

Temping with Optima Recruitment

Working on temporary assignments provides many benefits including flexibility, variety, financial rewards and the opportunity to work on constantly changing projects for different companies. When temping with Optima, you can feel confident that you're in the best possible hands.

ID and eligibility to work in the UK

To work in the UK, you must show us your valid passport or birth certificate and ensure that you've checked your relevant visa requirements prior to registration. We may be asked to confirm details at any stage during your assignments and we are obliged to keep a copy of your visa (if applicable) on file.

Accepting a booking with Optima

When accepting a booking, please make sure that you have all the relevant assignment details and are able to commit to all aspects of the job. You will need to know;

- Name of company, contact and telephone number
- Address and directions to the company
- Hours of work
- Length of assignment
- Dress code
- Travel arrangements

New starter form

We will send you a new starter form, along with other forms which need to be completed at your earliest convenience.

Contract

You will receive a 'Terms of Engagement for Agency Workers' contract from your Consultant. Please ensure that you read through the whole document, before commencing employment.

Bank details

Please complete our bank details form and send it back to your Consultant prior to starting work. These details will be passed onto our Accountants, Jigsol Limited who process our payroll.

Tax code

To ensure your tax is accurate, please complete the new starter check list online, print it out and email it to your Consultant.

Link: [New Starter Form](#)

Timesheets

In order to get paid on time, your timesheet should be printed out and authorised by your Manager, then emailed to your Consultant by 3pm on a Monday.

Your wages

You will be paid weekly in arrears, directly into your bank account



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Absence and holidays

Any absence or holiday periods must be agreed with your Line Manager and your Consultant. If you are in a short-term assignment, please avoid taking time off work unless it was arranged prior to the assignment.

Paid holidays

Under the European Working Time Directive your holiday entitlement will be 28 days per annum. Your entitlement to holiday pay will be calculated on an accrual basis. Providing you have holiday hours accrued, please liaise with your Manager and Consultant, to have your paid leave approved. You will be able to find out how much time you have owing to you by contacting your Consultant. All holiday must be used within the holiday year, and will not be carried over.

Pension

To help you save for retirement, you will be automatically enrolled into the Government's workplace pension scheme. A new starter pack will be sent to you from The People's Pension, where you will also find details of how to opt out should you wish to.

Sickness and lateness

Sickness should be reported to your Consultant no later than an hour before you are due to start work. If you are running late, please contact Optima so we can inform the client on your behalf.

Your notice period

If you are in a long-term assignment, a minimum of one week's notice period must be given prior to finishing.

And finally, please...

Do not use mobile phones, make personal calls or send text messages during your assignment, unless you have specifically requested permission from your Line Manager. Mobile phones should be switched off or placed on silent mode whilst working. Do not misuse email or internet facilities for personal use.

