

## Timesheet and payment process

Nicoll Curtin is committed to providing the best service possible to our contractors. The most important aspect of our service for contractors is undoubtedly getting paid on time.

We want to make sure that all of our contractors get paid promptly, with no hassles and no delays. To help you in this, we've put together this document to clarify our payment process which, if followed correctly, will ensure that you get paid on time, every time. If you have any questions about any aspect of this process, please contact your consultant as soon as possible.

### Invoices are not required

#### Why?

Nicoll Curtin operates a self bill invoicing process. You therefore are not required to submit an invoice from your limited company saving you time and hassle.

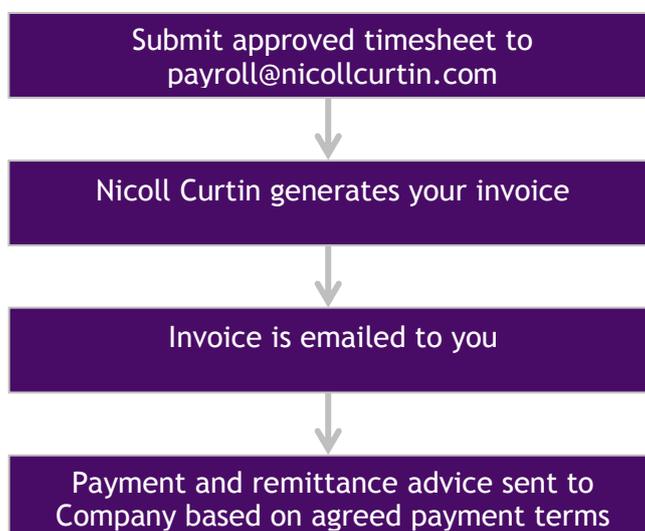
- Easier for you to be paid earlier
- Reduced admin work for contractors - no need to manually create invoices
- Contractors at clients with online timesheet portals will have the payment process fully automated
- Improved regularity of payments
- Simplified single email address for all your invoicing and payment needs

#### How?

Nicoll Curtin runs a payroll each week, **paid on Monday**, with payment 28 days from receipt of your approved timesheet, unless otherwise stated in your contract.

Our timesheet submission deadline is **close of business every Monday**, in order to guarantee payment within the 28 days. Failure to meet this deadline will result in payment being delayed by a week to the following Monday.

If your timesheet has been received before our deadline of Monday at Midnight, you will receive a copy of your self bill invoice by 5:30pm on Wednesday.



### How often will you generate an invoice on my behalf?

- Invoice frequency will be determined by your timesheet. If you submit weekly timesheets, you will receive a weekly invoice.

### What happens if I have a third party (accountant, umbrella company) generate my invoices for me?

- We will now generate the invoices and these can be sent to yourself, the third party, or both. All we need is an approved timesheet supplied by either you or the third party.

You will shortly be contacted by our finance team who will request some information and have you set up for your first payment. They are more than happy to help with any queries you may have.

### Timesheets

- Timesheets must always be completed unless your consultant has advised you otherwise
- If you want to use a Nicoll Curtin timesheet template please download it from [www.nicollcurtin.com/contractor-help](http://www.nicollcurtin.com/contractor-help)
- They need to be authorised by your line manager or other authorising signatory
- Submit your timesheets on a weekly basis by sending them to [payroll@nicollcurtin.com](mailto:payroll@nicollcurtin.com), copying in your consultant
- If for any reason, you are not at work, you must inform us at least a week in advance. Send notification of this to [payroll@nicollcurtin.com](mailto:payroll@nicollcurtin.com) and ensure that you copy in your consultant