

# Rapid Pay

## Everything you need to know

### PAYE

We offer Rapid Pay to our PAYE candidates three times a week as well as the regular weekly payroll. Choosing Rapid Pay means you can access the money you've earned as quickly as 48 hours after working the shift.

**To take advantage of our PAYE Rapid Pay option, follow our guide below:**

**It's important you send your completed timesheets over to us by the deadlines outlined below.**



9:30am on Monday = money available for withdrawal from 10am Monday until 10am Tuesday



9:30am on Tuesday = money available for withdrawal from 10am Tuesday until 10am Wednesday



9:30 am on Thursday = money available for withdrawal 10am Thursday until 10am Friday

It's also important our payroll team know you want to be paid via our Rapid Pay option, so please advise your consultant of this, and include the words 'RAPID PAY' in the subject of your email when sending in your timesheet.

Any timesheet not received by the 9:30am deadline will be processed on the next Rapid Pay day or will be included in the weekly payroll processing (whichever comes first).



Our processing days for rapid pay are:

**Monday, Tuesday & Thursday**

#### Please note:

- As a PAYE candidate, only 50% of your gross pay will be available for you to claim during this time. We allow a 50% buffer to ensure you have enough money remaining to pay the correct amount of tax, national insurance and any other deductions agreed with HMRC
- Any withdrawal of funds for Rapid Pay with PAYE is subject to a £2.75 fee (paid to the company in control of the app, not Bluestones Medical). Any unclaimed funds in the "Access Early Pay" app after 11am the next day will be transferred to your standard weekly pay the following week.



**You must also have the "Access EarlyPay" app downloaded and set up on your device of choosing.**



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## PAYE - working example

**As with all recruitment agencies, we pay a week in arrears and therefore your timesheets are paid and processed on week ending dates.**

A timesheet worked is worth the gross amount of £500.

Date of shift worked	Week ending	Timesheet processed	Money available from 2pm on day of timesheet processed	Remainder of shift paid
Monday 19th September	Sunday 25th September	Tuesday 20th September	£250	Friday 30th September
Sunday 18th September	Sunday 18th September	Monday 19th September	£250	Friday 23rd September

You do not need to withdraw the full £250 but be aware that the app charges £2.75 per withdrawal; so to save money try to withdraw monies only once.



## Have a question about Rapid Pay?

Get in touch with the Bluestones Medical team:

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 01244 555 020

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