

HOW IT WORKS AT A GLANCE

A Step-by-Step Guide to g2 Recruitment's online timesheet system for **Contractors that are paid via an Umbrella company.**



WHAT ARE THE DEADLINES?

The deadline for online timesheets to be submitted by a Contractor and approved by the Authoriser is Monday 12pm (GMT). Contractors should aim to submit their online timesheet at the earliest opportunity so as to give the Authoriser as much time as possible to approve it.

DO I NEED TO SUBMIT A TIMESHEET TO MY UMBRELLA COMPANY?

Different Umbrella companies have specific requirements that g2 do not have control over. Please liaise directly with your Umbrella company regarding any requirements that they may have.

NEED HELP?

The contact details for Helpdesk support are:

(e) payroll@g2recruitment.com

(t) 0117 968 9019

