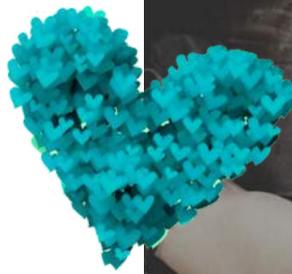




**love  
success**  
EXPERTS IN RECRUITMENT

# YOUR GUIDE TO TEMPING & CONTRACTING 2021



## **Welcome to Love Success...**

Thank you for registering with Love Success.  
We are delighted to have you on board.  
You are in the hands of some of London's best  
recruitment consultants, so let's get started and  
find your perfect assignment.

Please take the time to read the contents of this  
guide and contact your Executive Consultant on  
**020 7870 7177** with any queries you might have.

We look forward to working with you and helping  
you find the very best temp and contract roles.



# Working with us...

Temping and contracting is fast becoming the preferred mode of employment for workers - it's a fast track to obtaining exciting opportunities and a stepping stone towards career progression.

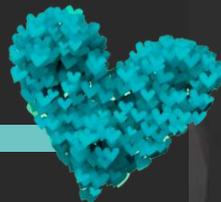
Love Success works with a multitude of clients from a variety of exciting industries supplying short, long term and ongoing contracts to suit your needs.

## Before you start

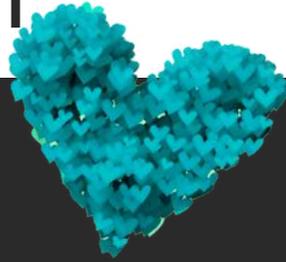
Once you have registered with us it is very important to keep your Consultant up to date with regards to your remote and onsite availability. Every assignment is different in terms of duration, so be sure to call in and keep your Consultant updated with your requirements.

## Visa Requirements

Please make sure you check your relevant visa requirements for working in the UK prior to registering with us as you may be asked to confirm details at any stage during your assignments.



# BEFORE YOUR ASSIGNMENT

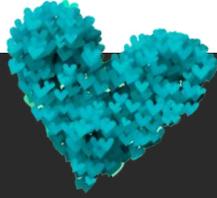


To help you prepare and get ready for your assignment we will contact you for a pre-interview briefing. Your consultant will give you as much information as possible about:

- >The Client
- >The Role and location of the role
- >The Team
- >The Structure and culture of the company
- >The Pay

We want to help you get the job you want so we are always on hand to help you address any concerns you might have.

# ACCEPTING AN ASSIGNMENT



When accepting an assignment with us please make sure you have all the relevant details such as:

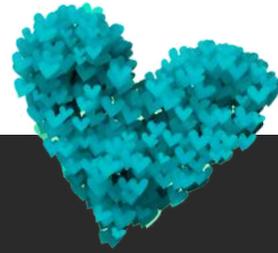
- >> Company name
- >> The address or details of remote working requirements
- >> Directions to the company
- >> Contact name to report to
- >> Company telephone number
- >>Hours of work
- >>Length of assignment

You're representing Love Success, so please, always remember to:

- >> Dress impeccably even if you are online
- >> Always be punctual
- >> Show commitment to the role

Most importantly, please make sure that you can commit to all aspects of the job including the hours of work, location or remote working requirements, and length of assignment before accepting any assignment.

# UNABLE TO ATTEND?



## Reporting Sickness

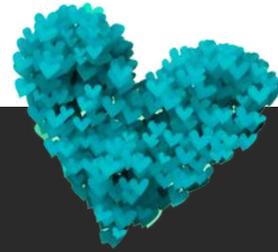
If you are unable to attend your assignment through sickness or for any other reason, please let us know as soon as possible ensuring you speak to a Consultant at Love Success. We are open from 8am Monday to Friday. Please call us on 020 7870 7177 and email [temps@lovesuccess.co.uk](mailto:temps@lovesuccess.co.uk)

## Reporting Lateness

Please let us know as soon as possible if you know you will be late for your assignment. Please call us on 020 7870 7177 and email us at [temps@lovesuccess.co.uk](mailto:temps@lovesuccess.co.uk) at least 30 minutes before the assignment starts.

