

IMC Locums – 2023 Bank Holiday Christmas Schedule

WE 17/12/2023

- All current deadlines are in place as normal.
- Last payments for the year will be made on Friday 22nd December to candidates & umbrella companies, you must allow until 6pm to be received funds.

Please note, the payroll office will be closed from midday on Friday 22nd December 2023 to Monday 1st January 2024 and will reopen on Tuesday 2nd January 2024.

If you require any support during this period, please contact your consultant directly or the operations team

Email: operations@imc-locums.co.uk

Telephone: 0203 473 2430

There will be no opportunity to request an advances or loan agreement during this period, so please ensure you are mindful of the deadlines to ensure your timesheet is added onto the last pay run.

IMC Locums – 2024 New Year Payroll Schedule

WE 24/12/2023

- 02/01 – For any new candidates who require setting up for payroll, you must have your information provided to us by 10am,
- 02/01 – IMC Timesheets will need to be received by 9am
- 05/01 - Payments will be made to candidates & umbrella companies, you must allow until 6pm to be received funds.

WE 31/12/2023

- 02/01 – For any new candidates who require setting up for payroll, you must have your information provided to us by 10am.
- 04/01 – IMC Timesheets will need to be received by 9am
- 05/01 - Payments will be made to candidates & umbrella companies, you must allow until 6pm to be received funds.

The logo for IMC, consisting of the letters 'IMC' in a bold, sans-serif font. The letters are a light yellow color and are positioned at the bottom center of the page. Above the letters is a large, faint watermark of a globe with a grid of latitude and longitude lines, also in a light yellow color.

Paid via Direct Engagement or 3rd Party

If you or IMC are responsible for uploading hours or timesheet via a portal, please see below instructions for payroll for WE 24/12/2023 and WE 31/12/2023, depending on which portal you're processed through.

If you're unsure or you do not see the portal below please contact your consultant directly, alternatively email operations@imc-locums.co.uk.

Tempoyer via All Cygnet Sites

- Please upload your hours to the portal to ensure approval by 4pm on Monday 25th December.
- Please upload your hours to the portal to ensure approval by 4pm on Monday 1st December.
- If approved and received on the Tempoyer report, hours will be processed, and payment will be received on Friday 5th January 2024.

NHSP Online

For WE 24/12/2023

- IMC timesheet need to be received by 9am on 27th December 2023
- NHSP shifts on the portal require approval and releasing by 10am on 3rd January 2024.
- If approved and received, hours will be processed, and payment will be received on Friday 5th January 2024.

For WE 31/12/2023

- IMC timesheet need to be received by 9am on 3rd January 2024
- NHSP shifts on the portal require approval and releasing by 10am on 3rd January 2024.
- If approved and received, hours will be processed, and payment will be received on Friday 5th January 2024.

NHSP Connect

For WE 24/12/2023

- IMC Timesheet need to be received by 9am on 27th December 2023
- Hours will be uploaded by IMC for managers approval.

For WE 31/12/2023

- IMC Timesheet need to be received by 9am on 2nd January 2024
- Hours will be uploaded by IMC for managers approval.

However unfortunately we cannot confirm when payment will be received but you can request updates from the Operations Team during this period.

GRI & Ariba

- IMC Timesheet need to be received by 9am on 2nd January 2024.
- Hours will be uploaded to e-tips and processed, and payment will be received on Friday 5th January 2024.

IMC

ID Medical

For WE 24/12/2023

- Please upload your hours by COP on Monday 25th December 2023
- If approved and received on the ID Medical report, hours will be processed, and payment will be received on Friday 5th January 2024.

For WE 31/12/2023

- Please upload your hours by COP on Monday 1st January 2024
- If approved and received on the ID Medical report, hours will be processed, and payment will be received on Friday 5th January 2024.

Clarity Workforce

For WE 24/12/2023

- Please upload your hours by COP on Monday 25th December 2023
- If approved and received on the Clarity report, hours will be processed, and payment will be received on Friday 5th January 2024.

For WE 31/12/2023

- Please upload your hours by COP on Monday 1st January 2024
- If approved and received on the Clarity report, hours will be processed, and payment will be received on Friday 5th January 2024.

247 Time / Allocate

See below breakdown per Trust.



IMC