

## HOW IT WORKS AT A GLANCE

A Step-by-Step Guide to g2 Recruitment's online timesheet system for **Limited Company Contractors that have agreed to self-billing (for VAT registered limited companies) or self-invoicing (for non VAT registered limited companies).**



## 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.

## NEED HELP?

The contact details for Helpdesk support are:

(e) [payroll@g2recruitment.com](mailto:payroll@g2recruitment.com)

(t) 0117 968 9019

