

## Information for Temporary & Contract Staff

### Welcome to Sigmar Recruitment!

We offer you, as a member of our temping team:

- ✓ Competitive rates of pay
- ✓ Personalised one to one service
- ✓ Variety of assignments
- ✓ Weekly pay, paid directly into your bank account
- ✓ Holiday pay
- ✓ Public holiday pay when applicable



Sigmar is Ireland's leading professional recruitment agency. Wholly Irish owned and operated, Sigmar employs over 100 specialist recruiters in Dublin, Cork, Galway and Warsaw

## Registering with Sigmar

To register with Sigmar Recruitment you must arrange an interview with one of our consultants. We must obtain the following from you:

- Current CV
- Certificate of birth, passport or driver's license
- Personal Public Service (PPS) Number
- Bank details – Name, Address, Account Number and Sort code
- P45 from your most recent employer
- Valid working Visa (if applicable)
- Reference details
- All requirements are verified before commencing work.

Sigmar Recruitment aim to accommodate your specific requirements regarding preferred location, hours, type of position etc., however we cannot always guarantee that we can provide you with work or give you first choice!

## Your Recruitment Consultant

Maintain close contact with the Recruitment Consultant and keep your details up to date such as your telephone number and address.

Provide feedback to your Consultant as to how interviews went and whether you are still interested in the position. Keep your consultant abreast of other developments in your job hunting - they may be able to give you valuable advice in confidence.

## Dress Code & Timekeeping

Unless otherwise stated smart business attire is required for all assignments.

Be punctual – in the event of a delay inform Sigmar Recruitment by 9.00am.

While based on client site please keep in mind that candidates are working with client staff. We would therefore ask all our employees to use common sense and good judgement when using client resources, which is to be used for business purposes only, we must adhere to the policies put in place by the client.

We expect all of our employees to maintain a professional demeanor at all times when on client site, ensuring candidates reflect themselves positively on behalf of Sigmar.

## Health & Safety

In accordance with the Safety, Health and Welfare bill; recruitment agencies are not responsible for the temporary worker whilst on client premises. It is therefore your responsibility to ensure you become familiar with the Health & Safety Policy of any client company you are working in and adhere to the relevant policy.

In the case of an accident at work, please report the accident before you leave the premises. Inform Sigmar Recruitment.

## Sick Leave

Sick leave is unpaid. You must contact your Consultant on the first morning of your absence before 8.00am and we will advise you from there.

If you cannot make contact with your Consultant in Sigmar please make every effort to contact the client directly.

## Cancellations

If you cannot undertake an assignment please inform Sigmar Recruitment. To prevent unnecessary home calling, Sigmar Recruitment would advise its members to inform their Consultant of their weekly availability.

If a company cancels your assignment at short notice, we will contact you immediately and make every effort to find you a new assignment – please ensure that you are contactable at all times. One no show will result in the candidate being removed from our database.

## Hours of Work

Standard hours of work will be outlined in your Offer of Employment. However, in line with the requirements of the business, employees may be required to be flexible with hours or work beyond normal office hours at times.

## Claiming Expenses

An expense claim must be made using the standard Sigmar expense form – this must be approved and signed by the relevant supervisor in your company and submitted to your Sigmar Consultant and Payroll office. All expenses incurred by the employee while operating on behalf of the business will be reimbursed as follows:

- Payment will be made in the next available payrun.
- Expenses incurred in currencies other than Euro (€) will be converted at the exchange rate at time of payment by Sigmar.
- Mileage is processed as per Client direction.
- Receipts must be submitted for all expenses incurred. Expenses submitted without receipts will not be reimbursed.

## Overtime Entitlement

Overtime is based on client approval and should neither be excessive or habitual. However, candidates may from time to time be required to work overtime depending on business requirements. Overtime will be remunerated at your standard rate of payment (please refer to your contract of employment for confirmation of this).



## Holiday & Public Holiday Pay

Standard holiday entitlement will be dedicated by your client based on The Agency Workers Act.

Please notify your consultant a week in advance of any proposed holidays.

You are entitled to Public Holiday pay provided you have worked 40 hours during the 5 weeks ending on the day before that public holiday.

For holiday pay, please notify your consultant on Friday morning of any holiday pay required and indicate this on your timesheet.

## Setting Up Payment

Prior to your commencement date, you will be provided with Sigmar Recruitment's Registration form, you will need to ensure you fill out and return the document back to your Sigmar Consultant, providing along with it:

- P45 From Previous Employment OR 12A Form if you have not worked in Ireland before
- Visa ( If applicable)
- Photo identification e.g. Drivers License or Passport

In the event that any of your personal details change, please notify your Sigmar Consultant immediately to ensure that there is no impact on your service from Sigmar (for example, if your bank details change this could lead to delay in payment if Sigmar are not immediately notified).

## When you get Paid

Sigmar Recruitment will pay into your bank account a week in arrears.

Weekly Paid Employees - every Thursday

Monthly Paid Employees - 1st Thursday of every month

## Payslip

You will receive a payslip via email the day before payday. This will be a .pdf document that is PIN protected – please contact your Sigmar Consultant if your PIN is not automatically issued to you.

