

Welcome to Premier Interim Solutions

Thank you for registering with Premier, Ireland's leading Financial Recruitment Consultancy. We focus on being the highest quality service provider in the business and are dedicated to providing the best temporary and contract opportunities in the marketplace. Your success is our success and we look forward to building a strong working relationship with you.

Our Clients

Premier works with some of the largest and most professional companies in the country. These clients continue to do business with Premier because of the service they receive. It is therefore important when working on an assignment that you remember the following:

Dress Code:

Be mindful of the environment that you will be working in and ensure you dress appropriately. Check with your consultant as to what is expected of you.

Flexibility:

In some cases, flexibility with regard to your duties will be expected. Bear this in mind and be prepared to go the extra mile for the client. Both the client and Premier will appreciate your dedication and you will be paid for all agreed additional hours that you work.

Confidentiality:

All information that becomes available to temporary staff during the course of an assignment must remain confidential.

Our Guarantee

When Premier places you in a temporary or contract role, we guarantee our client that you will be professional, have the necessary skill set for the role and will be focused and dedicated to your job.

Similarly when we place you in a temporary or contract role, we guarantee competitive rates, a role that will be matched to your experience and expertise and a team of consultants who are available to help you with any query during the course of your assignment.

Assignment Feedback

Premier strive to ensure that each assignment reflects the description given to you by your consultant.

To monitor this and deal swiftly with any issues that arise, you will receive a candidate feedback form from your consultant for each assignment that you complete.

We would appreciate it if you could fill in the appropriate information and return same to your consultant.

We assure you that all information will be treated confidentially.

The next 5 sections (A - E) will help you get started in your new temporary assignment and answer any queries you might have.

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A. Tax and Bank Information

1. Once you have been confirmed in a temporary or contract role, please send the original copy of your **P45** to the **Payroll Department, Premier Recruitment, Hanover House, 85-89 South Main St., Cork**. Also, please ensure you sign and return the Bank Account Details Form with your first timesheet, [\(a copy of which is in this pack\)](#).

2. If this is your first employment in Ireland, you are required to get a **PPS Number** (Personal Public Service Number). This can be obtained from your nearest social welfare office where you will be required to produce proof of identity (passport) and proof of address (utility bill).

Once issued with a PPS number, your consultant will provide you with a 12A form that must be completed and returned freepost to your local tax office. Premier's Employer's Registration number is 4726096A.

Please find the list of tax offices in Dublin below. Please send to the nearest one to where you are living.

- **Dublin City centre - 9/15 Upper O'Connell Street, Dublin 1**
- **Dublin South - 85-93 Lower Mount Street, Dublin 2**
- **Dublin North and Fingal - Block D, Ashtown Gate, Navan Road, Dublin 15**
- **Dublin West - Plaza Complex, Belgard Road, Tallaght, Dublin 24**

The Tax office will then send you your Certificate of Tax Credits, (the new version of the tax-free allowance certificate) and they will notify us of the details. However, once you receive your certificate of Tax Credits, fax a copy to payroll in Cork, on 021 2300 303. It can take between 2-6 weeks to process.

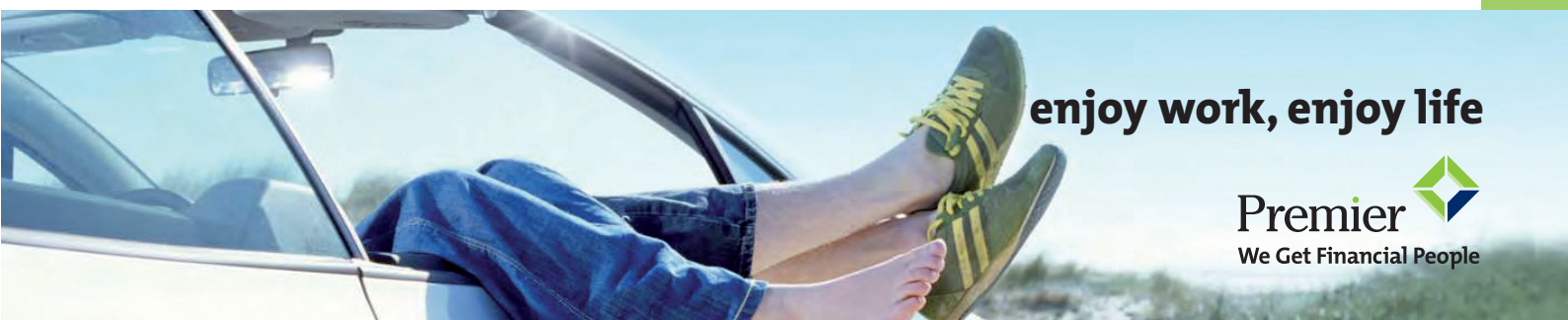
You will be on Emergency Tax if you don't have a P45 from the current tax year or if your 12A form application is being processed. This means that your net pay may fluctuate over your first 12 weeks of employment unless you are issued with a certificate of Tax Clearance, at which point your tax will be normalised. It is very important that you sort out your tax situations ASAP.

