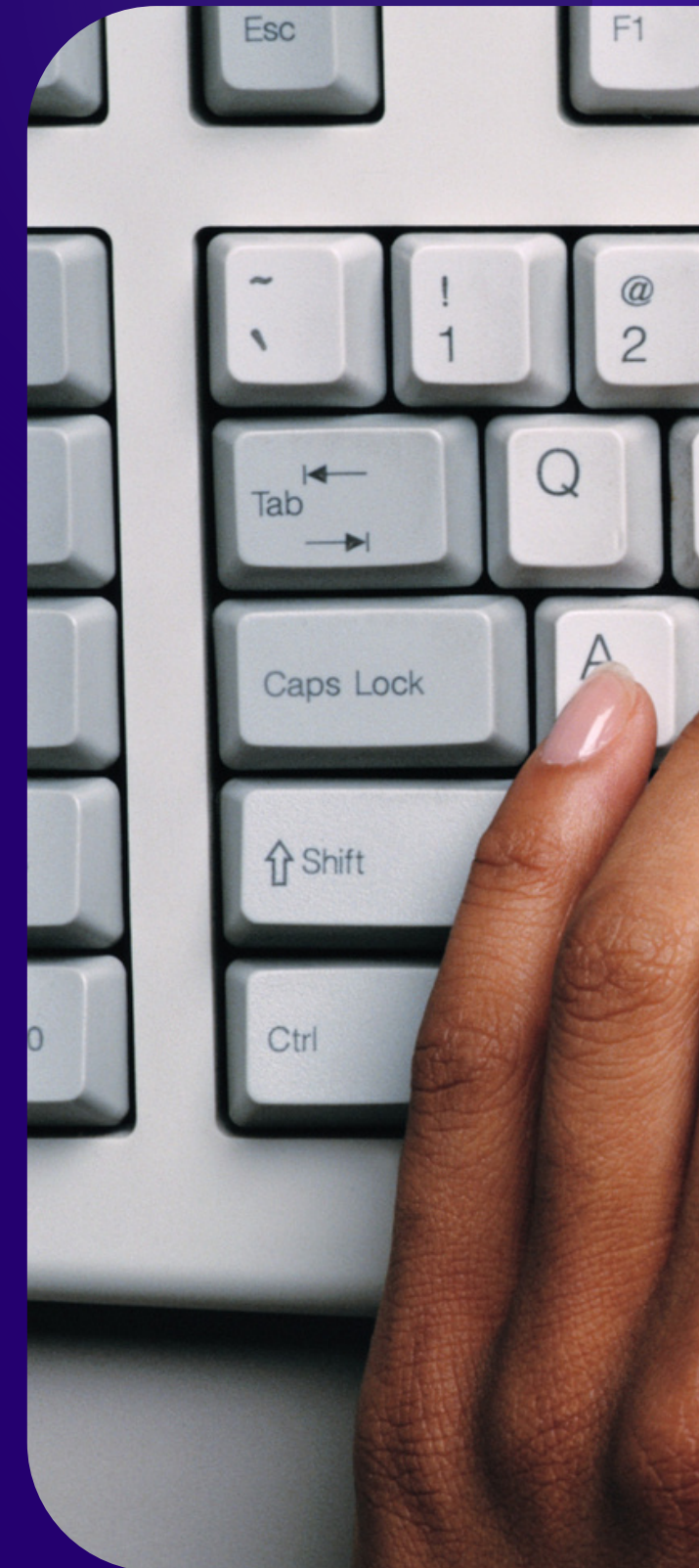


 **Priority Recruitment**

Evertime by
workwell
Outsourcing 

EVERTIME GUIDE

Payslips, holiday pay & timesheets for our temporary workers





Welcome to **Priority!**

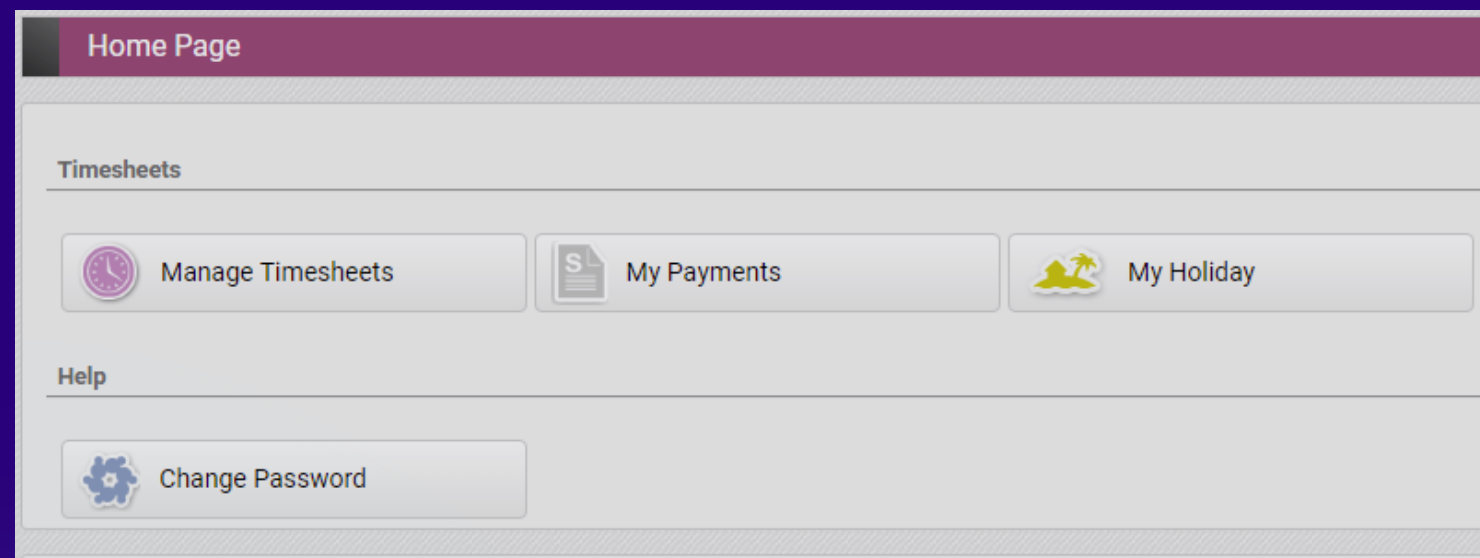
We specialise in creating awesome recruitment experiences and we hope yours will be just that. If you have any questions about your payslips, holiday pay, or anything else related to the Evertime system, you'll find the answers here.

But if not, drop us a line at hello@priorityrecruitment.co.uk or call 0161 8334094.

Getting started

Once your profile has been created, you will receive an email asking you to confirm your account and set a password by going to the link you will receive.

Once that's done, you will see the welcome screen:



If you get lost in the system, you can always return to the home screen by clicking our logo in the top left corner.

PRIORITYRECRUITMENTSERVICES.
EVERTIME.CO.UK

Keep this link safe - we'd recommend adding it to your bookmarks.

Make sure to keep note of your username and password as well.

