



PAYSLIPS & PAYMENT METHODS

Payslips

These are available on the Search Hub every Thursday. The Hub is accessible via <https://searchhub.uk>.

When logging into the Hub your username is your employee number (e.g. TR123456). If you forget your password or username you can reset it from the login screen. If you forget both your username and password you should contact the Hub Helpdesk on 0141 227 7888 or email askhub@search.co.uk.

If you do not provide an email address your payslip will be issued by post on a Wednesday.

Please go to the following page to view a sample payslip.

Payment Methods

Providing that bank details are given, payments will be made directly into your bank account on a Friday. In any week where there are public holidays the payment day may change.

Payments can be made into a third party account on completion of the Payment Waiver form. Please return to the main menu to download. This form should be sent to your Search Consultant, see 'contact us' section for details.

If you do not provide bank details then payment will be issued by cheque.

PAYSLIPS & PAYMENT METHODS

Sample

1. The contact number you should use if you have any query regarding your tax.
2. The contact number you should use if you have any query with your payment.
3. Your employee number (this is also your username for the online payslip portal).
4. Your National Insurance Number. If this is blank or incorrect please update it via the 'Change Details' section of the online portal or contact your Search Consultant.
5. Details hours and rates being paid.
6. Total pay before Tax & National Insurance deductions.
7. Amount of Tax & National Insurance deductions.
8. The bank details used to make your payment. Your payslip will only show the last 4 digits for security.
9. Total taxable earnings to-date, this may include earnings from previous employments.
10. Total tax paid to-date, this may include tax from previous employments.
11. Total National Insurance paid to-date in Search employment.
12. Total NET Pay, the value being paid into your bank account.

1 Pay Advice		Tax Period	xx	Week Ending	xx/xx/xxxx
2 Comments For queries regarding tax deductions call Head Office Payroll on 0141 272 7777 or email asktemp payroll@search.co.uk. For all other queries relating to your payment please contact your local Search Office on xxxxxxxxxx					
3 Employee No.	Employee Name	Payment Date	4 NI Number		
xxxxxxxx/xx	xxxxxxxx xxxxxxxxxx	xx/xx/xxxx	xxxxxxxx		
5 Payments		Units	Rate	Amount	Deductions
Week Ending xx/xx/xxxx					Amount
Standard Hours		37.00	8.16	301.92	Tax 14.80
					NI 16.67
6 Expenses Payments			8 Bank Details		
			Account Name xxxxxxxx xxxxxxxx		
			Sort Code xxxxxx		
			Account No. : xxxxxxxx		
			Ref		
			9 Tax Details		
			Tax Office : Centre One		
			Tax Reference : 961/8383720		
		10 This Period		11 Year to Date	
		Total Gross Pay	301.92	Total Gross Pay TD	301.92
		Gross For Tax	301.92	Gross For Tax TD	301.92
		Earning for NI	301.92	Tax Paid TD	14.80
		Total Deductions	31.47	Earning for NI TD	301.92
		Tax Code	1185L	Ees NI TD	16.67
		Payment Method	Bacs		
				12 Net Pay 270.45	