

## Temporary Worker Briefing Document

Whilst representing EnRoute Recruit as a temporary worker, we require you to adhere to the following procedures:

### Key Points:

- ★ **As a business we need staff that are committed to working 3 - 4 or more shifts a week.**
- ★ **When giving us your availability please ensure that you are available to work the number of shifts agreed. **Failing to stick to your agreed shift patterns will result in less shifts.****
- ★ **Mobile number is for employees only, if you have an emergency at work, you must call us on 01582 361666 and follow up with a text. **Failing to do this may result in no future shifts and non-payment.****

### Availability – Retail & Hospitality

EnRoute Recruit will request your availability WEEKLY by either text or phone. You are required to send back your confirmed availability for the next week for our records.

Please text the days you are available for the week (including weekends).

### Payment & Payslips

- **Wages** - will be paid directly into your nominated bank account every Friday after mid-day.
- **Payslips** - will be sent to you via email to your email address every Friday.

Our payroll week runs from Sunday to Saturday and all hours worked will be paid one week in arrears in accordance with our payroll procedure.

### Uniform

EnRoute Recruit will inform you prior to your shift if a particular uniform is required. In general, the following uniform is required for each division:

Retail

- ★ **Black polo top or smart shirt – No Hoodies**
- ★ **Black smart trousers or cargo trousers – No Jeans, joggers or leggings**
- ★ **Black safety shoes – No trainers or sliders. **These are essential as you may be sent home if these are not worn.****

### Timesheets

Please make sure you fill in a timesheet as EnRoute Recruit at the end of every shift, if your name isn't on the timesheet this will result in you not being paid.

### MyFlex

For one of our clients, you will be required to sign in to MyFlex we will tell you with your shift confirmations when this is required. We will give you your log in details via email.



### Bank Details

Please ensure you have given the correct bank name, account number and sort code during the registration process.

**Minibus Service**

EnRoute Recruit provide a private minibus service for group assignments. The minibus service takes you to and from work from a designated pick-up point in either Luton or Dunstable. Please make sure you are not going to be late as your place may be taken.

**Emergencies & Accidents**

In the event of an accident or emergency, please ensure you report it to your manager or supervisor immediately in the first instance. All accidents, which occur onsite, must be recorded into the client's accident book. Secondly you must inform a member of the En Route Recruit team who will complete a secondary accident form for our records.

**Contact Us:**

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