



How Payroll Works?

It is **your** obligation to:

- ◇ Have a signed timesheet as proof of hours worked.
- ◇ Have your timesheet signed by an authorised member of staff by Friday afternoon, or your last day if not working the full week.
- ◇ Timesheets must be received no later than **noon** on Monday to ensure your wages are paid to you on time.
- ◇ **Send your timesheet by: fax to 0845 901 1491; e-mail to info@nationwide-recruitment.co.uk**

Please note: Temporary Plant Operators or also required to return a Daily Plant Report Sheet, with their timesheets. For further information please see: **Plant Report Sheet Process Letter**

If you do not have a timesheet to get signed off on site Friday, please contact us **urgently on 0845 901 1461** . We can not pay you without a signed timesheet.

Please don't hesitate to speak to our staff if you have any queries or require further information. Find contact details below:

Nationwide Recruitment,
Kestrel Court
Waterwells Drive
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Kind Regards,
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