



rd resourcing ltd
specialist catering and hospitality recruitment

New Starters: Guide to Pay

Fill in your application form

All application forms are available to download from our website; www.rdresourcing.co.uk Send this to us via email beforehand, or in person at your interview. Please ensure that you bring originals of your passport, work visas, permits or evidence of eligibility to work in the UK, along with your completed application form, to your interview. If you have any queries about your work status, please refer to the Home Office website www.hmrc.gov.uk.

If you are a student fill in a tax exemption form otherwise you will get tax deducted from your wages. If you do not have a P45 and are currently not studying please fill in a P46 download the forms from; www.hmrc.gov.uk/forms/p46.pdf

Please note you will not get paid until all this paperwork has been submitted.

Go and work hard!

If you are working alone you will have to take a timesheet with you to get signed, you can download this from our website www.rdresourcing.co.uk If you are with a group from rd resourcing then ensure the supervisor has your name on the multi timesheet.

Timesheet in before Sunday evening

If there is no Supervisor from rd resourcing to hand it to then email it to timesheets@rdresourcing.co.uk, fax to 0870 950 1124 or post it to rd resourcing (address below). You will not get paid unless we have your timesheet and it is signed and legible, if it is not received within four weeks of your shift then the shift minimum will be paid, usually four hours.

If you have incurred expenses we may be able to reimburse them. Send a completed expense form with original VAT receipts within 4 weeks of incurring the expense to the Winchester office. We do not pay for taxis unless previously authorised by a manager, and fuel is paid 35p per mile if you are taking colleagues or 25p per mile if you travel alone.

Wait a fortnight

Pay takes two weeks to be processed plus a couple of days to reach your account (providing you have done all of the above). Breaks and any National insurance and tax will be deducted from your wages. Pay slips will be e-mailed. Any changes to your details or queries must be made in writing to the Winchester office or by emailing payroll: payroll@rdresourcing.co.uk

Go and Spend!

Make sure we have your availability each week so we can offer you more work!

Tel: 0870 9501123 | Fax: 0870 9501124 | Email: team@rdresourcing.co.uk

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