Should you have any queries, you can ring the Dublin tax office on 1890 333 425.

3. If you have a P45, your tax assessment will be processed according to current tax guidelines and all appropriate deductions will be made.

If you still have any problems getting the required information, please let your consultant know.

4. If you don't have a bank account we will be happy to provide you with a reference to help you set one up. Alternatively, a bank will open an account for you on production of your Certificate of Tax Credits. You may also be required to provide proof of identity (passport, driving licence) along with a utility bill (gas, electricity, telephone) in your name.



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B. Pay Details

1. When you commence your new job your consultant will let you know if your timesheets will be **Online** or **Manual**, both are detailed below.
2. You will get paid by direct bank transfer or cheque **each Friday** a week in arrears. Each week you will receive a timesheet at work either online or manually. At the end of each day, enter the number of hours you have worked to the nearest quarter hour, (e.g. 7.75 hours) - not including lunch!

3. **(a) Online Timesheets**

Before you start an assignment your consultant will set you up with the username and passwords for our online timesheet system. They will also explain the process involved in filling in and submitting timesheets - which we also outline as follows:

In order for you to be paid you are required to fill in your hours of work via a secure website. This **MUST** be done every Friday of each week, as your working week commences on Saturday & finishes the following Friday. Your team leader/manager will then approve your hours of work. If by Monday your hours have not been approved please contact your team lead/manager (you can check this by going into the Timesheet History of the online timesheet system to check whether the status of the timesheet is Awaiting Approval or Approved). It is your responsibility to ensure that your team leader/manager approves your hours of work. This is of paramount importance as if your hours have not been entered and approved it will result in non-payment.

Username:

Password:

PIN: The first time you log into the new system you must enter a PIN of your choice - this is known only to you and should be easy for you to remember

Step 1 - Log onto <http://www.premier.ie/onlinetimesheets> (please save this into your favourites)

Step 2 - Enter your new username & password

Step 3 - Chose a 4 digit PIN number

Step 4 - Click on 'create timesheet' icon

Step 5 - Enter Hours. When finished click next

Step 6 - If hours are correct click on 'send'

Your hours have now been sent to your supervisor for approval.

Should you have any difficulties or any queries, please email onlinetimesheets@premiergroup.ie.

Payslips can be viewed online.

OR

(b) Manual Timesheets

At the end of the week (or assignment, if earlier) get the total hours you've worked each day signed off by an authorised member of the client's staff. **Please realise that without the properly signed timesheet, we cannot pay you.**

Return your signed timesheet to us by fax on **021 2300 330** to reach us by no later than **12.00pm on the Monday** of the following week (Please ensure you have received confirmation that your fax went through). You should also post the original copy to the Payroll Department, Premier Recruitment, Hanover House, 85-89 South Main St., Cork. to reach us by no later than 10.00am on the Tuesday. If these are not done, there will almost certainly be a delay in the payment to you. Always hold on to a copy of your timesheet in case you need to send it again.

