

## **Payment Process (EU bank) – 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 Tuesday noon 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 noon 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.

### **Forms from Payroll Provider for payment**

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.

### **Bank Payment**

The payment is made by SEPA every Thursday to the account that you nominate on your P&H Form by 5:30pm. This should credit your account on Friday; some banks may take longer.

We will not be responsible for any bank charges or payment fees that you incur as a result of your payment being late.