

CONTRACTOR & TEMPORARY WORKERS PROCEDURE FOR PAYMENT

Detailed below are our current operating procedures for payments to contractors and temporary workers involve in our assignments.

Please note that our preferred method of payment is via an Umbrella or Accounting Organisations.

Please read the relevant sections and complete the required actions each week to ensure that payment is made each week.

PAYMENT VIA AN UMBRELLA OR ACCOUNTING ORGANISATION

If you are using an umbrella or contractor accounting organisation

1. Please provide your contact at SER Limited with:
 - i. Details of your chosen umbrella / accounting organisation
2. Inform your umbrella or contractor accounting company about your work via SER Limited. This includes SER Limited's full contact details, point of contact at SER Limited, your hourly rate and any other agreed costs to be paid (i.e. travel time, mileage)
3. Please ensure that a weekly time sheet is completed, signed and returned to SER Limited at the end of each week. No payment will be made without a supporting timesheet.
4. Please ensure that each time sheet is signed and dated by the reporting Manager, Director or Supervisor.
5. Ensure that you inform your umbrella or contractor accounting company for the hours that you have worked and the associated hourly rate. This can usually be done outline using your unique pass code and user ID. It is important that this is done no later than Monday.

Please note that SER Limited use a number of Umbrella or Accounting Solution providers including:

Brookson Solutions Ltd	www.brookson.co.uk	0845 058 1200
Danbro Ltd	www.danbro.co.uk	01253 600 140
Giant Services Ltd	www.giantgroup.com	0844 324 7700

Registration is extremely quick and easy and in most cases being paid via these organisations means that your take home pay is increased.

PAYEE WORKERS

If you are working under our own PAYEE scheme (i.e we are deducting your National Insurance and Taxation from your weekly pay)

1. Please provide your contact at SER Limited with your:
 - i. Bank Details for payment
 - ii. National Insurance Number
 - iii. Date of Birth
 - iv. Copies of all working visa's (if applicable)
 - v. P45 (if applicable and wherever possible)
 - vi. Copy of your current driving licence or Proof of identity
2. Please ensure that a weekly time sheet is completed, signed and returned to us at the end of each week. No payment will be made without a supporting timesheet.
3. Please ensure that each time sheet is signed and dated by the reporting Manager, Director or Supervisor.
4. Payments are made weekly direct into your bank account.
5. You will be expected to work a week in hand

CIS WORKER / WORKING UNDER THE CIS SCHEME

If you are a CIS card holder and wish to be paid under the CIS construction scheme.

1. Please provide your contact at SER Limited with your:
 - i. Bank Details for payment
 - ii. National Insurance Number
 - iii. Date of Birth
 - iv. CIS Card Number or Unique tax reference number
 - v. Full Postal Address
 - vi. Copy of your current driving licence (if applicable)
 - vii. Proof of identity
2. Please ensure that a weekly time sheet is completed, signed and returned to us at the end of each week. No payment will be made without a supporting timesheet.
3. Please ensure that each time sheet is signed and dated by the reporting Manager, Director or Supervisor.
4. Payments are made weekly direct into your bank account.
5. You will be expected to work a week in hand

PRIVATE LIMITED COMPANY

If you have your own Limited company

1. Please provide your contact at SER Limited with:
 - i. A copy of your Company Registration Certificate (Date incorporated)
 - ii. Copy of your VAT certificate (if applicable)
2. Please ensure that a weekly time sheet is completed, signed and returned to us at the end of each week. No payment will be made without a supporting timesheet.
3. Please ensure that each time sheet is signed and dated by the reporting Manager, Director or Supervisor.
4. Send your invoice to SER Limited on a weekly basis for worked completed the previous week.
5. All invoices will be paid within five days providing there are no queries or issues raised by the Client.