

## Welcome to Eclipse Recruitment

Thank you for registering with Eclipse Recruitment. Below is some information you will need to be aware of whilst working for us.



### Contact Details (24hours per day, 365 days per year)

- **Driving – Ricard, Simran, Anna, Nadine** Monday to Friday 8am to 5.30pm 0115 70 44 777
- **Emergency Mobile – Ricard, Simran, Anna, Nadine** Week 5.30pm to 8am & Weekends **07969 382285**
- **Operations Email:** ops@eclipse-recruitment.com
- **Wages / Accounts – Nicole** Monday to Friday 10am to 2pm 0115 855 0530
- **Wages / Accounts** Text Number 07540 800228
- **Payroll Email:** timesheets@eclipse-recruitment.com

### Important Information

Once you have accepted a job from Eclipse you must report for work at the agreed time and at the correct location. If something happens and you are delayed or cannot attend work, you MUST notify Eclipse by phone immediately.

**We are available 24/7, 365 days per year.**

Once you have arrived at our customers premises you are under their instruction for the duration of your booking. Please treat them and their customers with the utmost respect and courtesy. Should you experience any problems at any time please call Eclipse and allow us to handle them? We are here to look after you and ensure you are treated well.

### Wages & Timesheets

You are responsible for fully and accurately completing your timesheet each week and submitting it **before 9am on the Monday** morning following the week you have worked. **All timesheets MUST be signed by the company you carried the work out for.** Please be aware this applies to all drivers.

**Late or missing timesheets will delay your wages and for expense's we need the real receipt**

**Timesheets can be submitted by hand, post, email, and fax or even as a picture text message.**

**Please see our Facebook account to keep up to date with latest news –**

**<https://www.facebook.com/eclipse.recruitment.driving.solutions>**

**Website – [www.eclipse-recruitment.com](http://www.eclipse-recruitment.com)**

*Please note, unless you have signed up with Payme or Nova or you are a legitimate Limited Company driver with valid public liability insurance and a business bank account you will be paid standard PAYE. If you inform us that you wish to invoice us as a limited company but do not provide us with your certificate of incorporation, proof of your public liability insurance and proof of your business bank account, your wages will be processed as basic PAYE. We can only allow you to invoice for shifts you have worked AFTER we have received the relevant documentation.*

We look forward to working with you. Please call at any time with any questions. ☺