



New Starter Information

Tax and National Insurance Contributions

All employees working in the UK are eligible to pay tax and, if under the state pension age, national insurance contributions, even if they are a student. However each person has a tax free allowance for each year (money that can be earned tax free), this will vary depending on your personal circumstances, but for most people it is £11,500 per year. You can check your personal allowance on the HMRC website (www.gov.uk/income-tax-rates). For national insurance the allowance is typically £680 per month before you start paying contributions.

The tax system in the UK works on a Pay as You Earn system, and unless you are self-employed it is automatically deducted from your pay by your employer. If you find you have paid too much tax over the tax year (April – April) you may be entitled to tax refund at the end of the tax year. This is through HMRC, not the Employment Bureau.

Applying for a National Insurance number

If you have not worked in the UK previously you will need to apply for a National Insurance number to ensure that you are taxed correctly. This is again done through HMRC, not the Employment Bureau and the details of how to apply can be found on www.gov.uk/apply-national-insurance-number. You can work whilst you are waiting for your National Insurance number but you may be taxed at a higher rate until this comes through. Please note you should be entitled to a tax refund if this is the case.

New Starter Checklist/P45

Ideally, if you have been in paid work since the 6th April, you should provide us with a P45 from your previous employer. If you do not have a P45, or if your work through the Employment Bureau is a second income, you can fill out a new starter checklist. This will be sent to you along with your booking confirmation and can also be downloaded from the HRMC website.

It is very important you provide us with this prior to your first payroll deadline to ensure you are paid and taxed correctly. If you don't provide us with this you may find yourself being taxed at a higher rate, or owing tax at a later date.

Payroll deadlines and Pay schedules.

Once you are booked into a placement through the Employment Bureau you will be sent a confirmation email with all the details of the role and instructions on how to fill out the online timesheets. Timesheets should be submitted weekly to ensure that your hiring manager has plenty of time to authorise your timesheet or raise any issues with it. We ask that all timesheets are submitted by 10am Monday for the previous week worked.

If you do not work during any week of a placement, for example due to holiday, you should submit a zero hour timesheet.

The monthly deadlines for payroll are usually the Monday that falls closest to the middle of the month. Again this deadline is 10am to ensure plenty of time for the manager to sign it off by 2pm. You will then be paid on the last working day of the month and any timesheets that are submitted after the payroll deadline will be paid to you in the next months' pay. All payroll dates can be found under the important information section on your account on the Employment Bureau website.

Holiday Pay

As a temporary worker with the Employment Bureau you are entitled to certain pay conditions and benefits in line with the legal requirement for all employees in the UK, and this includes holiday pay.

When working through the Employment Bureau your holiday pay is accrued as you work and you only accrue holiday pay when you are on placement. All work is calculated on a pro rata basis, so if you only work for part of the year or your hours are part time your holiday pay is calculated in line with this.

Claiming Holiday Pay

If you want to take holiday at any time during your placement you will need to agree the time off with your direct line manager. Once this has been agreed you will need to contact the Employment Bureau on [**employment-bureau@anglia.ac.uk**](mailto:employment-bureau@anglia.ac.uk) to advise how much holiday you want processing. Please note you do not have to claim this money during your time off.

If you are outside of placement and want any outstanding holiday pay to be paid to you, you can do this by contacting the Employment Bureau on the above email address and they will be able to advise how much pay you have available and arrange for it to be paid to you.

If you do not claim your holiday pay we will automatically pay it twice a year. This happens in December and July. It will also be automatically paid out to you if you request a P45.

Updating personal and bank details with the EB

When you first complete a timesheet you will be prompted to complete your bank details on your account if you have not already done so, you will not be able to complete your timesheet without first submitting these. Please note that this must be a UK bank account in your name. We are unable to pay into anyone else's bank account or international bank accounts. If you are an International Student who needs assistance opening a bank account, the iCentre will be able to offer guidance and provide you with a letter.

If your personal details or bank details should change during your time working with the Employment Bureau it is important that you update us as soon as possible to ensure that we are able to pay you without any delays. To update your information, please do so on your account on the Employment Bureau website and then email us at [**employment-bureau@anglia.ac.uk**](mailto:employment-bureau@anglia.ac.uk) to let us know what's been changed.

Ending your work with the EB

Should you decide to end your work with the Employment Bureau for any reason you will need to let us know as soon as possible so we can arrange for a P45 to be raised for you and any outstanding holiday pay paid out in your final pay. Please either pop into the Employment Bureau office to let us know or you can email us at [**employment-bureau@anglia.ac.uk**](mailto:employment-bureau@anglia.ac.uk) with details of your last working day so we can process this for you.