4. We will post your pay slip, and new timesheet where necessary, to you on Wednesday. **If for any reason, you do not receive your timesheet, ring your consultant and one will be faxed to your immediately.**
5. Payment will then reach your bank account on **Friday** before 12.00p.m.
6. **Please Note: *****
 - If you mislay your timesheet or have any problems filling out an online timesheet, contact us immediately
 - Never use a timesheet to record hours you have worked on any other assignment than the one named on the timesheet
 - Never use a timesheet to record hours worked in any week except the one for which it is specifically dated
 - The client must sign any alteration to the figures of daily or total hours worked.
 - If for any reason you cannot (or know you will not be able to) get your timesheet signed, let us know as soon as possible

It is your responsibility to ensure that your timesheet is submitted in time in order to be paid.

Where we are unable to validate information contained in a timesheet, we reserve the right to withhold payment pending verification from the client.

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C. Holiday Entitlements

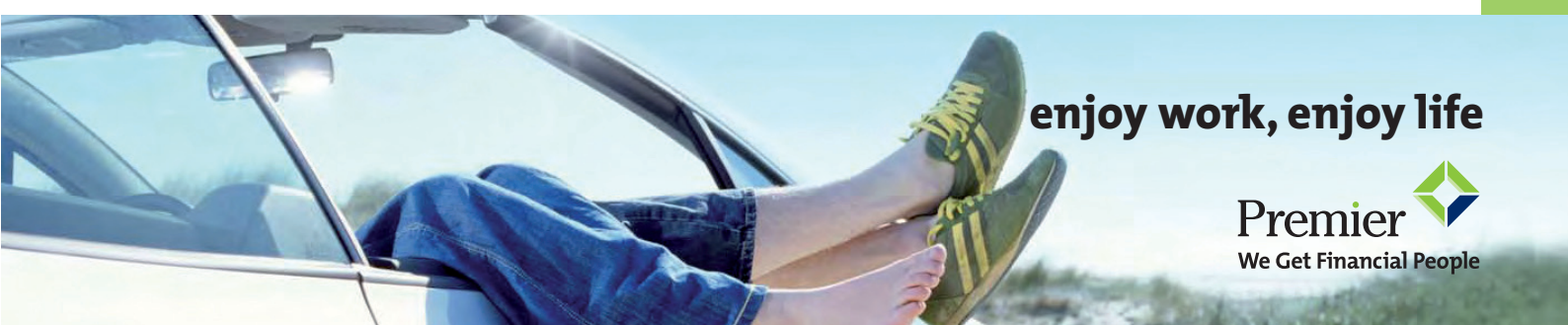
1. Holiday pay is calculated as 8% of all hours worked. This will be signed off on and paid on request or on the completion of the assignment. Maximum days off are 20 days a year.
2. To receive your holiday pay, please include a note when you send in your timesheet. Please note that only accrued holiday pay will be processed.
3. All unpaid holiday entitlements will be processed and paid on week 52 (the 31st of December). Unfortunately there is no carry over facility.
4. Providing you have worked 40 hours in the five weeks before a public holiday, you will be entitled to payment for the public holiday.

D. Completion of Assignments

1. Let your consultant know as soon as possible when the client confirms the finish date of your assignment, or any change in your assignment details (e.g. change of supervisor / department).
2. Premier requires all temporary employees of the Company to give one weeks notice of termination of employment.

E. PRSA's - The Option

Personal Retirement Saving's Account (PRSA) is a form of pension fund similar to a company pension. As a temporary agency worker you are not entitled to join a company pension scheme, however, you are entitled to have a portion of your salary deducted and transferred into a PRSA. Premier operates PRSA's through Coyle Hamilton. For more information on PRSA's please talk to your consultant.



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NEW INTERIM EMPLOYEE BANK ACCOUNT

EMPLOYEE PAYROLL NUMBER (To be completed by: Wages Dept.) _____

NAME:

ADDRESS:

CLIENT COMPANY NAME:

NAME OF BANK:

ADDRESS OF BANK:

BANK SORTING CODE:

BANK ACCOUNT NUMBER:

ACCOUNT TYPE: (Current account, Savings account etc.,)

PPS NUMBER:

SIGNED: _____ DATE: _____

Please return this to the Premier accounts department a.s.a.p. in order to facilitate payment. Any changes to the above should be notified immediately.



