



BSS
New
Starter
Information



Welcome

On behalf of us all here at BSS, we want to welcome you to our team and hope that your time with us will be rewarding and enjoyable. As an employment agency, we are only as good as the people who work with us. Without excellent people, we could not give the high-quality service that we provide and have provided it for the past 15 years.

As you commence your career with us there are a few things you need to know which will help to ensure smooth and timely payments to you

Information we need to pay you



— If you have not already completed the new starter payment form online please do so as soon as possible. We will not be able to process payment to you without having your correct bank details and PPSN

+ [New Starter Form](#)

Revenue

— You should contact the Revenue Commissioners online or contact your local tax office by phone and inform them that you have taken up employment with BSS Subcontractors Limited, tax registration number 3265122AH. You should allocate your tax credits and allowances to your employment with us, as this will maximise your net take home pay.

+ [Revenue Online](#)

— Submitting Timesheet

You will be sent login and access details to our timesheet portal on Friday of your first week. This will enable you to submit the hours you worked for the week. The portal will open on Friday afternoon after 4pm for submissions of hours worked for that week. All hours should be submitted by Monday 9 am to ensure payment is made on time.

+ [Our Timesheet Portal](#)

Payments and Payslips

— Payment details are sent from our bank Thursday afternoon and should be in your bank account on Friday morning.

Payslips will be emailed to you on the Friday. All payslips are protected by a password and you will be given a unique PIN to enable you to view your payslip.



Need to query Hours Worked

— If you have any queries regarding your hours, you should contact timesheets at 085 8064692 or email at timesheets@buildstaff.ie

+ [Email Timesheets](#) | [Call Timesheets](#)

Need to query your Pay

— If you have any queries regarding your pay, you should contact payroll at 086 8709240 or email at payslips@buildstaff.ie

+ [Email Payroll](#) | [Call Payroll](#)

Anything Else

— All other queries, you should contact your recruiter



Thank you for choosing to work with BSS Building Staff Solutions and we look forward to working with you on an ongoing basis. We have continuous jobs coming in so when your current one is close to finish let us know as soon as you do and we will work on getting a new position with a different contractor.