

**TECHNOLOGY
RESOURCING**
www.RailwayEngineeringJobs.co.uk
+44 (0)1483 302211

STRICTLY PRIVATE AND CONFIDENTIAL

[REDACTED]

[REDACTED]th [REDACTED] 200[REDACTED]

Dear [REDACTED]

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.

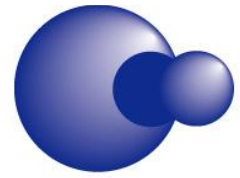
By following the notes enclosed there should be no problems, but if you do have any queries regarding your pay please do not hesitate to contact the Accounts Department at Cambridge, we have a direct line to the payroll department which is **0845 880 4327**.

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

Steve Bishop
Management Accountant

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1 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 keep a copy for 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.

2 PAYMENTS

To ensure your wages are processed promptly, timesheets must be returned to our payroll department in Cambridge (the address is 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 Middy.

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.

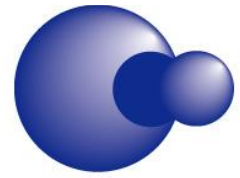
3 DOCUMENTATION

- a) If you have a P45 from your last job then please send this to me as soon as possible.
- b) If you do not have a P45 but have worked or claimed unemployment benefit during the current tax year then you will need to contact your former employer or the DSS to obtain a P45, which should then be forwarded to me as soon as possible.
- c) If you do not have a P45 and have not worked or claimed unemployment benefit during the current tax year you will need to complete a P46, which we will forward to you on request.

It is important these forms are completed and returned to me as soon as possible, as this will reduce the time needed to establish your correct tax code and hence the amount of tax deducted.

4 CHANGE OF ADDRESS

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



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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

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|---|
| To: Technology Resourcing Ltd (Payroll Department) Oakington Business Park Dry Drayton Road Oakington Cams. CB4 5BD |
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| Your personal name: |
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| Name of account to be credited: |
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| Sort Code: |
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| Account No: |
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| Name of Bank/Building Society: |
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| Address of Bank/Building Society: |
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| National Insurance Number: |
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| Date of Birth: |
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| Please state the address where the remittance advice should be sent: |
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| FOR OFFICE USE ONLY |
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| PAYROLL NUMBER: |
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