

****PLEASE READ THIS DOCUMENT****

IT IS VERY IMPORTANT AND WILL AFFECT YOUR PAYMENT

Good luck with your new assignment.

**Listed overleaf are a few
instructions which will hopefully help us to get your payment
through to you quickly and efficiently.**

If you have any queries regarding payments please call 0118 951 5840.

BRISTOW HOLLAND ACCOUNTING SCHEDULE

Our payment processing deadline is 12pm each Tuesday. To be included in our weekly payment run you must submit your timesheet and invoice by this time for payment to be sent on Wednesday and cleared funds on Friday of each week.

For example week ending	Sunday 8 th March
Time/project record approved by	Tuesday 10 th March
Payment processed on	Wednesday 11 th March
Remittance advices sent out	Thursday 12 th March
Payment by BACS - cleared funds in account on	Friday 13 th March

Please upload/email your proof of bank details; this will need to show the Bank Account Name, Account Number and Sort Code (i.e. cancelled cheque/paying in slip/bank statement). **No payment will be made to your Limited Company until this is received.**

E-Timesheets Bristow Holland Limited

To enter your hours on our online timesheet portal please go to:

<https://www.timesheetz.net>

You can log into the system using your login and password that are issued separately along with the user guide. If you are having difficulty logging in to the system please email bristowholland@geniuspro.co.uk or call 0118 951 5840.

An email reminder will be sent to you on Monday each week reminding you to enter your time. A follow up email will be sent on Tuesday am requesting you to complete your hours if you have not already done so.

Once your hours have been approved a confirmation email will be sent to you.

If you have opted for a self billing arrangement the system will generate a self bill invoice which will be emailed to you on production. You will need to keep this invoice for your records. You do not need to submit an invoice to us.

If you have **not** opted for a self billing arrangement **you will need to submit an invoice** to us for inclusion in the weekly payment run. This can be posted to 1 Wesley Gate, 70 Queens Road, Reading, RG1 4AP or alternatively emailed to bristowholland@geniuspro.co.uk. Any discrepancies will be notified to you and a request for a replacement invoice. If a replacement invoice is not received by the deadline your payment will not be included in that week's payment run.

If you have any queries you can contact us on 0845 882 5000 or email us at bristowholland@geniuspro.co.uk

Payment Confirmation

A remittance advice will be sent to you each week confirming the amount you have been paid and the week or month ending it refers to.