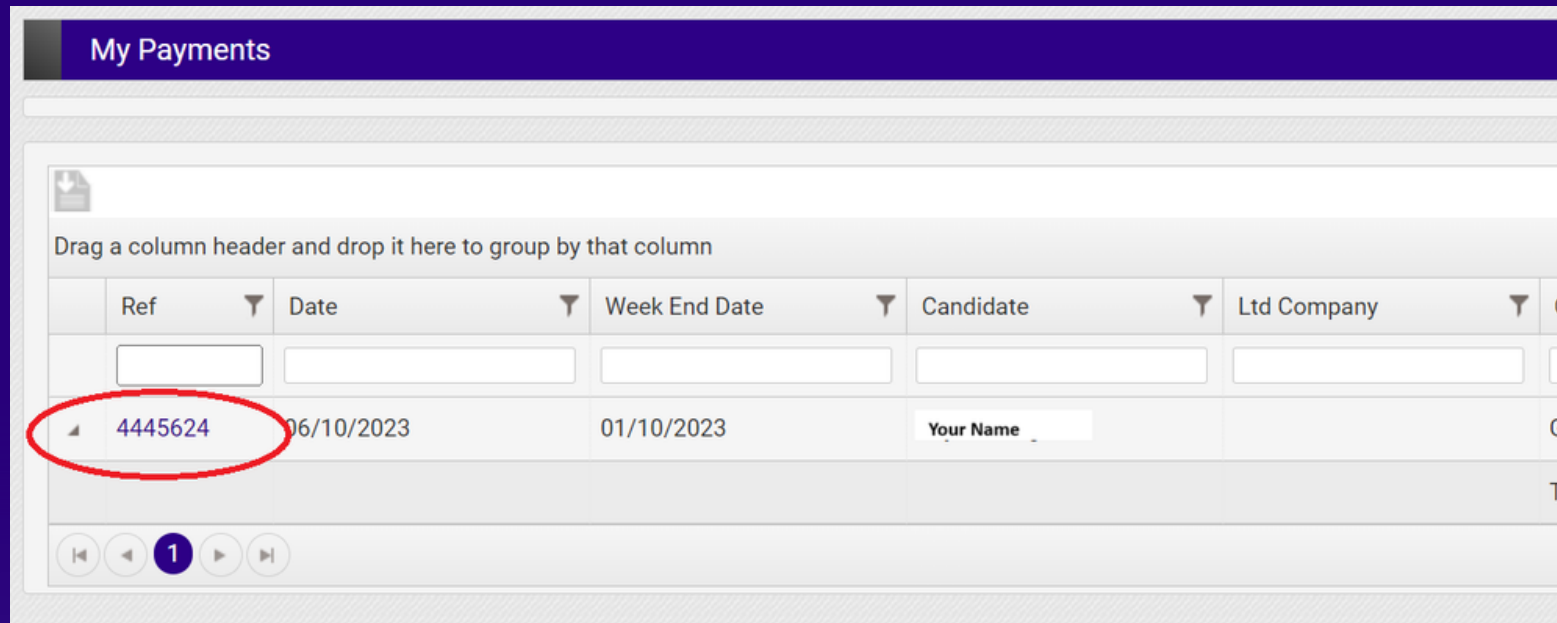


My Payments: Accessing your payslips

Click "My Payments".

Find the relevant payslip you want to access, then click the number on the left, this will then download your PDF payslip.

This means all your old payslips will always be available and you don't need to keep emails.



