



PAYSLIPS & PAYMENT METHODS

Payslips

These are available on the online portal every Thursday. The portal is accessible via <https://secure.eezytime.co.uk>.

When logging into the online portal 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 Payroll on 0141 272 7777.

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.

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					
Employee No.	Employee Name	Payment Date	NI Number		
xxxxxxxxxx	xxxxxxxx xxxxxxxxxxxx	xx/xx/xxxx	xxxxxxxxxx		
Payments	Units	Rate	Amount	Deductions	
Week Ending xx/xx/xxxx				Tax	12.75
Standard Hours	37.00	8.21	303.77	NI	16.53
Expenses Payments			Bank Details		
			Account Name	xxxxxxxx xxxxxxxx	
			Sort Code	xxxxxx	
			Account No. :	xxxxxxxx	
			Ref		
			Tax Details		
			Tax Office :	Centre One	
			Tax Reference :	961/8383720	
		This Period	Year to Date		
		Total Gross Pay	303.77	Total Gross Pay TD	303.77
		Gross For Tax	303.77	Gross For Tax TD	303.77
		Earning for NI	303.77	Tax Paid TD	12.75
		Total Deductions	29.28	Earning for NI TD	303.77
		Tax Code	1250L	Ees NI TD	16.53
		Payment Method	Bacs		
				Net Pay	274.49