



Holiday Form for Temporary Workers

Name of Temporary Worker

Temporary Worker Employee Number

Client worked for

I request the following dates as paid annual leave:

No. of days	From			Until			Signature	Date
	Day	Month	Year	Day	Month	Year		

(Notice to take leave must be at least as long as the period of intended leave)

OTHER REQUESTS:

FOR OFFICE USE ONLY

Consultant to complete

Approved dates of paid annual leave:

P45 and all remaining holiday requested: (please tick) Leaving Date:

Signature: Date:

Co-ordinator to complete

Approved dates of paid annual leave:

Signature: Date:

Week Ending	Number of Weeks	Payroll Signature

PAYROLL QUERIES FORM

Name:	Employee Ref:
Address:	
Telephone No:	Date:

What does your payroll query relate to: (Please tick)

Missing Holiday:	Missing Hours:	Other:
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Missing Holiday

Dates of Missing Holiday:

Missing Hours - Please list hours worked (1 form per week ending of missing hours)

Client Worked For	Department/Shift	Hours Worked	Week Ending
		Monday:	
		Tuesday:	
		Wednesday:	
		Thursday:	
		Friday:	
		Saturday:	
		Sunday:	

Important: For LF Beauty Queries to speed up your query, we also require the Line Number worked, if known your Line Leaders Name and your CLOCK CARD Number - Please add this under Department above.

Total Hours Worked:
Total Missing Hours:

Other Query

Details of Other Query:

For Office Use Only

Action Taken:	
Time Spent to Resolve Query:	
Date Query Resolved:	Resolved By:



P45 Request Form

Form to be completed in English

Employees Name: Payroll No:

Accrued Holiday to be Paid: Date Holiday form completed:

Last Working Date:

Reason(s) for Leaving:

P45 To be Collected or posted to:

P45's Cannot be issued until all accrued holiday has been paid and all outstanding queries have been dealt with.

P45's will be issued weekly and ready for collection on Friday between 10.00 am – 4.00 pm. If not collected it will be posted to the address held on your payroll file.

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Industrial/Commercial – Registration form to be stapled to this form.

Consultants Name:

For completion by Payroll Department

Date Holiday Pay Paid:

Date P45 Issued:

Updated on Aspire by: Date:





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