Priority Recruitment
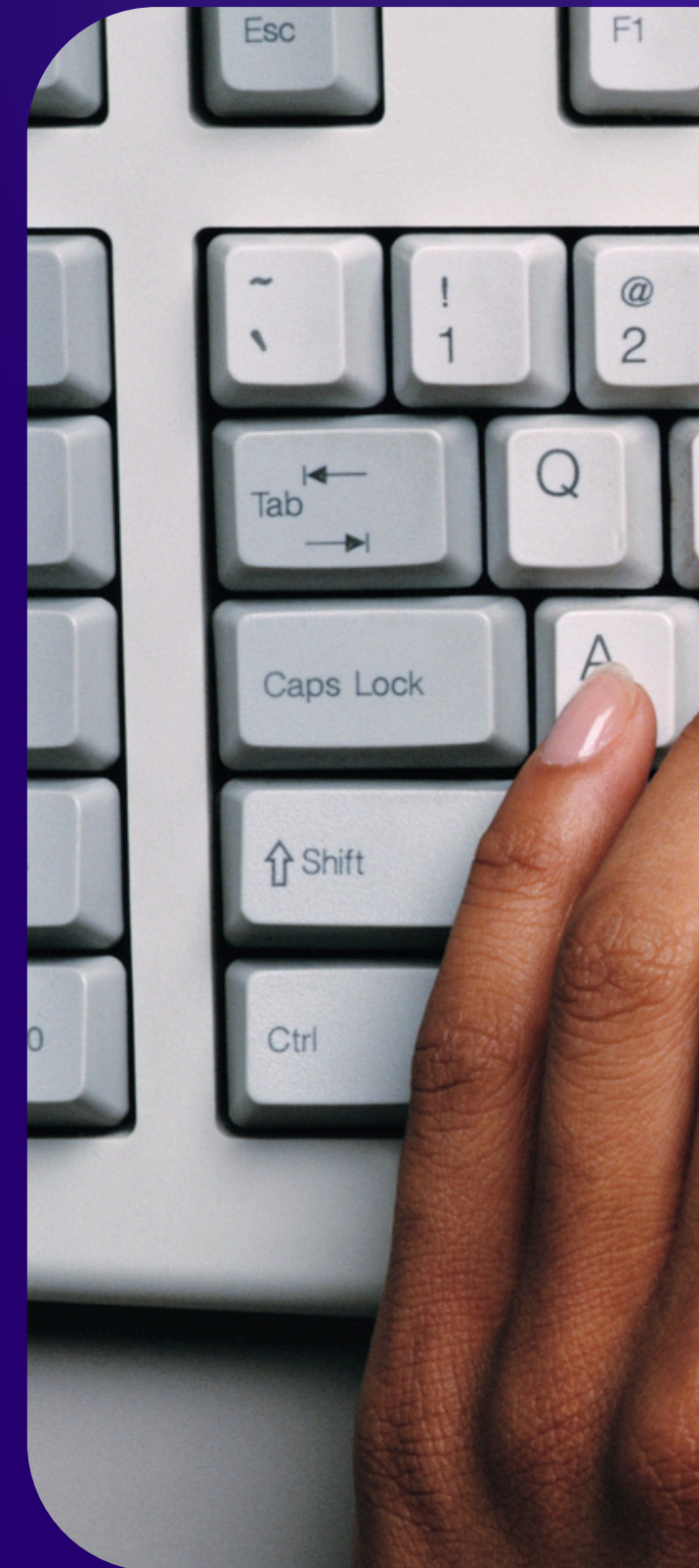
Thriving

Evertime by
workwell
Outsourcing

EVERTIME GUIDE

Payslips and holiday pay for our temporary workers

Welcome to Priority!

