Newlands Healthcare

Newlands Healthcare Limited
Calverley House
55 Calverley Road
Tunbridge Wells, Kent, TN1 2TU
T: 01892 529372

NHS Employers EQUALITY AND DIVERSITY PARTNER

REC Member

Payroll Query Form

Agency Worker Full Name:.....

Issue Raised

- 1.Not paid at all [ ]
- 2. Not paid for a specific shift or shifts [ ] – (list all)
  Day & Date of the shift.....
  Location of the shift (Where).....
  Start and end time.....
  Hours worked (minus breaks).....
- 3. Not paid correct rate [ ] -
  Day & Date of the shift.....
  Location of the shift (Where).....
  Start and end time.....
  Rate pay per hour.....paid
  Rate pay per hour .....you should have been paid
- 4. Other [ ]
  Specific.....
  .....
  .....
  .....

REMINDER: *In order to be paid by 6pm Friday, ALL **signed** timesheets need to be submitted by **midday** Tuesday each week, via email to accounts@newlandshealthcare.co.uk or by post to:Newlands Healthcare, Calverley Hosue, 55 Calverley Road, Tunbridge Wells, TN1 2TU.*

All queries to be emailed to the Accounts Department - accounts@newlandshealthcare.co.uk
or faxed to **0872 111 4285.**