

PAYROLL PROCEDURE

1. Solution Work log must be signed and authorised by the client and emailed to Payroll@sol-rec.com along with accompanying Invoice by no later than either;
12 noon on Tuesday - for payment on the following Friday or
5pm on Wednesday - for payment on the following Monday.
2. If you work through an Umbrella company please ensure that they forward the invoice by no later than 12 Noon on Tuesday or 5pm on Wednesday.
3. Invoices must be addressed to Solution Recruitment at 20 The Causeway, Bishops Stortford, Herts CM23 2EJ or 47 Dane Street, Bishops Stortford, Herts CM23 3BT or they will not be processed.
4. Should the client require their own timesheet completed, then this should be submitted along with the corresponding Solution Worklog.
5. Any Worklogs/Timesheets and Invoices that miss the Tuesday and Wednesday deadlines will be carried over to the following weeks payroll.
6. Worklogs/Timesheets **must be** submitted to us on a weekly basis.
7. **Please note, no more than 2 x week Worklogs/Timesheets will be paid on any one payment run.**
8. You will be notified of any Bank Holiday adjustments in due time.

We hope that the above is clear and you understand what is required in order to receive payments from Solution, however if you have any queries please don't hesitate in contacting Lynda or Chloe on 0207 855 9644.