

Great relationships are based on mutual obligation.

We want you to have a seamless experience when you work as a temp for HRM office support. After all you represent our organisation while on site, we are responsible for the efficient management of your payroll administration and our client will always have future temp needs.

BEING A HRM TEMP

This guide will help you understand more about the administration of your payroll, our expectations of you as a temp and will ensure we have a great working relationship.

Throughout the assignment

When on assignment through HRM office support we know you will present yourself in a professional and businesslike manner at all times.

To ensure you are paid in a timely manner

Complete a separate timesheet for each new assignment. You can download one from our “Working as a Temp” page. Round up hours worked to the nearest quarter of an hour, noting any overtime worked. Sign it and ensure it is signed by an authorised signatory. Fax your timesheet to our Payroll Centre 01 632 1899 to arrive no later than 10am on the Monday following the week you work. Payment is made weekly in arrears directly into your bank or building society account. Public holidays may alter the schedule for timesheet submission and/or payment days. You will be notified in advance of any changes.

Your Tax

Nearly all income is liable to tax. Tax on income you earn from employment is deducted from your wages by your employer on behalf of the Revenue Commissioners. This is known as Pay As You Earn (PAYE). The amount of tax you have to pay depends on the amount of the income you earn and on your personal circumstances.

Notice of Determination of Tax Credits and standard rate cut-off point.

At the start of the tax year, the Revenue Commissioners will send you a Notice of Determination of Tax Credits and standard rate cut-off point. This shows the rate of tax which applies to your income and the tax credits that reduce the tax payable. Revenue will also send a summary of this certificate to your employer so they can deduct the correct amount of tax. If you are changing job or starting work for the first time and your employer has not received your tax information from Revenue or a previous employer, you will initially be taxed on a temporary basis called emergency tax.

Tax rates and the standard rate cut-off point. Tax is charged as a percentage of your income. The percentage you pay depends on the amount of your income. The first part of your income up to a certain amount is taxed at the standard rate of tax and the amount which it applies to is known as the standard rate tax band. The amount you can earn before you start to pay the higher rate of tax is known as your standard rate cut-off point. The remainder of your income is taxed at the higher rate of tax. The tax rate and bands can change on a yearly basis.

Tax allowances. Your allowances reduce the amount of tax you have to pay. The amount by which a tax allowance will reduce your tax depends on what your highest rate of tax is. This is because the

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allowance is subtracted from your income before it is taxed. In effect, it's taken off the top of your income which can then be taxed at either the standard rate or the higher rate, depending on your income level. When your employer is taking allowances into account in calculating your income tax, the way in which this is done is by adjusting your standard rate cut-off point.

Tax credits. Your tax credits reduce the amount of tax you have to pay. They work differently to tax allowances because they are deducted after your tax has been calculated and so a tax credit has the same value to all taxpayers. After your tax is calculated, as a percentage of your income, the tax credit is deducted from this to reduce the amount of tax you have to pay. So a tax credit of €200, for example, will reduce your tax by this amount.

Holiday pay and leave of absence

HRM office support pays holiday entitlement to all temps, up to a maximum 20 days per year. The amount of paid holiday depends upon your hours worked through HRM in the weeks prior to your holiday. On a weekly basis, holiday pay is calculated by multiplying the number of hours you work by 8%. By adding these weekly figures up, you can calculate the amount of holiday pay you have accrued. You must use your entitlement in the year in which it is earned where December is the year-end. You request your leave of absence through your HRM consultant, giving ample notice as agreed with our client. During periods when the client is closed, we will automatically pay you holiday pay as long as you have accrued the right amount of time. These periods include Public and most Bank Holidays.

What happens if I need my P45?

When you complete your assignment, tick the P45 box on your timesheet to request your P45. Any holidays accrued to you which you have not taken will be automatically paid to you at that stage.

Health & Safety

Every organisation you work in will have its own health and safety policy. It is your responsibility to familiarise yourself with this policy and comply with it at all times. If you have an accident at work you must inform both the organisation you are working for and your HRM office support consultant as soon as possible. If you have any concerns about health and safety issues during your assignment you should notify the manager of your department and your HRM consultant immediately in writing.

Equal Opportunities

HRM office support operates an equal opportunities policy and will consider candidates on the basis of the suitability of their skills and experience only. HRM will not discriminate against people on the grounds of sex, marital status, family status, religion, ethnic origin, race, colour, disability, age, sexual orientation or membership of the travelling community.

Keep in touch

While we cannot guarantee you work we aim to find you suitable, interesting and rewarding temporary assignments. Please keep us informed of your availability and let us know if your circumstances change. Remember to inform us of any new address or phone number, as we may need to contact you urgently regarding a forthcoming assignment.

