



## Timesheets

In order to ensure that you are paid in a timely and efficient manner, please follow these guidelines:

- Complete a separate timesheet for either each new week or new assignment.
- Round up hours worked to the nearest quarter of an hour and make a note of any approved overtime hours worked.
- Ensure your timesheet is signed by the person you are reporting to and by yourself.
- Fax your timesheet always remembering to keep a copy for your own records.
- Timesheets need to reach us no later than 10am on the Monday following the week you worked. Unfortunately, timesheets that arrive after the Monday deadline cannot be processed until the following week.

Your money will be transferred directly into your account each Friday, a week in arrears. A payslip and timesheet will be posted to your home each week.

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## Holiday Pay

As a Keystone temporary, you receive holiday pay from the first hour you start working through us and will see it included in your payslip at the end of each week. You can take holiday at any time during your assignment, however, please inform and agree with your consultant any leave you wish to take.

Your holiday pay is calculated in accordance with European Working Time Directive (EWTD) guidelines and is currently 8.33% of your agreed rate of pay. Any rates quoted by Crone Corkill are inclusive of holiday pay, ie: if you are paid 10.83 per hour, your base rate is 10.00 per hour with 8.33% holiday pay added on.

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## Payroll Queries

If you have any queries with your pay, our dedicated Payroll department are able to help you. Please call **020 7833 7760** Monday to Friday 9am-5.30pm.

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## National Insurance Numbers

Holiday pay and National Insurance (NI) contributions are not applicable to Limited Companies. Your NI number is used by the Inland Revenue for identification purposes and does not dictate the rate of NI deductions made from your salary.

It is not possible to obtain an NI number until you have commenced employment. You will have to contact your local Department of Work and Pensions (DWP) office to apply for an NI number, they will arrange a date and time for you to attend a brief interview. If you are not in possession of an NI number when you commence working through Keystone, your date of birth is sufficient until you obtain your NI number from the DWP. Please note that you will still receive payment for assignments worked.

For more information regarding National Insurance and NI numbers, in addition to locating your nearest branch, consult the DWP directly at [www.dwp.gov.uk](http://www.dwp.gov.uk) or call **020 7712 2171** Monday to Friday 9am-5pm.



## Tax Documents

**P45:** When you leave an employer, please ensure you have your P45. This document guides our Payroll Department to inform the Inland Revenue that you are now working through Keystone. It is extremely important that you are given a P45. If you do not possess one, you may find that you have to, temporarily, pay more tax in your next job/assignment until our Payroll Department receives your P45. Tax adjustments can be made throughout the year in accordance with the data on your P45. If you do not have a P45, please follow the instructions for a P46.

**P46:** Please note that a P46 is only to be completed if our Payroll Department will not be receiving your P45 and needs to be signed prior to commencing any assignments through Keystone. We will send your completed form to the Inland Revenue to ensure you do not pay basic rate tax. Please contact our Customer Services department for a P46 form.

**P60:** This is sent to you at the end of each tax year. It will show how much you have earned throughout the tax year and how much tax and NI you have paid. You will receive only one of these each year and it will be sent to you by whoever your employer is at the end of the tax year.

**Ltd Company:** If you are looking to set up a Limited Company, we recommend that you seek independent professional advice on how to establish and operate such a company. Seeking professional advice is particularly important in light of the Government's anti-tax avoidance legislation, commonly known as IR35. The following must be adhered to if you wish to be paid through your own Limited Company:

- You can only be paid via a UK registered company. You must be a Director, Shareholder or employee of that company and the company's bank account must be in the UK.
- An official invoice from your company must be submitted with each timesheet.
- If you are VAT registered, you must provide a copy of your VAT registration certificate with your first timesheet and a VAT invoice, stating your VAT registration number, with every subsequent timesheet.
- If you wish to change the details of your Limited Company you must advise us, in writing, at least a week prior to any changes.
- Prior to any payments being made to your company, our Payroll Department must receive the following:
  - *Certificate of Incorporation for your company issued by the Registrar of Companies (NB: The date of incorporation of your company must be prior to the commencement of your temporary assignment).*
  - *Company bank account details that match the information contained on your Certificate of Incorporation.*
  - *A signed contract between Crystal UK Ltd. and your Limited Company which details the terms and conditions of your assignment. A copy of our standard contract will be sent to you for signature prior to your assignment.*