

Payroll FAQ's

chefs
jobs uk

What will the company need to add me to their payroll?

To see:

- Your original ID & Right to work Documents
- Your bank details (*account number & sort code*)
- Your National Insurance number
- A P45 issued by your previous employer or a New Starter Checklist completing

Paid on a Thursday: Make sure we have your up-to-date bank details and NI number.

Timesheets: You need to send a copy of your completed & signed/authorised timesheet for each week on a Sunday night. If we don't have a copy this will delay your pay.

Payslips: Emailed to you each week. If you do not have an email address they will be posted to the address you have given us.

This is what a typical payslip should include:

DESCRIPTION	TIME	RATE	AMOUNT	DEDUCTIONS	AMOUNT
Accommodation		20.00	20.00	National Insurance	75.06
Relief Hospitality	49.50	11.60	574.20	Tax	113.60
Relief Hospitality	6.50	24.00	156.00		
Taxable Travel Expenses		30.00	30.00		
1				2	
				ADDITIONS	
				AMOUNT	
				3	

GROSS	Total Income	ADDITIONS	Total Additions	DEDUCTIONS	Total Deductions	NET DUE	Total Paid
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Reference	} Your personal payroll details	Gross Year To Date	} Summary of your earnings for this tax year
Tax Code		Tax Year To Date	
NI Number		Tax Month	
NI Code		Free Pay	
Annual Leave (Weeks) Due 0.36	} Pay period details	Month-ending Date	
In Your account on Thursday		Payment Date	
Date you will receive		Method of Payment	
			BACS

Your name and address details

PAY ADVICE

Company Address Details

1. Taxable Income details

Including Wages, double time rates, holiday pay, agreed incentive/Bonus awards and agreed expenses such as accommodation and travel.

Accommodation

HMRC see accommodation as a benefit of employment and therefore taxable. If accommodation has been agreed for your assignment, we need to disclose this on your payslip separately to provide evidence that you are already paying tax on this benefit. Although it may look as if the hourly rate is less than agreed if you times your agreed hourly rate by the number of hours worked it will equal your gross pay.

2. Statutory Deductions or Repayments

Including your Tax & NI, Pension attachment of Earnings notices, and any Student Loan repayments

3. Non-taxable expenses refunded. Any agreed non-taxable expenses such as grocery shopping on behalf of site. Expenses claims must be signed for by the client and supported by receipts. Please note this will be agreed with individual sites prior to you beginning an assignment.

4. Annual leave entitlement. You are entitled to paid annual leave. The amount of pay you receive accrues in proportion to the amount of time you work on an assignment.