

ON YOUR FIRST DAY

Your Sand consultant will have provided you with details of where, when and to whom you need to report to on your first day. If you are unsure or have not received confirmation from your Sand consultant please contact us.

If for any reason you are delayed on your first day please make sure you contact us as soon as possible in order for us to inform the client.

PAYMENT PROCESS

Sand wishes to make sure that all Suppliers receive accurate and prompt payment. In order to help us please take time to read the following information and make sure you provide us with all the relevant documentation.

Timesheets and Invoices

Enclosed with this information pack you will find a timesheet for your use. Timesheets are also available from our website www.sand-uk.com Candidate Services – Contractor information.

Timesheets should be completed each week/month for all hours completed by the supplier and must be in a legible format. Any corrections will need to be signed by the client.

If you are hourly paid, please ensure that all hours entered on the timesheet are in 15 minute intervals. Timesheets received which contain hours worked that are not to the nearest 15 minutes, will be rounded up or down accordingly.

Once completed, the timesheet needs to be signed by the supplier and by an authorised signatory of the client.

Unless otherwise stated authorised timesheets must be faxed to 0870 889 7052, alternatively, authorised timesheets may be scanned and emailed to payroll@sand-uk.com

An invoice then needs to be raised by your limited company/umbrella company. Invoices should clearly state the following information:

- q The full registered name or your limited company, its registered address and invoicing address (if different)
- q The Company registration number
- q If you are registered for VAT, the VAT number must be clearly shown. If you fail to state the VAT number it will result in non-payment of VAT
- q The hours you are claiming (as detailed on your timesheets) together with the relevant hourly or daily rate consistent with your contract.

A template for a Sand invoice is available to download from our website www.sand-uk.com Candidate Services – Contractor information.

We accept invoices by email or fax:

Email: payroll@sand-uk.com

Fax: 0870 889 7052

If you are operating under an Umbrella Company you will also need to provide them with a copy of your completed timesheets in order for them to raise an invoice to us.

Please note some Umbrella Companies may require you to complete alternative documentation/systems therefore please make sure you are familiar with all their requirements in order for us to make payments to you.

Any queries relating to timesheets and payments should be made to the Payroll Department on 020 7025 0137 or email to payroll@sand-uk.com

Holidays

It is important that you inform us when you will be taking holiday. Our accounts department may delay payment of timesheets received because they are still waiting for a 'missing' (holiday period) timesheet. To make it clear when holiday has been taken, please submit a timesheet marked zero hours worked for the holiday period. This will ensure that all hours/days worked are paid promptly. Please note all holiday must be pre-arranged and approved by both the client and Sand Resources in accordance with your contract.

Expenses

Unless expenses have been authorised in writing by the client, Sand Resources are under no obligation to reimburse the supplier for any expenses incurred. However, if the client does authorise expenses you may claim these by submitting to Sand Resources the authorised expense form (usually obtained from the client) along with all relevant receipts and an invoice from your limited company/umbrella company.

Payment and Transfer of Funds

Once timesheets and an accompanying invoice have been received and checked by our payroll department payments can be made.

You will find a payment schedule detailing timesheet periods, deadlines for submitting timesheets and invoices, and the date funds will clear in your limited company bank account on our website.

If you are utilising a management/umbrella company, a further 3 working days should be allowed for funds to clear into your own bank account.

Change of Details

If you change your address, limited company, bank or bank account details please inform your Sand representative as soon as possible. These details will be passed to our contracts department and payroll departments in order to make sure that all correct documentation is updated and there are no delays in payments to you.

Top Ten Check List

- Send us the following documents NOW in order get your contract raised and payments made to you:
 - Your completed opt out notice – attached below
 - A copy of your Certificate of Incorporation
 - A copy of your VAT Certificate (if registered – see below if not!)
 - A copy of passport or driving licence as proof of ID
 - A completed Starter Form and Bank Details
 - Payroll payment dates & processes are clearly documented at the end of this document and in the payroll tab of our website
www.sand-uk.com Candidate Services– Contractor Information
 - Payroll contacts numbers Tel 0207 025 0137 Email payroll@sand-uk.com Fax 0870 889 7052 for timesheet/invoice submission and payroll enquiries.
 - Make sure you submit a Ltd invoice with your timesheet in order to get paid.
 - A timesheet is available within this document and on the web page to download.
 - Save the trees! Timesheets should only be sent to the payroll email/fax number quoted on payroll contacts – please do not send hard copy in the post unless otherwise specified.
 - If your contract is based on a daily rate please invoice us for days worked and visa versa for hourly paid contracts.
 - Please give your consultant an email address for us to send your remittances to, if you are not running your own ltd company, then you should give the email address of the company handling your accounts.
 - If you have incurred expenses that have been agreed to be reimbursed by the client then you must attach copies of the expenses to a client approved expense claim form (to be obtained from the client). This will also need to be signed by the client in order to be reimbursed by us. You should also add the expenses to your Ltd/umbrella company invoice.
 - If you are not yet VAT registered or are waiting for your VAT certificate to come through, you should not include VAT on your invoices. Once you have your VAT certificate you can claim backdated VAT, simply send us a copy of your certificate with your backdated Vat claim form & invoice and we will reimburse you. This claim form is also available on our website.
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