

Temping and Payment Information

Before beginning a temporary assignment with Harmonics Recruitment you will need to provide the following details: Bank Account Details, Sort Code, PPS Number and P45

Tax Information

If you do not have a P45 from the current year you will automatically be on emergency tax until such time you are issued a certificate of tax allowances so it is vital that you contact the tax office as soon as possible.

Address:

Limerick Revenue District, Government Offices, River House,
Charlottes Quay, Limerick.
Tel: 061 318711

If this is your first employment in Ireland you will need to secure a PPS number from your local social welfare office. On receipt of PPS number you should fill in a 12A and return to the tax office. Harmonics Employer's Registration No. is E0419033. The tax office will then send you your Certificate of Tax Credits which you will then submit to Harmonics.

Getting Paid

You will be paid by direct transfer to your bank account each Friday a week in arrears and a copy of your payslip will be e-mailed to you.

At the end of each week you will need to complete a timesheet with the number of hours worked and have it signed off by your manager. Once completed timesheets must be scanned and e-mailed back to **sue@harmonics.ie** no later than 3pm each Friday. It is paramount that you have your time-sheet completed correctly; otherwise you will not be paid.