

CONTRACTOR FAQ'S GETTING PAID

WHEN DO I GET PAID?

Hays Payroll Contractors

Payment is one week in arrears. If you are payrolled via Hays Payroll, we guarantee that if your timesheet is submitted and authorised by 4pm on the Tuesday of the following week you have worked, you will receive payment for it by the Friday of that week.

If you have not received payment by Friday, you should firstly check to ensure that your timesheet was submitted & approved on the 3ss system. If your timesheet was submitted & approved by 3pm on the relevant Tuesday, you should contact the candidate care team to check when payment will be made.

With Limited Company contractors payrolled via Hays Payroll, we operate on a self bill basis and do not require an invoice to process payment.

Ltd Company Contractors

If you work through a Ltd Company the following conditions must be met for payment to be successfully made.

You must be a director of the Ltd Company.

If the Ltd Company is VAT registered, you should provide a copy of your VAT registration certificate. If you are not currently Vat registered but will be then advise your Candidate Care Consultant, When you receive your VAT certificate from HMRC please provide a copy to your Candidate Care Consultant and this will be sent to Hays payroll to process any backdated VAT claims. All payments for work done must be paid into a company bank account in the name of the Ltd Company, which must be a UK bank account. Payment cannot be made into a private bank account - this is illegal.

TIMESHEET DEADLINES

PAYE and PSC workers

Timesheet Received Payslip/Remittance sent Credit

By Wednesday 8.00 a.m. Thursday Friday a.m. (BACS)

By Friday 8.00 a.m. Monday Friday p.m. (FP's)

PSL workers

Timesheet Received Remittance Sent Credit

By Wednesday 8.00 a.m. Daily Friday a.m. (BACS)

By Thursday 3.00 p.m. Daily Friday a.m. (FP's)

By Friday 5.00 p.m. Daily Tuesday a.m. (BACS)

For PSL (UMBRELLA) candidates, timesheets processed after the Wednesday payroll and up to 3 p.m. on Thursday will result in Umbrella companies receiving the payment by Faster Payment on Friday morning.

- For PSL (Umbrella) candidates if the timesheet is processed after 3 p.m. on Thursday the companies will receive payment the following Tuesday morning.
- Payment Spreadsheets are sent to each PSL (Umbrella) company to confirm payments made. These are sent in advance of funds actually clearing. The emailed spreadsheets are sent on Thursday, Friday and Monday morning.

If you are not sure on any of the above, have any other questions, or aren't sure who you need to speak to please use the chat box on the [Contractor Support Frequently Asked Questions page](#).