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Terms & Conditions of Employment as a “Interim Employee”

Employer:

Premier Recruitment (International) Ltd. (“the Company) incorporating Premier, La Creme, Brunel and Verkom. Head Office: Hanover House, 85 - 89 South Main St., Cork.

Employee Name:

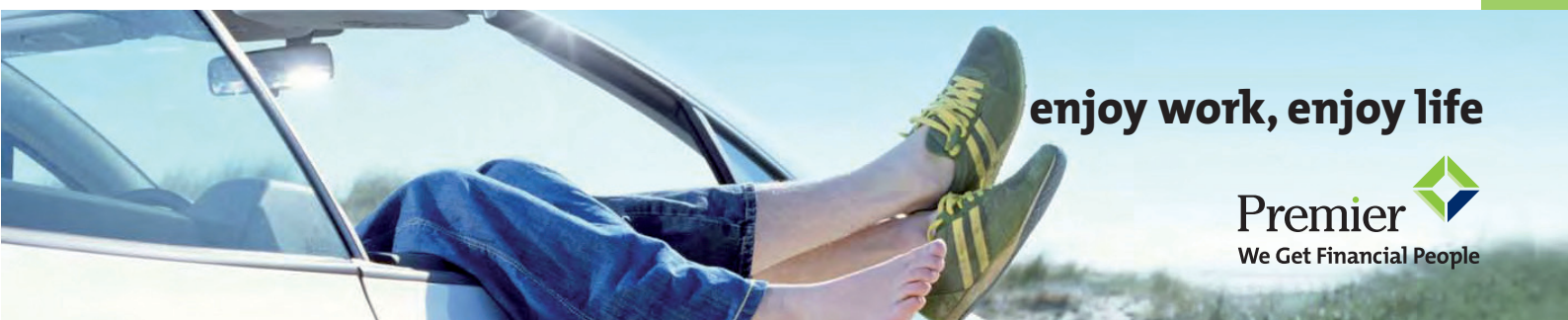
Address:

1. Your place of work will vary according to the location of client companies in which Interim assignments are undertaken.
2. The Company will offer you opportunities to work in interim roles in client companies, for varying periods of time. The nature of these roles may vary from assignment to assignment, but they will, in as much as it is possible, be in keeping with your expressed preferences and our judgement as to your suitability. The nature of temporary work is such that there may be periods between assignments when no work is available, and the Company cannot guarantee continuity of assignments. The Company reserves the right to offer an assignment to an employee of its choice, where several employees are suitable for such an assignment.
3. Your rate of pay will be calculated at a minimum rate of €8.65 for each hour worked, to be paid weekly in arrears, subject to statutory and other agreed deductions. Wages will be paid by bank credit transfer. Overtime rates, if applicable, are strictly at the discretion of client companies, to be agreed at the start of each assignment.
4. “Normal working hours” may vary from assignment to assignment, and will be specified at the start of each temporary assignment, subject to conditions laid down in the Organisation of Working Time Act 1997.
5. Holidays are accrued during hours actually worked in assignments in client companies. Holiday pay will be calculated in accordance with the provisions laid down in Part III of the Organisation of Working Time Act 1997.
6. All temporary employees of the Company are required to give one weeks notice of termination of employment.
7. Should you for any reason be unable to attend work in an assignment, you must let the Company know as early as possible, but no later than 9:30am to enable us to make arrangements, where applicable, to provide alternative employees to our client. You should not ring our client directly yourself. Please note that the Company does not operate a sick pay scheme for “temps”.
8. The Company reserves the right to end an assignment at any time should it be deemed necessary.
9. While on assignment in a client company, you should respect their code of conduct and performance guidelines. Should you have any complaint in respect of your employment in a client company, please report this to your consultant, who will make every effort to resolve it. A dispute may be referred to the Office Manager of your consultant’s branch, whose decision in the matter will be final.
10. On completion of your assignment with Premier, should you return to the client company as a temporary or permanent employee at a later date (and within a 12 month period of your assignment finish date) it is imperative that you advise a Premier consultant of your return
11. While you are on assignment in client companies, you may have access to information of a confidential nature (e.g. financial information, business development plans, customer information, business methods, trade secrets, terms and conditions of business etc.) It is an express condition of your employment with us that you treat all such information as confidential, that you do not disclose it to any third party whatsoever and that you do not use that information for the benefit of anybody other than the company with whom you are on assignment. This applies during the course of and indefinitely after any assignment you may undertake. At the end of your assignment, you must return any documentation (in written or electronic form) of which you have been in possession during the assignment.

