

PAYE - Timesheet Payment Procedures

These procedures should be followed to ensure payments made are legal, accurate and made in a timely manner. Thank you for your cooperation.

Before Martin Ward Anderson can pay you, you must send us:

1. Signed Confirmation of Assignment letter
2. Signed Terms and Conditions of Employment
3. Completed Personal details and bank details form
4. P45 or P46 (completed)

Using the envelope provided, these documents should be sent to

Payroll Team
Martin Ward Anderson
3 – 7 William Street
Windsor
Berkshire
SL4 1BB

Please Note:

Payment cannot be made unless we have received these documents by 5pm on Monday of the week you submit your first timesheet.

Payment Deadlines:

1. BACS Payment will be made on receipt of an authorised timesheet.
2. Authorised timesheets should be submitted to Martin Ward Anderson Limited no later than 5:00pm on the Monday following the week of work. Any timesheets submitted after this time will be processed the following week.
3. Online timesheets will be available from 12pm on Thursdays and should be completed on-line unless your consultant advises you otherwise. You will be emailed your log-in details for the on-line timesheet system once you have been set up on the payroll system and the above documentation has been received by the Payroll Team.
4. Payment for authorised timesheets received by the 5:00pm Monday deadline will be processed and paid on Friday.
5. Any timesheets received after the 5:00pm deadline will not be paid until the following Friday (i.e. 9 working days later.)
6. Please submit your timesheets regularly. Martin Ward Anderson will only pay a maximum of four time sheets in any single payroll run.

Please contact your consultant should you have any queries or contact the payroll team directly on 01753 856088

