

TECHNOLOGY
RESOURCING
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Dear ,

As Technology Resourcing's Payroll Administrator, I am responsible for processing your pay and all other administrative matters relating to your contract. To ensure your contract runs smoothly I have enclosed some notes, detailing our procedures, together with the necessary forms which I hope will be of use.

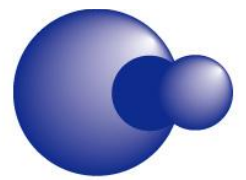
By following the notes enclosed there should be no problems, but if you do have any queries regarding your pay please do not hesitate to contact the Accounts Department at Cambridge, we have a direct line to the payroll department which is **0845 880 4327**.

On behalf of all our team I welcome you to Technology Resourcing and look forward to a long and successful partnership.

Yours sincerely
for Technology Resourcing Ltd

Steve Bishop
Management Accountant

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1 **DOCUMENTATION**

Would you please send our Payroll Department in Cambridge a copy of your Limited Company's Certificate of Incorporation and VAT registration document. It is also important that the VAT registration number is included on each company invoice.

Please note that no payment may be made to the limited company without a photocopy of the Company's Certificate of Incorporation.

2 **TIMESHEETS**

In order for the payment system to work smoothly please ensure that we receive the timesheets from you, authorised by the client, on a weekly basis.

Timesheets are enclosed, and replacements are posted with your payslips each week. Please only send original timesheets, we do not accept faxes or photocopies. Would you please ensure that you send the top two copies to us in Cambridge, give a copy to the Client and retain a copy yourself. Remember to list only the hours actually worked, you should not include lunch breaks. Please enter the hours you work in decimals and not minutes, and take any work that does not add up to a full hour to the nearest quarter hour.

3 **INVOICES**

Particularly for first time contractors, I have enclosed a draft invoice outlining the basic information needed to process payment. Any invoice format where these basic details are included is acceptable - but incomplete information may delay payment.

4 **PAYMENTS**

To ensure your wages are processed promptly, timesheets must be returned to our payroll department in Cambridge (the address on the timesheets) by the Tuesday morning following the week worked. Your pay will then be processed and in your chosen account as cleared funds Friday midday.

Payment can be made in one of two ways, the choice is yours:

Direct Credit Transfer into your account. Formal notification of the payment, including the relevant deductions, will be posted to you (along with next weeks timesheet) by way of a remittance advice. Please complete the Account Details form enclosed and return it me as soon as possible.

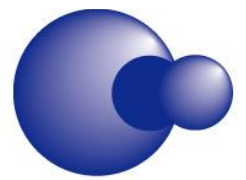
Cheque. This will be posted to you the Friday following timesheet receipt, assuming we receive the timesheet by the Tuesday. Along with the cheque will be your timesheet for next week.

5 **VAT**

Where a VAT registration document has not yet been received VAT may not be added to an invoice, although a note to this effect should be. When the VAT registration document is finally received, a photocopy should be sent to our Payroll Department, together with an invoice for all the backdated VAT.

6 **CHANGE OF ADDRESS**

If you move house during the course of your contract with Technology Resourcing, please notify us immediately.



ACCOUNT DETAILS

If payment is to be made by direct credit transfer via the BACS service, would you kindly complete this form and return it to me as soon as possible to avoid any delays in your initial payments.



BANK/BUILDING SOCIETY PAYMENT DETAILS

To: Technology Resourcing Ltd (Accounts Department) Oakington Business Park Dry Drayton Road Oakington Cambridge CB4 5DQ
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Your personal name:
Name of account to be credited:
Sort Code:
Account No:
Name of Bank/Building Society:
Address of Bank/Building Society:

National Insurance Number:
Date of Birth:

Please state the address where the remittance advice should be sent:

FOR OFFICE USE ONLY
PAYROLL NUMBER: