



Temporary Worker Briefing Document

Whilst representing Morestaff as a temporary worker, we require you to adhere to the following procedures.

Morestaff Specialist Divisions

- Industrial
- Driving

Payment & Payslips

- **Wages** - will be paid directly into your nominated bank account every Friday.
- **Payslips** - will be sent to you via email to your email address every Friday.

Our payroll week runs from Sunday to Saturday and all hours worked will be paid one week in arrears in accordance to our payroll procedure.

Availability

Morestaff will request your weekly availability every Monday or Tuesday for the following week by text. You are required to send back your confirmed availability for the next week for our records.

Please text the days you are available for the week (including weekends) to:

Driving: 07836330695

Industrial: 07774287731

Temporary Assignments

When accepting a temporary assignment, please ensure you have the following details correct and accurate:

- The name and address of the company
- The name of the person who you are to report to on the arrival of your shift
- Your hours of work (start and finish time)
- The type of work you will be doing (e.g. picking)
- Your transport method (e.g. own car or public transport)

All temporary workers must be 100% committed to attend the shift if they have accepted the assignment. Failure to turn up to work may result in future work not being offered.

Bank Details

Please ensure you have given the correct bank name, account number and sort code during the registration process.

If you would like your wages to be paid into a third parties account, a letter must be signed by the account holder giving you permission to do so.

Emergencies & Accidents

In the event of an accident or emergency, please ensure you report it to your manager or supervisor immediately in the first instance. All accidents, which occur onsite, must be recorded into the client's accident book.

Secondly, you must inform a member of the Morestaff team and come into the Morestaff office to complete a secondary accident form for our records.

Dress Code

In general, protective footwear and high vis vests must be worn at all times.

Covid-19 Guidance

- Wear a face covering over nose and mouth
- Avoid touching your face
- Frequently wash your hands
- Stay 2 metres apart from people, if unable, keep 1 metre apart
- Follow workplace rules to stay safe

Drugs, Alcohol & Smoking

Morestaff operate a zero tolerance policy to drugs alcohol and smoking.

Timesheets

At the end of each shift, you must request a signature on your completed timesheet from your manager/supervisor onsite.

All completed timesheets must be handed in to Morestaff every Sunday by midnight in order to be processed by our payroll team.

Contact Us

Eastgate House
28 – 34 Church Street
Dunstable
LU54RU

Payroll:
payroll@morestaff.co.uk

Website: [morestaff.co.uk](https://www.morestaff.co.uk)

Industrial:
07774287731

Driving:
07836330695

General Enquiries:
info@morestaff.co.uk

Phone: 01582 477111