

# Important information for Temps



## Wages

Your salary will be paid weekly one week in arrears directly into your bank account

## Timesheets

In order to receive payment, it is your responsibility to ensure your signed timesheet is either emailed to Park at [jobs@park.je](mailto:jobs@park.je) or dropped into the Park office at 29 Hill Street no later than 10am each Monday.

You must ensure that hours worked are noted on your timesheet and totalled correctly, that any alterations made have been initialled by your supervisor and that your supervisor signs the timesheet where indicated. A delay in payment may occur if your timesheet is not completed properly

## ITIS Effective Rate Notice

Please ensure you provide us with any new effective rate notice letters as soon as you receive them from the tax office, verbal notification is not sufficient. Failure to provide this will result in Park deducting the default rate as advised by the States of Jersey Income Tax Department from your weekly salary. No tax refunds are available through Park.

## Sickness

If you are unable to attend work due to illness you must call the Park office on 01534 871666 by 8:45am on the day when you are going to be absent. If your illness extends beyond a single day you must notify Park each day that you are going to be out of the office. You will not be paid for any days that you are absent from the office.

## Holiday Entitlement & Holiday Pay

Holiday entitlement for temps is equivalent to three weeks per annum as required by legislation. Holidays are subject to pre-planning and can be taken by arrangement with you and your supervisor. Holiday pay will be paid for as it is earned on the basis of an additional 6% pay for each hour worked of your standard working week. You will not receive any further payment at the time you take your holiday.

## Timekeeping

Timekeeping Whilst on assignment always be punctual. Think about how rush hour traffic may affect your journey and allow for delays. Do not take extended lunch periods unless they have been authorised by your supervisor.

## Mobile Phones

Mobile phones must be placed on silent and only used during your lunch break or out of office hours

## Dress Code

Please ensure you are dressed appropriately for the office. Most offices have a predefined dress codes that have to be followed strictly. However, if you do have the privilege of working at a place which does not define a dress code, then it's up to you to dress appropriately.

