

Payroll Information:

Revenue Contact Details:

Revenue Employee Helpline 01 7383636

Revenue Email: Sign into MY ACCOUNT on Revenue Website

ISM Payroll Contact Details:

Payroll Queries Email: Catherinespollen@ism.ie or Edelwhyte@ism.ie (Quote your Employment Ref. No. which can be found on your payslip)

ISM Employment Agency Employer PAYE Registered No. 0080484D

Timesheet Rules:

You are paid on a back week basis.

Your working week is Monday to Sunday (Note for some Client Companies the working week is Sunday - Saturday). At the end of each week, you will need to present your time sheet to the Client Company to confirm hours/days worked (confirmed by way of signature).

Once you have got your time sheet signed, we would ask that you post/email your time sheet to us ASAP to reach our office by no later than 10am every Tuesday (Please note that a late timesheet will result in payment not being made until the following Friday).

On receipt of completed time sheet, you receive a wageslip by email (Tues/Wed) and will be paid every Friday directly into your bank account.

Please Note: In many cases the Client Company will email your Hours/Days worked directly to ISM each Monday/Tuesday. However, we would request that you keep a note of your hours/days worked.

Useful Payroll/HR Links:

www.citizensinformation.ie www.workplacerelations.ie