

## **Payslips**

These are available on the online portal every Thursday. The portal is accessible via <https://secure.eezytime.co.uk>.

When logging into the online portal your username is your employee number (e.g. TR123456). If you forget your password or username you can reset it from the login screen. If you forget both your username and password you should contact Payroll on 0141 272 7777.

If you do not provide an email address your payslip will be issued by post on a Wednesday.

Please go to the following page to view a sample payslip.

## **Payment methods**

Providing that bank details are given, payments will be made directly into your bank account on a Friday. In any week where there are public holidays the payment day may change.

Payments can be made into a third-party account on completion of the Payment Waiver form. Please return to the main menu to download. This form should be sent to your Search Consultant, see 'contact us' section for details.

If you do not provide bank details, then payment will be issued by cheque.