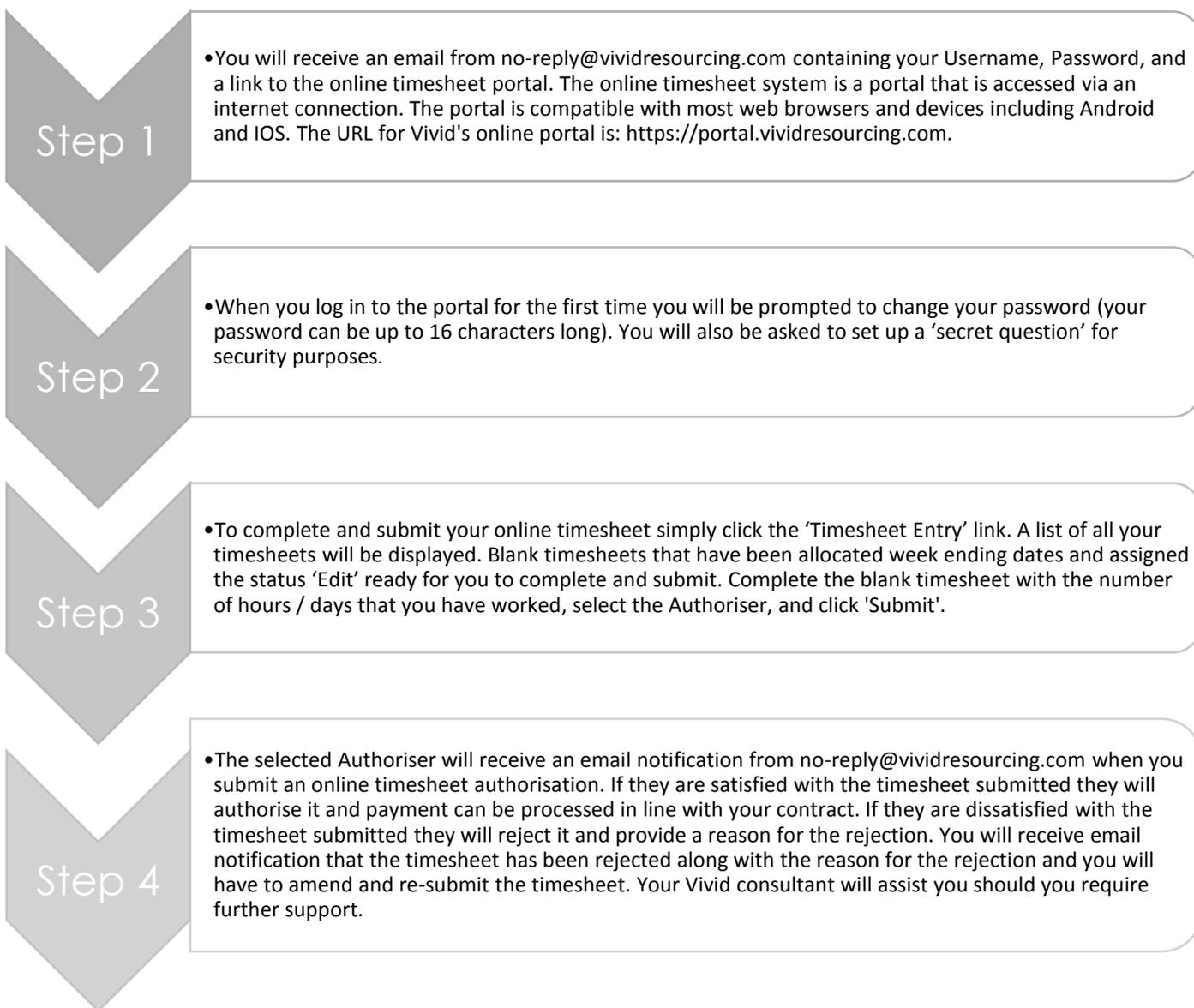


HOW IT WORKS AT A GLANCE

A Step-by-Step Guide to Vivid Resourcing's online timesheet system for **Contractors that are paid via an Umbrella company.**



WHAT ARE THE DEADLINES?

The deadline for online timesheets to be submitted by a Contractor and approved by the Authoriser is Monday 12pm (GMT). Contractors should aim to submit their online timesheet at the earliest opportunity so as to give the Authoriser as much time as possible to approve it.

NEED HELP?

The contact details for Helpdesk support are:

(e) payroll@vividresourcing.com

(t) +44 (0)207 324 1915