must be put in writing to your consultant.



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9. SICKNESS

If you are prevented by illness or other incapacity from attending your temporary assignment, you must notify Juice recruitment before 9.00am on the first day of absence. It is imperative that you notify Juice so we are able to call the client to explain that you are ill.

If your absence lasts for more than 7 consecutive days (5 working days) you must provide the company with a doctor's Certificate on the 8th day and weekly thereafter stating the reason for your absence.

You are entitled to Statutory Sick pay (SSP) in accordance with the provisions of Social Security and housing Benefit act 1982 if you are absent from work due to sickness or injury. The qualifying days for the purposes of SSP is Monday to Friday.

OTHER STATUTORY ENTITLEMENTS

You maybe entitled to the following;

- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Adoption Pay
- Statutory Shared Parental Pay
- Statutory Sick Pay
- Other Statutory Entitlements

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10. AGENCY WORKERS REGULATIONS

Agency workers are entitled to new employment rights from 1 October 2011 when new regulations came into force. From day one, you will have access to our clients facilities - canteen etc.

After 12 weeks in the same role, you are entitled to the same treatment as a permanent employee. This relates to basic working conditions, pay and holiday. On approaching your 12 week qualifying period, your Consultant will be in contact to discuss your pay, holiday and rights.

If you have any queries meanwhile, please do not hesitate to contact us.

11. AUTO ENROLMENT PENSION SCHEME

Automatic Enrolment - A Workplace Pension

Automatic enrolment is new legislation which means that all employers must enrol their workers into a workplace pension scheme automatically.

All employees working for Juice Recruitment Ltd need to be enrolled into a workplace pension scheme if they are not already in one and;

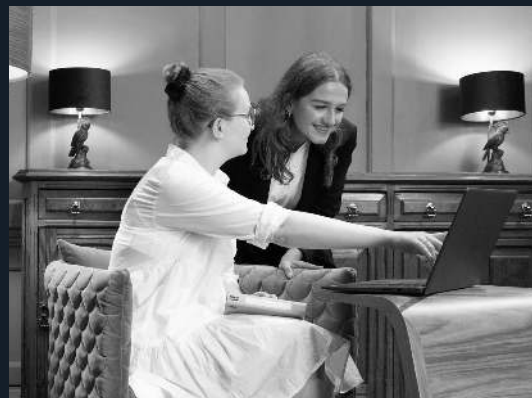
- Earn over £10,000 per annum (equivalent to £192 per week);
- Are aged 22 or over; and
- Are under state pension age.

A workplace pension is a way of saving for your retirement that's arranged by your employer. In addition to the employee's payments, Juice Recruitment Ltd and the government may also add money into the pension scheme for you. The money is then used to pay you an income when you retire.

If you meet the above criteria, you will be enrolled onto the pension scheme automatically and will begin payments directly from your wages.

As allowed by law we will postpone any deductions for pension from your start date for 13 weeks. If you do not meet the above requirements, you may still be eligible to enrol on the pension scheme and benefit from the contributions the government and Juice Recruitment Ltd will make for you.

More details on this will be sent after your first payment with us.



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12. TEMP OF THE MONTH

In recognition of all your hard work, we hold a 'Temp Of The Month Award'. All our clients receive a nomination form emailed to them every month and depending on how you have preformed will depend on whether you have been nominated.

If you are nominated, we will inform you and at the end of each month, we will choose the temp who has achieved the greatest recognition from our client. You will be awarded a gift from Juice.



13. FINAL WORD

We do hope you enjoy temping through Juice and one of the temp team will be in contact with you on a weekly basis to ensure you are happy, to ask if you have any queries and to assess the length of your ongoing assignment.

If you have any queries during your assignment, please do not hesitate to contact us.

We are really looking forward to working with you.

From

The Temp Teams at Juice

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BATH
01225 447870

BRISTOL
0117 920 9393

CHELTENHAM
01242 210410

WILTSHIRE
01225 752021
01793 238323

CARDIFF
02922 801 203