



Temping with Joyce Guinness

Keep in Touch

Call us on a Thursday to inform us of your plans for the following week, including any holiday plans, or appointments that you have organised. Also, give us any numbers on which we can contact you immediately. We may call you by 9am in the morning if we have a booking for you that day – be dressed and ready to go. Don't forget to keep us updated if you're running late for your booking.

Dress

Check with the office as to the dress code for the company you are going to. Generally the rule for the first day at a new company should be to dress smartly.

Timekeeping

Arrive at your assignment 10 minutes early. We will have given you directions and a contact name for when you arrive at the company. If you are running late, call Joyce Guinness and we can advise the client. If an interview or urgent appointment arises during the booking, and you need time off, please inform Joyce Guinness and this can be arranged with the client.

Not Feeling Well?

If you are not well, call Joyce Guinness before 8.30am. We will make alternative arrangements for the day.

Personal Calls/Internet & E-Mail

Try NOT to make personal calls without client consent. The same applies to using the internet and email. Ensure your mobile phone is on silent or switched off. Listen to / deal with personal messages at lunchtime.

Timesheets

Timesheets can be found on our website (www.joyceguinness.co.uk). Add in your hours, including how long you took for lunch - the timesheet will then add up your total payable hours. Please double check that it is all correct. Make sure you have the timesheet signed by an authorised member of staff. All timesheets are to be scanned and emailed back to Joyce Guinness on Friday evening. **NO TIMESHEETS: NO PAY.**

Email: timesheets@joyceguinness.co.uk

Pay

Payroll is on a Tuesday morning, which generates payment directly into your Bank account by Thursday. A payslip will be emailed to you. Your payslip will show your hourly rate, and is paid weekly in arrears.

Any queries or questions please don't hesitate to call **Pip Cox** or **Ella Graham-Dullaert** on 0207 589 8807 or Email: Pip@joyceguinness.co.uk / Ella@joyceguinness.co.uk