

# IMPORTANT INFORMATION FOR ALL TEMPORARY STAFF



Tel: Industrial 01274 590066  
Tel: Commercial 01274 714455

STAFF LOGIN SECTION:  
[www.advantagegroup.info](http://www.advantagegroup.info)  
Username: staff Password: temporary1

CHECK OUT OUR LATEST VACANCIES & VIEW OUR DEDICATED STAFF LOGIN SECTION WITH FURTHER INFORMATION ON THE WEBSITE ADDRESS ABOVE!



Keep up to date & join our Facebook Page – [www.facebook.com/AdvantageRecruitment](http://www.facebook.com/AdvantageRecruitment)

Thank you for registering with Advantage. As one of our temporary staff, you are a very special part of our team and we hope you enjoy your placements. Wherever you work for us, the information in this letter is the same, please read through and if you have any questions, please call your dedicated consultant.

**Assignment Sheets** - Each assignment is different, and each one has its own risks and controls, some clients require you to have personal protective equipment or uniform. Please ensure you have an assignment sheet or request one from Advantage for each assignment.

**Signing in and out of work** - It is your responsibility to sign in and out each day. This ensures you are paid correctly and is also a health and safety requirement. Under no circumstance should you sign in and out at the same time, this is fraud and is a serious offense and can lead to you being unpaid and without work. Be 10 minutes early for your assignment, this ensures that you are at your workstation on time without rushing.

**Holidays** - You are entitled to 28 days holiday per year pro-rata. This is based upon your average earning and starts accruing from your first day of work. If you need to know the number of days you have accrued - call our office or fill in the Holiday Entitlement Request form online and we will update you. You must give at least two weeks' notice and complete a holiday request form (these can be found online at [www.advantagegroup.info](http://www.advantagegroup.info) in the staff section, posted to you by request or picked up from our office).

**Sickness** - should you be medically unwell or unable to attend work: - The office is open from 08:30 - 17:30, please phone the office within 1 hour before your shift starts, prior to this, via our **EMERGENCY** number 01274 590077. During any incapacity to work (PIW) due to sickness, you must self-certify immediately or give your Advantage Consultant a doctor's note (known as a doctors fit for work note). Immediately after a period of PIW, you must sign a declaration to say that you are fit for work again; failure to adhere to any of the above, Advantage **will not** be able to process any sick payments for you. (Self-certification Statement of Sickness can be downloaded from the internet, obtained from your doctor's surgery or collected from the Advantage office).

**Complaints** - You can expect high standards from us, and we expect them from everyone who works for Advantage. We all represent each other. In the unlikely event, you have any issues/complaints with your assignment you must inform a consultant immediately.

**Accidents** – in the unlikely event that you suffer a workplace accident or injury, you must speak with a client with the client immediately fill out their accident book, then call into Advantage with a copy of the client's accident entry and report the accident again.

**Grievance Procedure** - Advantage operates a formal grievances procedure in the event you feel you have a grievance you must put this formally in writing to Advantage. We take your issues seriously and would like to register and resolve problems immediately.

**Change of Details** - Please ensure you inform Advantage of any changes in personal details such as contact number, address or e-mail address. You can inform us of this via our staff section on our website by filling out the correct form.

**Pay** - You will be paid weekly, directly into your bank account, one week in arrears each Friday. To comply with the GDPR regulations your payslips are uploaded to the Advantage Payslip Portal each Wednesday. Initially you will receive a welcome message giving full instructions on how to view/print your payslip, you will need to create your own unique password that you will use each week going forward.

Sign \_\_\_\_\_ Print \_\_\_\_\_

Date \_\_\_\_\_