



Welcome

Temporary Staff Induction Handbook

Pursuit Resources Group Ltd
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www.pursuitgroup.co.uk

Welcome to our Temporary Staff Register

We hope you find this booklet a valuable source of information. Here are a few points to help you with your temporary contract.

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1. Introduction to Temping with Pursuit Resources Group Ltd

1.1 Your Temporary Staff Consultant

Your Temporary Staff Consultant is your first point of contact for any help or information relating to your temporary contract. If the consultant is unavailable at any time another member of our team will be more than happy to help!

Telephone numbers can be found on the front page of this booklet.

1.2 Temporary Assignments

When offering you a temporary assignment your consultant will advise you of the location, job description, hours of work, duration and rate of pay for the assignment. If you accept the assignment you will be expected to be available for the duration of the contract. Therefore if you are offered an assignment which you feel may not be totally suitable for you then please say at the time and we will find you one more suitable.

On acceptance of an assignment we will send you confirmation of the assignment details. Should you have any queries do not hesitate to contact your Temporary Staff Consultant, who will be happy to answer any questions you may have.

1.3 Absence from Work

Should you be absent from work for any reason it is important you inform Pursuit Resources Group as soon as possible. We will contact the company you are assigned to on your behalf and make the necessary arrangements for cover during your absence if required.

Should you need time off for any reason please contact your Temporary Staff Controller who will make the necessary arrangements for you. It can cause numerous problems if we are unaware of any absence from work for example due to illness, appointments or interviews. **Please remember we are your employer and therefore need to know of any problems or prior arrangements that you may have.**

If you are ever in a situation whereby you cannot attend your assignment, please call us by 8:45am. Our office hours are 9:00am to 5.30pm, Monday – Thursday and 9:00am – 5.00pm Friday

1.4 Dress Code

The majority of our assignments are office based, therefore unless otherwise instructed please dress SMARTLY. Trousers must be tailored. Jeans, jean trousers, combat or other casual trousers should not be worn unless otherwise stated. If you have any queries, please do not hesitate to contact us.

1.5 Getting Paid

In order for us to process payment for the hours you work you are required to complete a timesheet, an example of which is shown below. Timesheets will be emailed to you every week and will need to be returned to Pursuit.



Email: Accounts.dept@pursuitgroup.co.uk
 Tel: 01245 362500

Client

Timesheet Number
 Account Number
 Purchase Order No.
 Week Ending
 Branch
 Consultant

Telephone:

Candidate

Report to:

SUMMARY OF HOURS WORKED (To be completed by the client)

	Time Started	Time Finished	Breaks	Hours Worked	
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
				Total Hours Worked	
				Overtime Hours	

AS A TEMPORARY WORKER FOR PURSUIT RESOURCES GROUP, IT IS YOUR RESPONSIBILITY TO COMPLETE AND RETURN AN ACCURATE TIMESHEET SIGNED BY AN AUTHORISED SIGNATORY BY 10 AM MONDAY MORNING TO THE EMAIL ADDRESS AT THE TOP OF THIS TIMESHEET. FAILURE TO DO SO WILL RESULT IN A DELAY IN RECEIVING PAYMENT FOR THE WORK COMPLETED. PLEASE ALSO ENSURE THAT YOU ONLY USE THE TIMESHEET THAT HAS THE DATE AND TIMESHEET NUMBER PRE-PRINTED ON YOUR SPECIFIC TIMESHEET.

I certify that the hours above have been satisfactorily worked and that payment in respect on these according to your terms of business which I have received and accept as the basis of this transaction

SIGNATURE

DATE

POSITION

You should complete a timesheet at the end of each week or assignment, whichever comes first. Once you have completed the hours worked the timesheet needs to be signed by a representative of the company to which you are assigned. This signifies their agreement to the hours worked. We are unable to process unsigned timesheets.

All timesheets must be returned to Pursuit Resources Group **no later than 12noon on a Monday afternoon**. A faxed or scanned copy will be accepted.

FAILURE TO RETURN A FULLY COMPLETED TIMESHEET ON TIME WILL RESULT IN A DELAY IN THE PAYMENT OF YOUR WAGES.

Wages are paid one week in arrears directly into your bank account. Payments are made on a Friday. Should you wish to change your bank details, please ensure you put this request in writing to us by email or letter.

