



Working for CLC Hospitality Services Ltd

Timesheets

CLC Hospitality Services employee you are required to fill out a timesheet each week with your hours completed, this will need to be signed and authorised by your manager on site. Depending on which office you work for you need to send your timesheet to our payroll email address by 9.00am Monday.

accounts@clchospitalityservices.ltd

Your timesheet needs to be sent by 9.00 am every Monday morning. We always suggest getting your timesheet authorised and sent over on Friday afternoon before you leave for the weekend. If we do not receive your timesheet by 9.00am on Monday morning this could result in your pay being moved over to the next weeks payroll.

Payslips

Payslips will be sent to you each week, no later than a Friday. This will be sent to you via email this will come from accounts department: accounts@clchospitalityservices.ltd

Holiday

Every week you work you accrue annual leave, if you require time off you need to request this with your direct manager and your contact at CLC Hospitality services. Annual leave for Flexible Temporary workers is worked out in line with legal Guidelines recommended by the government. This is calculated by the HMRC.

You need to request annual leave with your direct manager at work and inform your contact at CLC Hospitality Services with double the amount of notice you intend to take. You need to send your holiday form to the same email address you would send your timesheet.

Tax/Payroll number

We do not have any control over the amount of tax you pay, if you provide us with a P45 or fill out a New starter form we then send this to our accounts department. This is processed with the HMRC. If your tax code changes this is down to the HMRC, if you have any queries you need to contact HMRC.

Sickness/Lateness

If you are running late you need to inform CLC Hospitality Services on our contact number, if you are not going to work due to sickness you need to let us know at least 1 hour before your shift starts on our below number.

Change of details

It is very important that you inform us of any changes regarding your personal information, you must keep us up to date if you change your bank details, address, and any other information.

Company Number:14902794 Registered Office: 61 Bridge Street, Kington, United Kingdom HR5 3DJ
Email:info@clchospitalityservices.ltd Telephone:07463862265