I accept the above Conditions of Service.

Signed: (Temporary _____ Date: _____

Signed: (For and on Behalf of Premier Recruitment (Intl.) _____



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Terms & Conditions of Employment as a “Interim Employee”

Employer:

Premier Recruitment (International) Ltd. (“the Company) incorporating Premier, La Creme, Brunel and Verkom. Head Office: Hanover House, 85 - 89 South Main St., Cork.

Employee Name:

Address:

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I accept the above Conditions of Service.

Signed: _____ (Temporary _____) Date: _____

Signed: (For and on Behalf of Premier Recruitment (Intl.) _____)

Candidate Copy

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Premier
We Get Financial People

Candidate Feedback Form

Premier:

At Premier, we take pride in our work and want to ensure that we find you Interim assignments that are the best possible to match your requirements. Each time you complete an assignment for us, we would appreciate a few moments of your time to fill out this questionnaire and return it to us. If you need a new questionnaire, please contact your Premier consultant.

May we take this opportunity to thank you for your commitment to Premier and we look forward to continuing to work with you in the future.

Your Name: _____

Company where you worked: _____

Position: _____

Department: _____

Reporting to: _____

Dates from: _____ to: _____

Please grade the following and add your own comments: (1 = Excellent, 2 = Good, 3 = Average, 4 = Poor)	1	2	3	4
Please grade the level of service provided by your Premier consultant? Why?				
How happy were you with your duties on your last assignment? Why?				
How pleasant was the working environment? Why?				
Please rate how well the company explained what was required of you? Please elaborate:				
Please grade how you would feel about taking another assignment in this company?				
How would you rate the benefits provided by the company? Please give examples. (e.g. parking, canteen, lunch vouchers)				

Have you any additional comments about your assignment or your experience with Premier?

Please let us know them here: _____

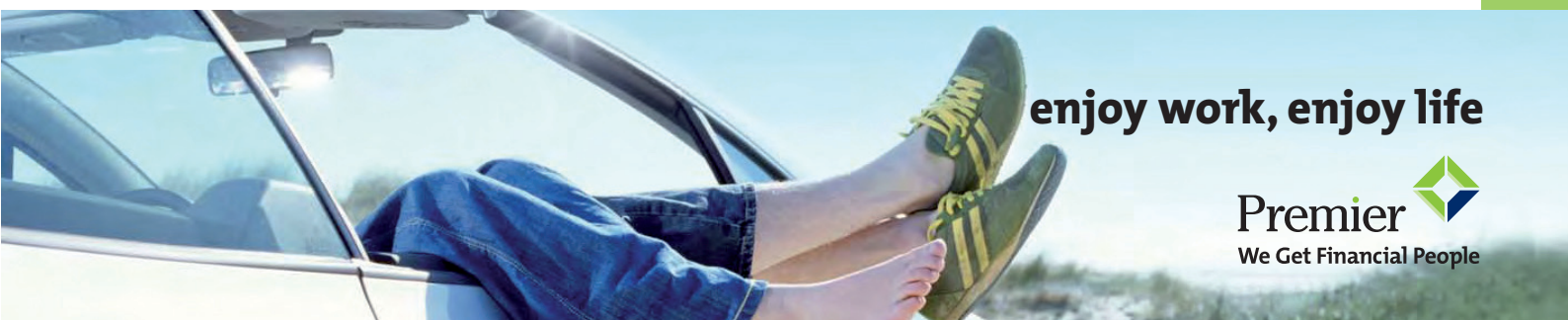
Signed: _____ Date: _____



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In Case of Emergency - Contact Details

Name:	Contact number:
Relationship:	
Address:	



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