You will receive a payslip notification via email to the address you supply on the "Payroll Details" form when you registered with Pursuit. It is your responsibility to ensure that you keep this information up to date. Should you not have access to email and are therefore unable to supply an email address a printed payslip will be posted to the address supplied when you registered. You will need to activate your payslip account and view your payslips online.

It is the responsibility of the temporary worker to advise Pursuit Resources Group of any change of email address. Pursuit Resources Group will not be held responsible for the transmission of payslips and the data contained within those payslips to an incorrect address, where the correct address has not been provided by the temporary worker.

Payslips will be emailed in an unencrypted state and it is the responsibility of the temporary worker to secure the information contained in the payslip. Extra caution should be taken when using a public computer to receive or view your payslip.

Should you wish to wish to "opt out" of the electronic payslip scheme at any time, please inform your Temporary Staff Consultant, who will request a paper payslip is produced.

1.6 Holiday Pay

Your holiday year runs from January to December, any holiday not taken within this time cannot be rolled over or paid in lieu. The number of hours holiday and the rate at which those hours are paid is based on a 12 week rolling average of the hours and rates of pay you have actually worked and received during that period. This is in accordance with the Working Time Regulations 1998. To ensure you receive holiday pay you must complete a holiday request form and return to Pursuit, holiday cannot be processed without this form.

1.7 Health & Safety

Pursuit Resources Group conducts a Health & Safety Assessment of all company premises, prior to introducing Temporary Workers.

When entering a client's premises, please ensure that you are given an induction to their Health & Safety & Fire procedures.

We ask that you take all reasonable steps to safeguard your own health and safety and that of any other person who may be present or be affected by your actions on the assignment.

You should comply with the client's Health & Safety policies and procedures at all times.

2. Contract for Services of Temporary Workers

Please see a copy below of the contract you have signed at your Pursuit Resources Group registration.

CONTRACT FOR SERVICES WORKSEEKER'S AGREEMENT

1. DEFINITIONS AND INTERPRETATION

1.1 In these Terms the following definitions apply:

"Actual Rate of Pay" means, unless and until the Agency Worker has completed the Qualifying Period, the rate of pay which will be paid for each hour worked during an Assignment (to the nearest quarter hour) weekly in arrears, subject to Deductions and any Agreed Deductions, as set out in the relevant Assignment Details Form;

"Actual QP Rate of Pay" means the rate of pay which will be paid to the Agency Worker if and when s/he completes the Qualifying Period. Such rate will be paid for each hour worked during an Assignment (to the nearest quarter hour) weekly in arrears, subject to Deductions and any Agreed Deductions, as set out in any variation to the relevant Assignment Details Form;

"Agency Worker" means s/he supplied by the Employment Business to provide services to the Hirer;

"Agency Workers Regulations" means the Agency Workers Regulations 2010;

"Assignment" means assignment services to be performed by the Agency Worker for the Hirer for a period of time during which the Agency Worker is supplied by the Employment Business to work temporarily for and under the supervision and direction of the Hirer;

"Data Protection Laws" means the Data Protection Act 2018, any applicable statutory or regulatory provisions and all European Directives and regulations in force from time to time relating to the protection and transfer of personal data;

"Deductions" means any deductions which the Employment Business may be required by law to make and in particular in respect of PAYE pursuant to Sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003 and Class 1 National Insurance Contributions;

"Emoluments" means any pay in addition to the Actual QP Rate of Pay;

"Employment Business" Pursuit Resources Group (registered company number 06998217), First Floor, 4 Freeport Office Village, Century Drive, Braintree, Essex, CM77 8YB

"Engagement" means the engagement, employment or use of the Agency Worker by the Hirer or any third party to whom the Agency Worker has been introduced by the Hirer, on a permanent or temporary basis, whether under a contract of service or for services, and/or through a company of which the Agency Worker is an officer, employee or other representative, an agency, license, franchise or partnership arrangement, or any other engagement; and "Engage", "Engages" and "Engaged" shall be construed accordingly;

"First Assignment" means:

- a) the relevant Assignment; or if, prior to the relevant Assignment: the Agency Worker has worked in any assignment in the same role with the relevant Hirer as the role in which the Agency Worker works
- b) in the relevant Assignment; and the relevant Qualifying Period commenced in any such assignment, that assignment (an assignment being (for the purpose of this defined term) a period of time during which the Agency Worker is supplied by one or more Temporary Work Agencies to the relevant Hirer to work temporarily for and under the supervision and direction of the relevant Hirer);

"Qualifying Period" means 12 continuous Calendar Weeks during the whole or part of which the Agency Worker is supplied by one or more Temporary Work Agencies to the relevant Hirer to work temporarily for and under the supervision and direction of the relevant Hirer in the same role, and as further defined in the Schedule to these Terms;

"Relevant Period" means (a) the period of 8 weeks commencing on the day after the last day on which the Agency Worker worked for the Hirer having been supplied by the Employment Business; or (b) the period of 14 weeks commencing on the first day on which the Agency Worker worked for the Hirer having been supplied by Employment Business or 14 weeks from the first day of the most recent Assignment where there has been a break of more than 6 weeks (42 days) since any previous assignment;

- 1.4. Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.
- 1.5. The headings contained in these Terms are for convenience only and do not affect their interpretation.
- 1.6. Any reference, express or implied, to an enactment includes a reference to that enactment as from time to time amended, modified, extended, re-enacted, replaced or applied by or under any other enactment (whether before or after the date of these Terms) and all subordinate legislation made (before or after these Terms) under it from time to time.

2. THE CONTRACT

- 2.1. These Terms constitute the entire agreement between the Employment Business and the Agency Worker for the supply of services to the Hirer and they shall govern all Assignments undertaken by the Agency Worker. However, no contract shall exist between the Employment Business and the Agency Worker between Assignments. These Terms shall prevail over any other terms put forward by the Agency Worker.
- 2.2. During an Assignment the Agency Worker will be engaged on a contract for services by the Employment Business on these Terms. For the avoidance of doubt, the Agency Worker is not an employee of the Employment Business although the Employment Business is required to make the Deductions from the Agency Worker's pay. These Terms shall not give rise to a contract of employment between the Employment Business and the Agency Worker, or the Agency Worker and the Hirer. The Agency Worker is supplied as a worker, and is entitled to certain statutory rights as such, but nothing in these Terms shall be construed as giving the Agency Worker rights in addition to those provided by statute except where expressly stated.
- 2.3. No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Employment Business and the Agency Worker and set out in writing and a copy of the varied terms is given to the Agency Worker no later than 5 business days following the day on which the variation was made stating the date on or after which such varied terms shall apply.

- 2.4. The Employment Business shall act as an employment business (as defined in Section 13(3) of the Employment Agencies Act 1973) when introducing or supplying the Agency Worker for Assignments with its Hirers.

3. ASSIGNMENTS AND INFORMATION TO BE PROVIDED

- 3.1. The Employment Business will endeavour to obtain suitable Assignments for the Agency Worker to perform the agreed Type of Work. The Agency Worker shall not be obliged to accept any Assignment offered by the Employment Business.
- 3.2. The Agency Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available and agrees that:
- 3.2.1. the suitability of the work to be offered shall be determined solely by the Employment Business; and
 - 3.2.2. the Employment Business shall incur no liability to the Agency Worker should it fail to offer Assignments of the Type of Work or any other work.
 - 3.2.3. needs only to provide written confirmation of the identity of the Hirer and the likely duration of the Assignment.
- 3.3. For the purpose of calculating the average number of weekly hours worked by the Agency Worker on an Assignment for the purposes of the Working Time Regulations, the start date for the relevant averaging period shall be the date on which the Agency Worker commences the first Assignment.
- 3.4. If the Agency Worker has completed the Qualifying Period on the start date of the relevant Assignment or following completion of the Qualifying Period during the relevant Assignment, and if the Agency Worker is entitled to any terms and conditions relating to the duration of working time, night work, rest periods and/or rest breaks under the Agency Workers Regulations which are different and preferential to rights and entitlements relating to the same under the Working Time Regulations, any such terms and conditions will be as set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form (as appropriate).
- 3.5. If the Agency Worker considers that s/he has not or may not have received equal treatment under the Agency Workers Regulations, the Agency Worker may raise this in writing with the Employment Business setting out as fully as possible the basis of his/her concerns.