If a **Client cancels the booking**, we will do our utmost to find you an alternative placement as soon as possible.

# TIMESHEETS, TIMECARDS & GETTING PAID



## Timesheets

Timesheets should be completed, signed and delivered to Love Success by **10am Monday** to guarantee prompt payment. Clearly state the details of the hours you have worked that week minus your lunch break, and get it signed by an authorised person at the Client site.

**\*\*\*Always use the weekly digital timesheet we email to you with weekending date, client and contact details on it\*\*\***

You can submit your timesheet in any of these easy ways:

>>Fax - 0844 854 1623

>>Email - [timesheet@lovesuccess.co.uk](mailto:timesheet@lovesuccess.co.uk)

>>Post - Love Success, 1 Lancaster Place, London WC2E 7ED

**\*\*\*Late timesheets will be processed the following week\*\*\***

## Getting Paid

Your wages will be paid one week in arrears. Please make sure you have completed a BACS form with your bank details in order for Love Success to pay you directly into your account.



# Important Tax information

## Tax information for temps

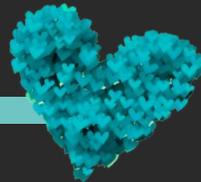
Payment will be made through the Pay As You Earn (PAYE) scheme.

Therefore it is very important that you provide us with a P45 from your previous employer or complete a P46 new starter form before your first temping role. These are important documents that will help us to calculate and deduct the correct amount of income tax and national insurance for you.

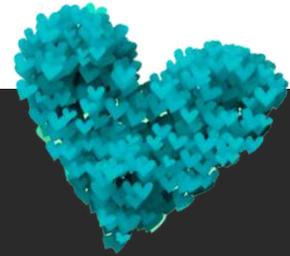
Should you have any queries regarding your tax code, please contact the Inland Revenue by telephone on 0845 366 7855.

The address for this office is HM Inspector of Taxes, PO Box 1970, Liverpool L75 1WX London Provincial 10, Tyne Bridge Tower, Gateshead, Newcastle, NE8 2DT.

Our reference number is 120 PH 00277308.



# HOLIDAYS & NOTICE PERIODS



## Love Success paid holidays for PAYE employees only

It is important for everyone to take a break and have a rest from work. Working Time Regulations state everyone should have at least 20 days per year (which can include bank holidays) away from work. When you commence a new assignment with Love Success you will accrue your entitlement to paid holiday. When you wish to take your break please inform your Consultant at least 2 weeks prior to your holiday by emailing a completed holiday request form which can be downloaded from our website >> [www.lovesuccess.co.uk](http://www.lovesuccess.co.uk)

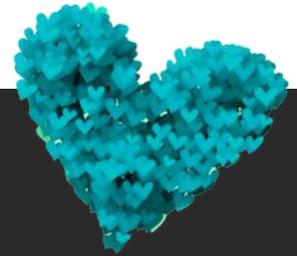
>>[Download Holiday Pay Request Forms here](#)

>>[Please send all Holiday Pay Requests to holidayrequest@lovesuccess.co.uk](mailto:holidayrequest@lovesuccess.co.uk)

## Notice period

If you are in a long term assignment, a minimum of one week's notice must be given before finishing any assignment.

# THE RULES



## Whilst on your assignment

>>Please refrain from using your mobile phone, making personal calls or text messaging during an assignment, unless you are performing duties in a remote working environment, or if you are working onsite you must have permission from your Line Manger

>>Your mobile phone should be switched off or on silent whilst working

>>Please do not misuse email or internet facilities for personal use

>>On occasion permission may be given for personal use of email/internet whilst at work, however please ensure this is authorised specifically by your line manager and keep your use to an absolute minimum.

We hope you enjoy your temping experience with us and go on to achieve your dream career and meet new and exciting people along the way.

For further information on Love Success, please visit our website at [www.lovesuccess.co.uk](http://www.lovesuccess.co.uk)



ANY QUESTIONS?  
CALL US ON 020 7870 7177

**love**  
**success**  
EXPERTS IN RECRUITMENT