It is your responsibility to check your payslip – please highlight any queries to your Sigmar Consultant immediately.

If you lose or forget your PIN, please contact your Sigmar Consultant as soon as possible and a new PIN will be issued to you.

## Timesheets

Sigmar Recruitment will provide you with a Timesheet document on which to record your hours worked.

Please ensure that your Timesheets are written clearly in black ink with all sections completed including date, breaks taken etc., and all hours totalled.

Use a separate timesheet for each new assignment.

It is your responsibility to ensure timesheets are signed by the relevant supervisor in your company and have the company name, address and week ending date. We cannot process unsigned or incomplete timesheets.

Sigmar will pay you via Electronic Funds Transfer to the Republic of Ireland bank account you've provided

### Weekly Paid Employees

Hours for the current week must be faxed or scanned to your Sigmar Consultant and our Payroll Office by close of business every Friday.

**Fax:** (01) 4744641  
**Scan:** info@sigmar.ie

### Monthly Paid Employees

Hours for the current month must be faxed or scanned to your Sigmar Consultant and our Payroll Office by close of business on the last Friday of the month.

**Fax:** (01) 4744641  
**Scan:** info@sigmar.ie



## Tax

The information below is intended for guidance only, for full information please visit the Revenue website - <http://www.revenue.ie/en/personal/payee-employee.html>

### Tax

All employees pay tax on earnings of all kinds arising from your employment, including annual leave, bonuses, overtime and non-cash payments known as Benefit-in-Kind e.g. use of company car, etc.

Your tax is calculated monthly based on the amount of money you earn in that month. Possible future earnings are not taken into account when calculating income tax – only what you have actually earned to date.

### Pay Related Social Insurance (PRSI)

A PRSI contribution is a percentage of an employee's reckonable earnings. It is paid by employers and employees and is made up of; social insurance and a Health Contribution.

### Income Levy

The income levy is payable on gross income from all sources before any tax reliefs, capital allowances, losses or pension contributions (2% on income up to €75,036).

### Making sure your Tax Credits Are Accurate

A tax credit is an amount of money that is taken off your final "tax bill" every year. For example, an employee in the Pay As You Earn (PAYE) system is entitled to the PAYE tax credit of €1,650 (2014). Their final annual tax bill is €1,650 smaller because of this tax credit.

It is very important to ensure that your tax credits are accurate to avoid paying Emergency Tax (41%). Please see below for guidelines to obtain your tax certification for Payroll purposes:

#### *If you are moving from another employer:*

You must submit a P45 to your Sigmar Consultant as soon as possible. The previous employer issues your P45 once payment has been made of all outstanding monies.

#### *If you are returning to work following unemployment:*

If you have been in receipt of Unemployment Benefit payments from the Department of Social Welfare, you are required to call the Central Revenue Office on their first day of employment and quote:

- Your PPS number
- The organisation for whom you have started to work (i.e. Sigmar)
- Sigmar's Employer Registered Number (63732520)

Subsequently, you will receive your Tax Credit Certificate. Please submit a copy to your Sigmar Consultant so that your allowances can be correctly adjusted.

#### *If this is your first employment in Ireland:*

You must apply for your Tax Certificate by completing a 12A form (this is available from <http://www.revenue.ie/forms/form12a.pdf>) and submit it to:

FREEPOST  
Department of Revenue & Taxation  
15 O'Connell St.



### Emergency Tax

The full Emergency Tax rate is 41%.

The Emergency Basis must be used by an Employer in three instances:

- The employer has received neither a Tax Credit Certificate for the current year, nor a P45 Form for the current year or previous year. Emergency tax will be applied progressively from the 4th week of employment; from the 9th week of employment you will be taxed at the full Emergency Tax rate.
- The employee has given the employer a completed P45 without a PPS number / does not have a PPS Number. In this case Emergency tax will be applied immediately.

*What happens if I paid Emergency Tax after starting my new job?*

Following the application of your tax certificate you will receive a tax rebate in your following salary payment.

### Claiming Tax Back

To claim a tax refund they need to send your P60 to the revenue department. P60's are issued annually by your employer in February.

### What Is a PPS Number

A PPS number is a unique reference number for each person working and living in Ireland used by the Department of Family and Social affairs (Social Welfare).

PPS numbers have 7 digits and 1 letter: for ex.: 1234567L

### Getting a PPS Number

Applications for new PPS Numbers are processed through the Department of Social & Family Affairs.

Applicants must visit their local social welfare office – call 01 874 8444 to identify the closest office to you. When attending the office you must submit the following documents:

- Valid passport, or for EU citizens, their national identity card
- Proof of address OR letter from employer (request from your SDM)

Your application form and other documentation will be processed and you will be advised of a date to return to collect your PPS number. This usually takes approximately two weeks. All employees will be paid awaiting their PPS number.

To find out more visit the website for the Department of Social & Family Affairs at

<http://www.welfare.ie/EN/Topics/PPSN/Pages/ppsnindex.aspx>

## Contact Us

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