4. TIMESHEETS

- 4.1. At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of 1 week or less or is completed before the end of a week) the Agency Worker shall deliver to the Employment Business a timesheet duly completed to indicate the number of hours worked during the preceding week (or such lesser period) and signed by an authorised representative of the Hirer.
- 4.2. Subject to clause 5.3 the Employment Business shall pay the Agency Worker for all hours worked regardless of whether the Employment Business has received payment from the Hirer for those hours
- 4.3. Where the Agency Worker fails to submit a properly authenticated timesheet the Employment Business shall, in a timely fashion, conduct further investigations into the hours claimed by the Agency Worker and the reasons that the Hirer has refused to sign a timesheet in respect of those hours. This may delay any payment due to the Agency Worker. The Employment Business shall make no payment to the Agency Worker for hours not worked.
- 4.4. For the avoidance of doubt and for the purposes of the Working Time Regulations, the Agency Worker's working time shall only consist of those periods during which s/he is carrying out activities or duties for the Hirer as part of the Assignment. Time spent travelling to the Hirer's premises (apart from time spent travelling between two or more premises of the Hirer), lunch breaks and other rest breaks shall not count as part of the Agency Worker's working time for these purposes. This clause 5.4 is subject to any variation set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form which the Employment Business may make for the purpose of compliance with the Agency Workers Regulations.

5. REMUNERATION

- 5.1. The Employment Business shall pay to the Agency Worker the rate notified unless and until the Agency Worker completes the Qualifying Period. The Actual Rate of Pay will be notified on a per Assignment basis and as set out in the relevant Assignment Details Form.
- 5.2. If the Agency Worker has completed the Qualifying Period on the start date of the relevant Assignment or following completion of the Qualifying Period during the relevant Assignment, the Employment Business shall pay to the Agency Worker:
- 5.2.1. the Actual QP Rate of Pay; and
 - 5.2.2. the Emoluments (if any),
- which will be notified on a per Assignment basis and as set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form.
- 5.3. Subject to any statutory entitlement under the relevant legislation referred to in clauses 7 and 8 below and any other statutory entitlement, the Agency Worker is not entitled to receive payment from the Employment Business or the Hirer for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed.

6. ANNUAL LEAVE

- 6.1. For the purposes of calculating entitlement to leave under this clause, the leave year commences 1 January to 31 December, any holiday not taken within this time cannot be rolled over or paid in lieu.
- 6.2. The Agency Worker is entitled to paid annual leave according to the statutory minimum as provided by the Working Time Regulations from time to time. The current statutory entitlement to paid annual leave under the Working Time Regulations is 5.6 weeks.
- 6.3. Entitlement to payment for leave under clause 6.1 accrues in proportion to the amount of time worked by the Agency Worker on Assignment during the Leave Year.
- 6.4. Under the Agency Workers Regulations, on completion of the Qualifying Period the Agency Worker may be entitled to paid and/or unpaid annual leave in addition to the Agency Worker's entitlement to paid annual leave under the Working Time Regulations and in accordance with clauses 6.1 and 6.3. If this is the case, any such entitlement(s), the date from which any such entitlement(s) will commence and how payment for such entitlement(s) accrues will be as set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form.
- 6.5. All entitlement to leave must be taken during the course of the Leave Year in which it accrues and, save as may be set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form, none may be carried forward to the next year. The Agency Worker is responsible for ensuring that all paid annual leave is requested and taken within the Leave Year.
- 6.6. If the Agency Worker wishes to take paid leave during the course of an Assignment s/he should notify the Employment Business of the dates of his/her intended absence giving notice of at least twice the length of the period of leave that s/he wishes to take. In certain circumstances the Employment Business may require the Agency Worker to take paid annual leave at specific times or notify the Agency Worker of periods when paid annual leave cannot be taken. Where the Agency Worker has given notice of a request to take paid annual leave in accordance with this

clause, the Employment Business may give counter-notice to the Agency Worker to postpone or reduce the amount of leave that the Agency Worker wishes to take. In such circumstances the Employment Business will inform the Agency Worker in writing giving at least the same length of notice as the period of leave that it wishes to postpone or reduce it by.