We specialise in creating awesome recruitment experiences and we hope yours will be just that. If you have any questions about your payslips, holiday pay, or anything else related to the Evertime system, you'll find the answers here.
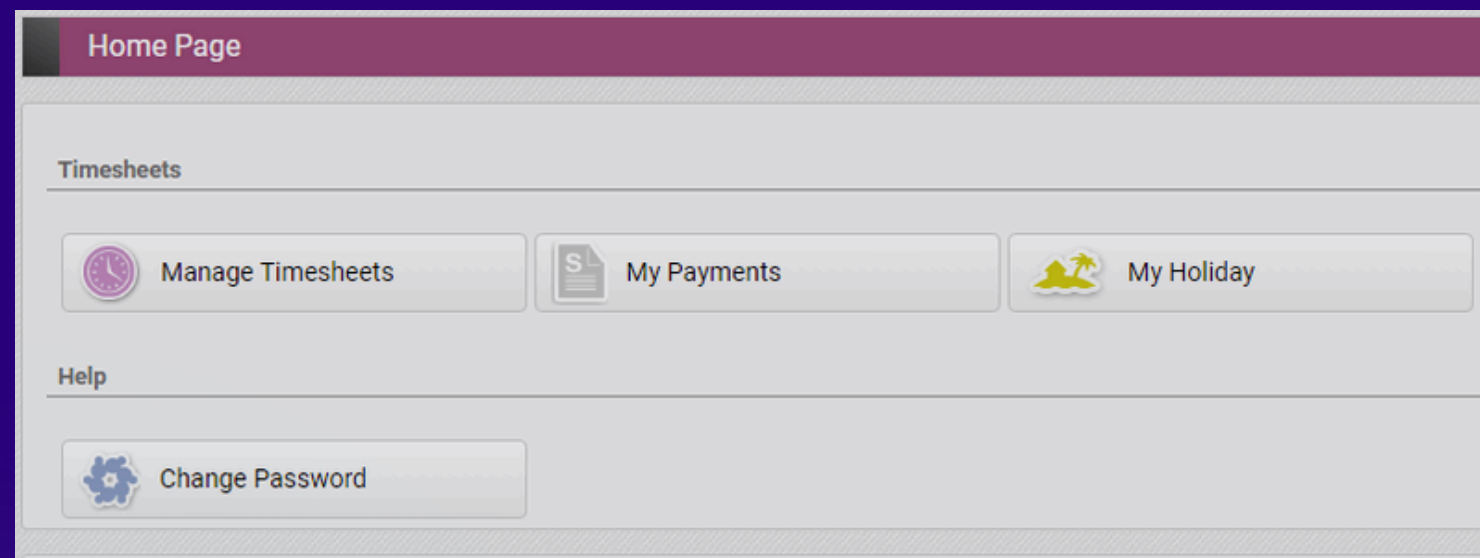
But if not, drop us a line at payroll@priorityrecruitment.co.uk or call 0161 8334094 (Priority Recruitment) or 0333 996 3566 (Thriving).

Getting started

Once your profile has been created, you will receive an email asking you to confirm your account and set a password by going to the link you will receive.

Once that's done, you will see the welcome screen:

PRIORITYRECRUITMENTSERVICES. EVERTIME.CO.UK

Keep this link safe - we'd recommend adding it to your bookmarks.

Make sure to keep note of your username and password as well.

If you get lost in the system, you can always return to the home screen by clicking our logo in the top left corner.

My Payments: Accessing your payslips

Click "My Payments".

Find the relevant payslip you want to access, then click the number on the left, this will then download your PDF payslip.

This means all your old payslips will always be available and you don't need to keep emails.

If you get lost in the system, you can always return to the home screen by clicking our logo in the top left corner.

My Holiday: How to claim holiday pay (Calculate & Retain only)

To claim holiday pay, select 'Claim'. Then select the amount you wish to claim as a value.

Leave the Consultant field as 'Default Consultant'.

Once saved, this will display an updated screen showing funds claimed and available. This claim is then sent through to be approved for payment in the next payroll.

The cut-off for payment on Friday is 12:00 on Tuesday.

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HOPE THIS HELPS!

Check out our website for more resources and career advice.

GO