



Devonshire Payroll Services

Forms required for completion by PAYE Workers:

- **Contract For Services and Assignment Confirmation Note**
- **Administration Details Form**
- **Asylum and Immigration Act 1996**
 - We have an obligation under the law to ensure that all temporary workers have the legal right to work through us at our client's site. You will need to complete this form and return it together with a copy of your passport. If you are not a British Citizen it must contain a valid stamp indicating that the holder may reside and work in the UK. If you are a British citizen and are not in possession of a passport, then we will require a copy of your full Birth Certificate together with a document recording your National Insurance Number.
- **48 Hour Waiver Form**
 - If you wish to have the flexibility to work long hours, you must read, sign and return the 48 Hour Waiver Form. You will not be allowed to work over 48 hours a week for us if you do not sign the form. In addition, we would like to remind you that by law you are entitled to take a minimum break or number of breaks, paid or unpaid, of up to 30 minutes in every 8-hour shift.
- **Emergency Contact & Medical Form**
 - Legally, we are required to hold medical information on you if you intend to work between 23.00 and 05.00 hours. We have taken the precaution to request that everyone should sign this form in case they may at any stage change assignments, shifts or need to work late.
- **Holiday Pay**
 - We operate a 'holiday fund', which accrues at the rate of 10.17% of your total earnings each week. The amount accrued will be clearly displayed on your payslip each week. You may draw down from the amount accrued at any time by taking a work break. Your accrued entitlement will not disappear at the year-end. Therefore, we urge you to communicate with us at all times, because we will keep your 'holiday fund' rolling until you request a draw down.
- **P46 or P45**
 - You must either forward your P45 from your previous employer or print, complete and sign the P46 (<http://www.hmrc.gov.uk/forms/p46.pdf>)
- **Timesheets**
 - You will receive an initial timesheet with your starter pack, please visit the 'Downloads' section on our website (http://www.temporarydomain.co.uk/looking_for_a_job/downloads/) to print any further time sheets. This must be completed with the Clients authorised signature after each shift. Please ensure that your timesheet is faxed to us every Monday so salary can be paid by BACS transfer directly into your bank account, to be cleared on Fridays. If you are faxing your timesheets, please fax them to **020 7469 0801** and check by calling **020 7469 0763** that it has been received.
- **Age Exemption Certificate (where required)**
 - Where a temporary worker is over the statutory retirement age, National Insurance contributions will not be required and you should supply an Age Exemption Certificate (this is obtainable from the Department of Work and Pensions). Please note that we will require to hold on file the hard copy certificate during your employment with us and this will then be returned to you when you cease working through us.



Devonshire Payroll Services

Forms required for completion by Limited Company Workers:

We require the following documentation relating to the Limited Company to be provided before we can issue a Form of Agreement:

- **A copy of the Certificate of Incorporation of the UK registered company along with a Current Appointments Report (proof of directorship) relating to the registration of the director who will sign the contractual documentation (which will follow)**
- **The Company bank account details to enable Devonshire to remit payments direct to the Limited Company's account, via BACS**
- **A VAT Registered Certificate (if applicable)**
- **A copy of Employer's Liability Insurance, Public Liability Insurance and any other suitable policies of insurance.**
- **As a Contractor, we will also require a copy of your passport (if you have not already provided this). Please note, if you are a non-British Citizen we will also require a copy of a valid visa stamp, showing that you are eligible to work in the UK**

Following the receipt of all the above documentation, we will be pleased to send you the following documents for your completion.

- **Form of Agreement**
- **Contract Confirmation Note**
and
- **Draft extract from the Minutes of the meeting of the Directors of your company to approve the Agreement with Devonshire.**

Please do not hesitate to contact any member of the administration team on **020 7469 0763** or email **contracts@devonshire.co.uk** who will be more than pleased to help you with any queries you may have.