- 6.7. Subject to clause 6.4, the amount of payment which the Agency Worker will receive in respect of periods of annual leave taken during the course of an Assignment will be calculated in accordance with and paid in proportion to the number of hours which the Agency Worker has worked on Assignment.
- 6.8. Subject to clause 6.4, in the course of any Assignment during the first Leave Year, the Agency Worker is entitled to request leave at the rate of one-twelfth of the Agency Worker's total holiday entitlement in each month of the leave year.

7. SICKNESS ABSENCE

- 7.1. The Agency Worker may be eligible for Statutory Sick Pay provided that s/he meets the relevant statutory criteria.

8. TERMINATION

- 8.1. Any of the Employment Business, the Agency Worker or the Hirer may terminate the Agency Worker's Assignment at any time without prior notice or liability.

9. GOVERNING LAW AND JURISDICTION

These Terms are governed by the law of England & Wales/Scotland and are subject to the exclusive jurisdiction of the Courand & Wales.

Signed:

Name:

(in block capitals)

Date:

3. Checklists

3.1 Temporary Staff Payroll Data

THIS FORM WILL HAVE BEEN COMPLETED DURING YOUR REGISTRATION PROCESS AT PURSUIT. **IF YOU HAVE NOT YET CONFIRMED YOUR BANK DETAILS**, PLEASE COMPLETE THIS NOW AND EMAIL BACK TO ENSURE PROMPT PAYMENT. THE INFORMATION REQUIRED IS FOR THE PURPOSE OF PROCESSING YOUR SALARY. FAILURE TO COMPLETE ALL QUESTIONS MAY RESULT IN LATE PAYMENT.

- Ensure all entries are legible; failure to complete all sections properly may result in non-payment of monies.
- Complete ALL details including NI number, date of birth and address.
- Sort codes MUST have 6 digits, account numbers MUST have 8 digits.
- Any monies earned will be paid into the bank account detailed on this form until you notify us of any change.
- Payslips will be emailed to the email address detailed on this form until you notify us of any change. Where an email address is not supplied a printed payslip will be posted to the address detailed below.
- If you require monies to be paid into a building society account you may require a reference number, please check with your building society if unsure.

If we do not receive your bank details we will be unable to process your pay!

Personal Details

Pursuit Resources Group					
Title		Forename(s)		Surname	
Previous Name (if applicable)					
Address					
Town				Post Code	
Telephone No			Mobile No		
Date of Birth			Start Date of First Assignment		
Email Address (For Payslip)					

Tax Details

NI Number									
Tax Form Enclosed (Delete as applicable)	P45 / P46 / Student P38								

Please note that if you do not send in a P45 or sign the relevant tax forms, (available from your Temp Division), you will be charged tax at the Basic Rate.

Bank / Building Society Account Details

Bank / Building Society Name																	
Address							Town					Post Code					
Sort Code							Account Number										

Account Name	Reference No (Building Society)
--------------	------------------------------------

Signed by
Person Named
Above:

Date:

Office Use Only:

Staff No	Date Processed
<input type="text"/>	<input type="text"/>

***Note to Staff:** Please ensure details are **only** sent to Accounts once the candidate is working. The Inland Revenue requires the Candidate's date of birth; please ensure this is added when processing this information.

For your information-see below;

The **minimum** gross hourly payable rate under this contract is as follows:

For persons aged	25 years and over	£8.21
	21 yrs to 24 yrs	£7.70
	18 yrs to 20 yrs	£6.15
	16 yrs to 17 yrs	£4.35

3.2 PURSUIT RESOURCES GROUP

The Contract for Services is between PURSUIT RESOURCES GROUP and the Temporary Worker named below.

I accept this Contract for Services as detailed on Page 6-8 and acknowledge that I have received a copy and understand the Conditions referred to. I further confirm that the details given by me on my application form are correct

Name:.....

Signature:.....

Date:.....

3.3 Checklist

Please ensure you complete the following actions:

- Sign and return **Page 11** of the Temporary Worker Induction Pack
- Complete and return the **Temporary Staff Payroll Dates** form if you have not previously provided your bank details at registration.

You should complete only one of the following:

- Complete, sign and return Inland Revenue form **P46**.
- Submit the new employer parts of Inland Revenue form **P45** if you have one.

If you have any further queries, please do not hesitate to contact us.

Thank you and good luck!

Pursuit Resources Group
Registered Office: 06998217
www.pursuitgroup.co.uk

