

K2 Recruitment Temp Pack



AK2 mountain of questions
answered!

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www.k2recruitment.co.uk

K2 Who are we?...

Established in 1997, as a response to client's needs, K2's aim has been to introduce higher standards into the recruitment industry. From offices in Bicester and Banbury, we have since built a reputation based upon trust, integrity and respect to both clients and candidates. Our success to date strongly supports our ethical business approach. To meet the team, log onto our website at www.k2recruitment.co.uk

K2 We are committed to.....

- Providing a warm welcome when you come into our offices
- Helping in every way to make sure your temporary work is successful for you.
- Giving you accurate and detailed information about your temp booking
- Paying you on time! Electronic transfer directly into your bank account weekly
- Paying you 20 days annual holiday leave that you accrue from day one.
- Keeping in touch with you regularly and keeping track of your availability
- Helping you secure a permanent position
- Explaining your tax position and helping with any payroll related queries whilst working for K2

How to Register

If, in the first instance, you would prefer to telephone us, please contact your nearest office or if you would prefer to submit your details online, a consultant will call you within 48 hours to discuss your needs further. If we feel we will be able to help you, we will invite you to an interview with one of our consultant's at either of our offices. Interviews are by appointment to ensure enough time is given to get to know you, discuss your previous experience, transferable skills and the type of position or company that you are looking for. This meeting is also a great opportunity for you to ask us any questions you may have.

You will need to bring with you at least two references from previous employers along with, one form of identification from Column 1 and one from Column 2:

COLUMN 1

COLUMN 2

Passport

National Insurance Card

Birth Certificate

P45 / P60 / Pay slip

Keeping in Touch

Once we have met you and followed up your references, we will hopefully find an assignment for you as soon as possible. However, we will keep in touch with you and update you on a frequent basis. Once you have accepted an assignment, we will also keep in contact with you and the client to ensure you are happy within your role.

Confidentiality is Guaranteed!

Please be assured that K2 work to a strict confidentiality policy. Before your details are submitted to a client, you will always be contacted by one of our consultants.

Starting an Assignment

Before your first assignment with us, you will receive a 'New Starter Pack'. This will include your Terms of engagement; opt out of 48 hr working week agreement, Health and Safety Policy Statement, Health and Safety Declaration and a 'New Employee Form' requesting your bank details. We must have the Health and Safety Declaration and New Employee Form back as soon as possible and before your booking starts. Until we receive your bank details we will not be able to pay your earnings into your account!

Once we have offered you an assignment, we will send you a letter confirming the dates, where the company is, who you should report to and your hourly rate, along with a timesheet and P46 (if applicable. If any of your personal or bank details change whilst you are temping for us, please let us know as soon as possible.

Health and Safety – please take note!

It is your responsibility to ensure that you are familiar with the Health and Safety policy of the organisation you are working in. If you do have an accident whilst at work, or have any concerns or questions at all, please contact your Temps Controller.

You must read and understand the Health and Safety Declaration issued to you by K2 Recruitment when you first start working in a Temporary Assignment. You must not use any machinery unless experienced and able, and not to work on a dangerous machine unless 18 and supervised or experienced in the use of machinery.

Time is of the Essence!

Please be aware that being punctual is extremely important. Being even 5 minutes late is likely to jeopardise your chances of future assignments. If you have any problems getting to your place of work, please let us know as soon as possible. It is better to be 5 minutes early!

Illness or Absence

If due to illness or for any other reason, you are unable to work, i.e. interview or Dr's appointment etc it is vital you contact your Temps Controller as soon as possible. We will let the client know and manage the process for you.

Tax Information

TAX

Once you begin working for K2, we will need your P45. This ensures you are taxed correctly. If you do not have a P45 then you must complete a P46, which is a tax form that enables us to apply a temporary coding until the Inland Revenue assigns you a tax code. It will mean you are taxed on an, 'emergency code', but any excess tax you pay will be refunded to you as soon as your correct coding is issued. If your P45 is held by another agency or employer, we will need to deduct Basic Rate tax, but of course you will be rebated accordingly if appropriate. (See your Temps Controller if you are unsure about anything)

STUDENTS

To ensure that you do not pay tax unnecessarily, you must complete form P38.

If you have any questions about the tax code you are on, please contact your local tax office.

NATIONAL INSURANCE

You must provide us with your National Insurance number. If you do not have a National Insurance number then contact the local Department of Social Security or the National Insurance Help Line on 020 8210 8545/8546 who will advise you further.

Timesheets

You can download a timesheet from our K2 website: www.k2recruitment.co.uk

Timesheets are issued weekly. We would prefer you pop into our offices to collect one each week as it is always good to hear how your assignment is going. However, if you cannot get into the office, we will send one to you. It is your responsibility to make sure it is completed and signed by an authorised representative of the client and returned to us by **6pm every Friday** either by hand or fax (**01295 709301 Banbury / 01869 247798 Bicester**). Failure to do this may result in your pay being delayed by 1 week. Please keep the blue copy for your records and leave the pink copy with the client. (If however, you are working over a weekend, please arrange with your Temps Controller to hand in your timesheet on a Monday morning at the latest.)

Payment

As long as we have received a signed timesheet by the deadline, your pay will be electronically transferred into your bank account by the following Friday and a payslip will be issued that you can either collect from the office or we will send to you.

Holiday Pay

Once you begin temping with us, you are entitled to 20 days paid leave per annum. The leave year commences on the date that you begin your temporary assignment or series of assignments. All entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year.

Where you wish to take paid leave during the course of an assignment you should notify us of the dates giving notice of at least twice the length of the period of leave that you wish to take. [To download a Holiday Request Form from the K2 website \(www.K2recruitment.co.uk\),](#)

Entitlement to payment for leave accrues in proportion to the amount of time worked continuously by you on an assignment during the leave year. Payments for annual leave will be calculated on the basis of rates paid during the Client's normal working hours i.e. those, which do not attract overtime rates of pay.

Where this contract is terminated by either party, and a P45 is issued, you as the temporary worker shall be entitled to a payment in lieu of any untaken leave where the amount of leave taken is less than the amount accrued.

Please contact your Temps Controller if you have any queries regarding your holiday pay.