



## **TEMPING / CONTRACTED WORK WITH HMR**

### **BEFORE YOU START WORK, WE NEED:**

Your P45 or completed P46, National Insurance Number, Bank details for direct payment into your bank account and Reduced Liability Certificate (if you have one).

### **YOUR WAGES:**

Pay day is Friday. Your timesheet, completed and signed by the client, must arrive at this office by 9.00am on the following Monday. **FAILURE TO SUBMIT A TIMESHEET ON TIME WILL RESULT IN YOUR WAGES BEING DELAYED UNTIL THE FOLLOWING WEEK.** The client must be given the white copy of the timesheet. Payslips along with a new timesheet are posted out to you after payroll every Monday. Wages will be paid directly into your bank account every Friday.

We suggest that you fax your timesheet to us on 01202 673798. Posting timesheets is also an option but be warned that this is not always a reliable method.

### **GENERAL INFORMATION:**

Our address is 1 Kingland Road, POOLE, Dorset BH15 1SH. Telephone (01202) 676511  
Fax (01202) 673798. Office hours are Monday to Friday 8am to 5pm. You can also e-mail enquiries@hmr.co.uk. Our tax office is at Holland House, 20 Oxford Road, BOURNEMOUTH, tax reference: 049/H2.

**FINALLY:** there are certain important points which we would like to make:

- i) Should you experience any problems or be unhappy with your booking please tell us immediately.
- ii) You must let us know first thing in the morning if you are ill or unable to attend work for any reason.

Please always arrive at work on time and ensure that your appearance is smart.

**We are delighted that you are joining us and we hope that you will enjoy working with HMR.**