

## **Payment Process (PAYE) – Important Information**

### **Timesheet**

Mane Contract Services Ltd pay for services on a weekly basis upon receipt of a fully completed 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. Timesheets received after Tuesday noon may be processed the following week.

### **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.

We will get informed electronically by HMRC if we need to make any changes to your tax code or earnings through our Employer portal.

### **Payslip & Bank Payment**

Your payslip will be available on our Online Timesheet Portal every Friday morning.

The payment is made each Friday by Bank Transfer, and will be credited to the account nominated on your P&H Form 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.

### **Pension Scheme**

As part of the Government Directive, we have to auto enroll you into a workplace pension scheme. This is with People's Pension and 5% of your Qualifying Earnings will be deducted from your weekly wages to cover this. You will receive an email directly from People's Pension notifying you that we have enrolled you after Mane submits the Payroll data to People Pension each week. This email will give you a link to gain access to the portal. You can opt out of this by selecting the 'Opt Out' option on the Peoples Pension portal. If opted in, Mane Contract Services will contribute 3% towards your pension fund during the time you work through us. We will pay this directly to People's Pension.

### **Holiday**

Your holiday pay will accrue from each weekly timesheet that is paid and you can view your availability on our Online Timesheet Portal. You can book a holiday request on the portal as long as you have accrued enough days. We will obtain clients approval before paying these out. Any accrued holidays will be paid in full if you finish your assignment. These have to be taken annually during each tax year 5<sup>th</sup> April to 6<sup>th</sup> April otherwise you will lose them.

If you finish employment with us, let us know so we can release any unpaid holiday and issue you a P45 before the end of the tax year.