JA Site Services Operative Procedure

New Starter identified

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Copies of New Starter's driving licence, passport and CSCS/CPCS card obtained, to be verified and kept on file during working period + 5 years

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New Starter paperwork completed: details form, contract, health & safety, site-specific, to be kept on file during working period + 5 years. Operative to be verified by JA personnel using HMRC's CIS service and notified of resultant tax rate.

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Copy of New Starter's public liability insurance obtained, to be renewed every year during working period and kept on file during working period + 5 years

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Operative to complete a timesheet for any works completed, must be counter-signed by the site manager and the site manager's name clearly noted. JA personnel to inform operative of any working limits, such as maximum hours on particular sites.

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Timesheets to be submitted to JA Site Services no later than 9am on Tuesday of the week following works completed. Confirmation of receipt will be provided only on request. Timesheets received after this time may not be processed until the following week.

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Timesheet hours checked by office. Hours will be amended if the operative has miscalculated, or if they exceed a site-specific maximum without prior approval.

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Bill raised to value of timesheet hours, according to hourly payment rates agreed with operative and confirmed on New Starter paperwork. Any changes to rates after initial start to be confirmed in writing by JA personnel.

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Payment made to operative on Friday of week following works completed to bank account provided on New Starter form. Any change to bank account to be provided in writing.

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Statement of payments made and associated deductions, such as CIS tax, to be provided by JA personnel to operative on a monthly basis. Statement to be sent by email using details obtained on New Starter form. Operative is responsible for keeping these; there is a fee for providing duplicate copies.