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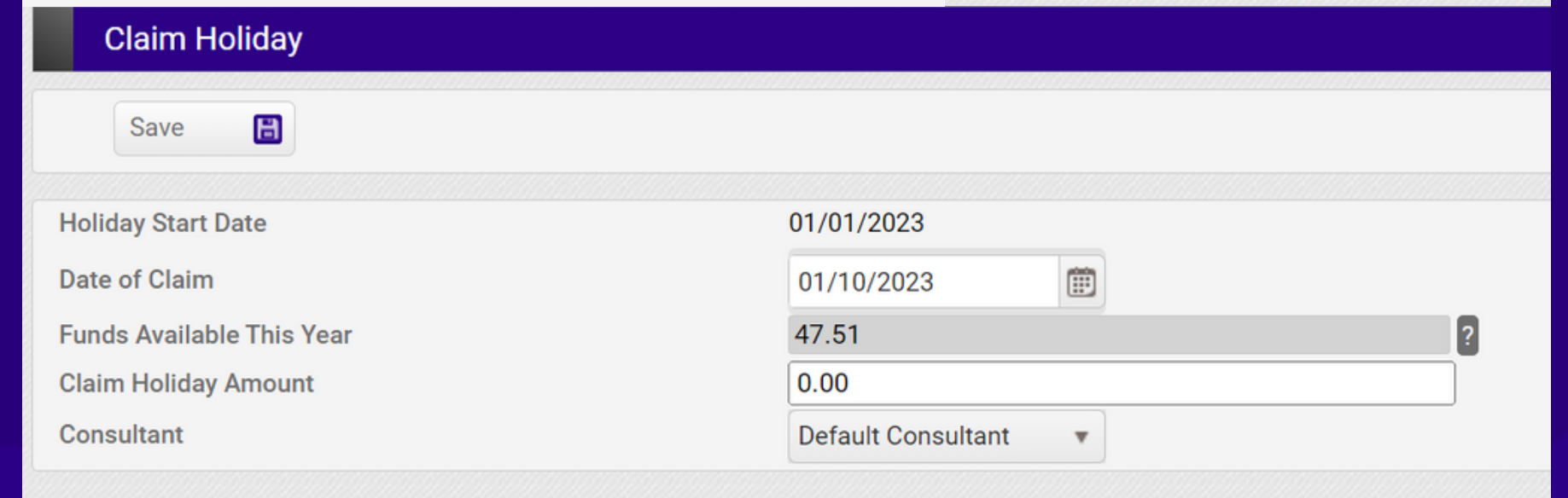
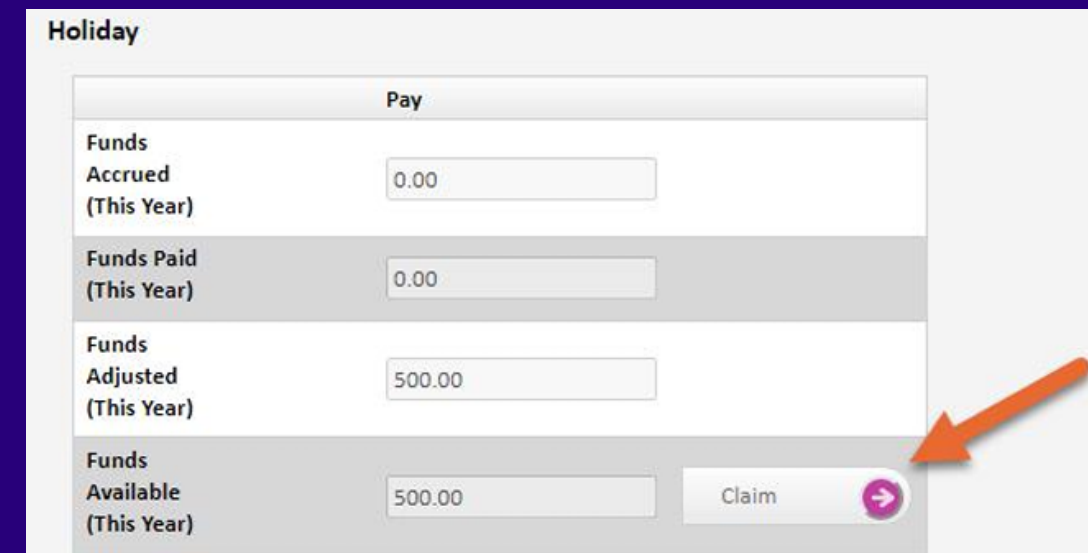
My Holiday: How to claim holiday pay

To claim holiday pay, select 'Claim'. Then select the amount you wish to claim as a value.

Leave the Consultant field as 'Default Consultant'.

Once saved, this will display an updated screen showing funds claimed and available. This claim is then sent through to be approved for payment in the next payroll.

The cut-off for payment on Friday is 12:00 on Tuesday.



Manage Timesheets

If you have been asked to enter your hours, select the 'Awaiting Candidate' tab, then select the Period End date for the hours to be entered.

Enter your start and end time, or total hours, for each day in the appropriate boxes. When completed click 'submit'. The timesheet will be sent to your approver for action.



Timesheets

Timesheet Method: All

Show More

Awaiting Candidate Rejected Awaiting Client Activity

Timesheet ID	Placement Disp Id	Consultant(s)	Period End	Client
<input type="checkbox"/> New	<input type="button" value="Void"/>	Default Consultant	18/12/2022	ABC Limited
<input type="checkbox"/> New	<input type="button" value="Void"/>	Default Consultant	11/12/2022	ABC Limited
<input type="checkbox"/> New	<input type="button" value="Void"/>	Default Consultant	04/12/2022	ABC Limited

Save Submit

Status Change Note

Main Agency Defined Fields Workflow

jane Smith

Placement: ABC Limited - Pay Currency: GBP

Week End Date: 18/12/2022

Notes:

Created Date: 12/12/2022 11:01:25

On Hold:

Placement Rates

Time

AWR Week: 1

Rate Description	UOM	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Units	Pay Rate	Total Pay
		Start	Start	Start	Start	Start	Start	Start			
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
		End	End	End	End	End	End	End			
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

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HOPE THIS HELPS!

Check out our website for more resources and career advice.

GO