

## Payment Process – Important Information

### **Timesheet**

Paper timesheet:

Your hours will be processed if we receive a fully completed paper timesheet signed by an authorised client or approved electronically. Email them to [timesheet@mane.co.uk](mailto:timesheet@mane.co.uk) by the end of Tuesday following the week that you have worked.

Online Timesheet Portal:

You must enter your hours/shifts worked on our online portal and submit them to a client approver by Tuesday morning at the latest to allow the client to approve them by Tuesday noon. Timesheets received after Tuesday may be processed the following week.

Socium:

Your login details will be sent by the Socium team. Your hours will be processed via the Socium portal. Your timesheet must be submitted by 5pm Monday and authorised by the Client by Tuesday noon following the week that you have worked.

### **Payroll & Health Information Form (P&H Form)**

You will receive an email from our Onboarding portal, asking you to log in and submit a number of documents by the end of your first working week. Failure to complete this by the deadline may result in your payments being delayed.

### **Registration Forms from Payroll Provider**

If you are to be paid through a Payroll Provider, you must complete their registration forms and our P&H Form in order to be paid on time.

We take no responsibility for the deadline or timescales of another Payroll Provider.

### **Self-Bill Invoice & Bank Payment**

If you are a limited company contractor, your self-bill invoice will be available on our Online Timesheet Portal every Friday morning.

The payment is made on Friday by Bank Transfer by 5:30pm. We are not responsible for any bank charges or payment fees that you incur as a result of your payment being late.

### **Insurances**

Once the client does a status determination statement and your role is outside IR35, your details will be passed to Kingsbridge.

If you are a limited company contractor working outside of IR35 with Mane Contract Services Ltd, you are required to provide proof of certain levels of insurances that protect you and your clients. This includes (£1M Professional Indemnity & £2M Public Liability and £100K Tax Liability insurance). Our insurance partner, Kingsbridge are able to offer both of these insurances:

- To get a quote for Professional Indemnity & Public Liability [click here](#)
- To get a quote for Tax Liability insurance [click here](#)

Alternatively you can contact our account manager, Max Willis at Kingsbridge on 01242 809315 or [max.willis@kingsbridge.co.uk](mailto:max.willis@kingsbridge.co.uk)

N.B There is no obligation to go with Kingsbridge but they offer a fully comprehensive package of insurance with a price promise guarantee.

Please note that Mane will hold your pay if we do not receive a copy of your insurances.