

# Your responsibilities

**So you've decided to kick start your contracting career with Parasol – it's great to have you on board!**

Now that you're an employee of Parasol, we need a bit more information from you to help everything run smoothly. After all, the last thing you want to do is have to take time out of your busy WorkStyle correcting mistakes further down the line.

**Here's a quick rundown of what you'll need to do:**

## 1. Send us your P45

The first thing we need you to do is send us your P45 from your previous employer in the current tax year (ie dated after last 6th April). This will make sure that you're on the right tax code and pay the correct amount of tax.

If you haven't yet received a P45 from your previous employer, you've lost it, or you don't have a P45 that's dated in the current tax year (ie dated after last 6th April) please complete a New Starter Checklist which is available on the MyParasol portal by selecting 'New to MyParasol?' and then select 'Send us your P45 or New Starter Checklist'.

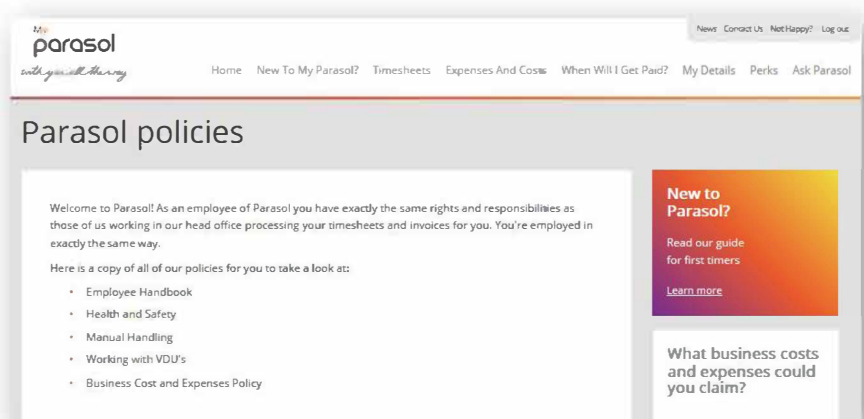
You can email a scanned copy of parts two and three of your P45 or New Starter Checklist to [payroll@parasolgroup.co.uk](mailto:payroll@parasolgroup.co.uk) or send it to us by post to this address:

**Parasol Payroll  
Optionis House  
840 Ibis Court  
Centre Park  
Warrington  
Cheshire  
WA1 1RL**

If you need to get in touch with HMRC about your tax code, please call **0300 200 3300** and quote our employer **PAYE reference 709/BZ01745** and your own NI number.

## 2. Check out our policies

It's a good idea to get a clear understanding of our policies so you know what to expect as an employee. Take a look at our policy guidance to get up to speed. Simply select 'Parasol policies' from the 'My details' tab on the MyParasol portal.

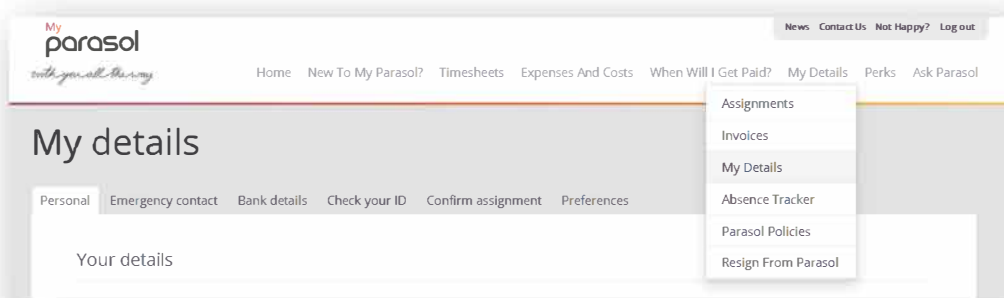


## 3. Understand Pensions Auto Enrolment

You might have noticed that we sent you an email about Pensions Auto Enrolment. Please read through this email as it tells you about the different options you have.

## 4. Keep your personal details up to date

It's important to make sure that all your personal information (including contact numbers, email addresses and bank details) are correct and up to date. You can do this by going to the 'My Details' section of MyParasol and selecting the 'My Details' option from the dropdown menu.

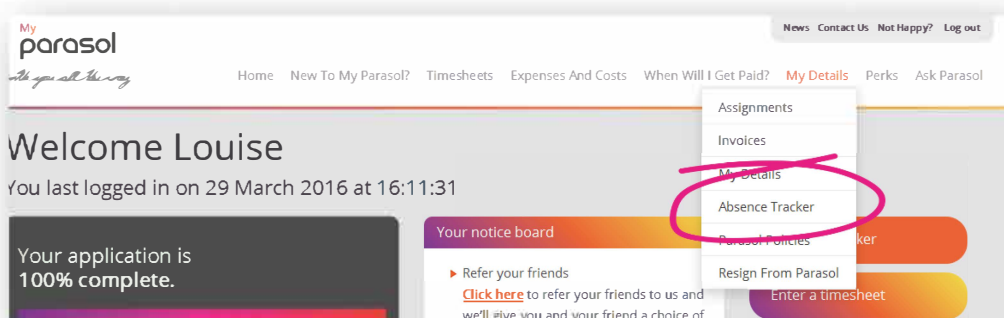


## 5. Tell us when you're absent from work

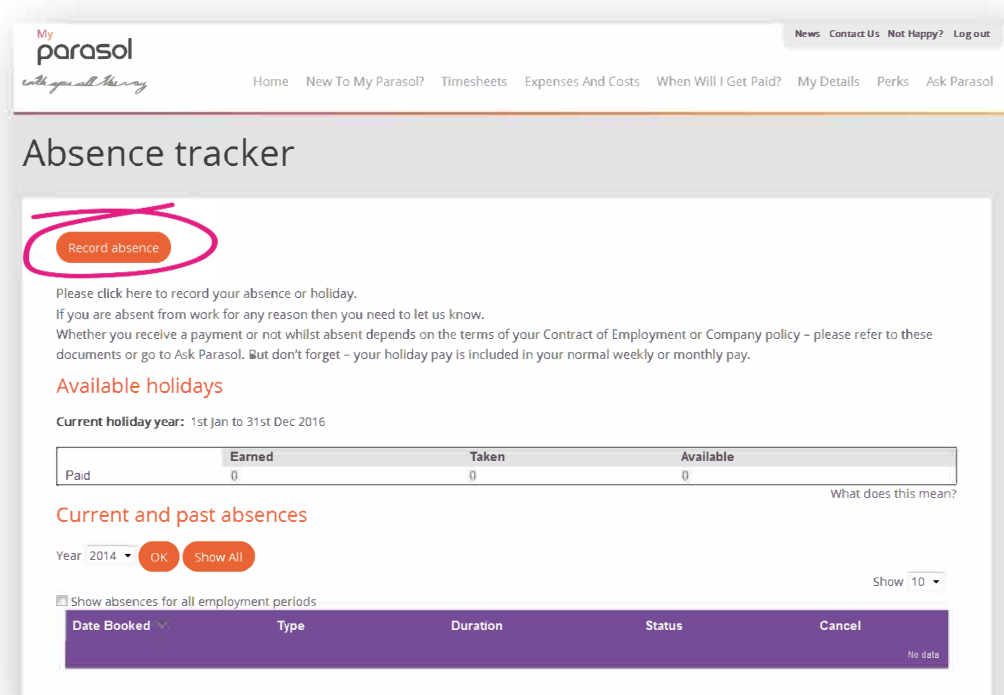
If you're absent from the assignment for whatever reason, you'll need to let us know via MyParasol. Please check your contract of employment and company policy for more details.

Here's how to record your absence:

**Step 1** Click on **'Absence Tracker'** from the **'My Details'** section of MyParasol



**Step 2** Click the **'Record Absence'** button



### Step 3 Choose the relevant absence type from the menu

**Request Absence**

Absence Type: Holiday

- Holiday
- Sick Leave
- Parental Leave
- Bereavement
- Dependant Leave
- Compassionate Leave
- Maternity
- Adoption

March 2016

Mon	Wed	Thu	Fri	Sat	Sun

### Step 4 Tick the boxes on the date(s) that you'll be absent

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29-Feb-2016	01-Mar-2016	02-Mar-2016	03-Mar-2016	04-Mar-2016	05-Mar-2016	06-Mar-2016
Half Day <input type="checkbox"/>	Half Day <input type="checkbox"/>	Half Day <input type="checkbox"/>	Half Day <input type="checkbox"/>	Half Day <input type="checkbox"/>		
Full Day <input type="checkbox"/>	Full Day <input type="checkbox"/>	Full Day <input type="checkbox"/>	Full Day <input type="checkbox"/>	Full Day <input type="checkbox"/>		

### Step 5 Confirm that the client has approved the absence request and click 'Confirm'

Whether you receive any payment or not while absent depends on the terms of your Contract of Employment, you should also check the 'Absence reporting procedure' within the Employee Handbook. But don't forget – your holiday pay is included in your normal weekly or monthly payment.

☐ I confirm that I have notified the end client of my absence

Cancel Confirm

## Remember...

Before logging an absence, you'll need to get approval from the client and inform the recruitment agency.

## 6. Let us know if the assignment finishes early

If the assignment ends earlier than expected, you'll need to let us know as soon as possible. Please remember even if the assignment ends early, you are still employed by Parasol.

Please get in touch on **01925 644 860** or email **es@parasolgroup.co.uk**. If you want to leave us, you'll need to resign via MyParasol so we can send you your P45.

## Need more help?

If you want any more information, check out the FAQs section of **MyParasol** or contact a member of the Parasol team on **01925 644 860** or email **es@parasolgroup.co.uk**