



UNITEMPS

[www.unitemps.com](http://www.unitemps.com)

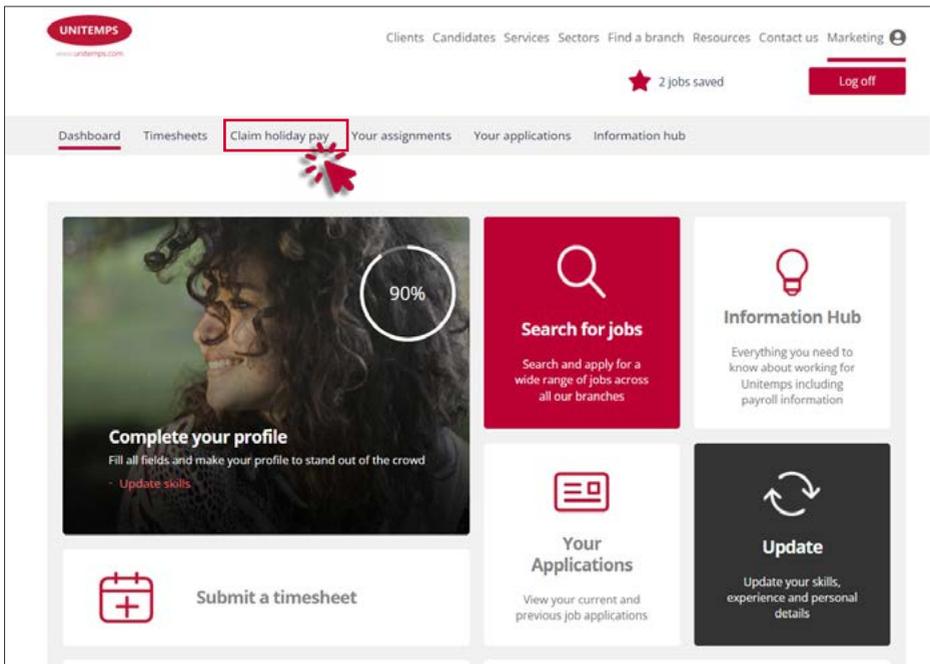
# How to claim Unitemps holiday pay

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# How to claim Unitemps holiday pay

Holiday pay is calculated by the number of hours worked multiplied by the holiday pay rate of a particular assignment. Holiday pay is an additional pay rate to your standard wage, which accrues as its own entity and is available to claim through the Unitemps website.

To claim holiday pay, login to your Unitemps account and click 'Claim holiday pay'.



The screenshot shows the Unitemps website dashboard. At the top, the Unitemps logo is on the left, and navigation links for Clients, Candidates, Services, Sectors, Find a branch, Resources, Contact us, and Marketing are on the right. A red star icon indicates '2 jobs saved', and a 'Log off' button is visible. The main navigation menu includes Dashboard, Timesheets, Claim holiday pay (highlighted with a red box), Your assignments, Your applications, and Information hub. Below the navigation, there are several interactive cards: 'Complete your profile' (90% complete), 'Search for jobs', 'Information Hub', 'Your Applications', and 'Update'. A 'Submit a timesheet' button is also present at the bottom left.

Once you are on the holiday pay section, you will see a list of holiday pay that you have accrued. Holiday pay accrual is dependent on authorised timesheets and is treated per assignment.

The table on this page displays the assignment reference, assignment title, available holiday pay (this is the amount currently outstanding), holiday pay taken (what has already been requested on the website) and a button to request holiday pay.

If you would like to request holiday pay for an assignment, click the **'Request'** button. You can request holiday pay for more than one assignment at a time. You can click **'Cancel'** if needed.

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Clients Candidates Services Sectors Find a branch Resources Contact us Marketing

★ 2 jobs saved Log off

Dashboard Timesheets **Claim holiday pay** Your assignments Your applications Information hub

### Claim holiday pay

To claim your holiday pay select the assignments below and click 'Confirm'.  
If you would like more information regarding holiday pay, please read your branch's Holiday Pay Guide which can be accessed from here.

Ref	Title	Taken	Requested	Available	Request
955368	Testing job	-	-	£67.50	Request
911177	Tester for website test	-	£20.00	-	

Displaying 1 to 2 of 2

Your holiday pay will be paid to you in line with the timesheet deadlines for your branch

View holiday pay history Confirm Total: £0.00

After clicking **'Request'**, you will see the total amount of holiday pay you are requesting on the bottom right. If you are happy with this total, click **'Confirm'**.

Confirming will mean that the holiday pay you have accrued for that assignment, up until the point you requested it, will be processed for the next available payroll. Please note you are unable to claim partial amounts of holiday pay.

To claim your holiday pay select the assignments below and click 'Confirm'.  
If you would like more information regarding holiday pay, please read your branch's Holiday Pay Guide which can be accessed from here.

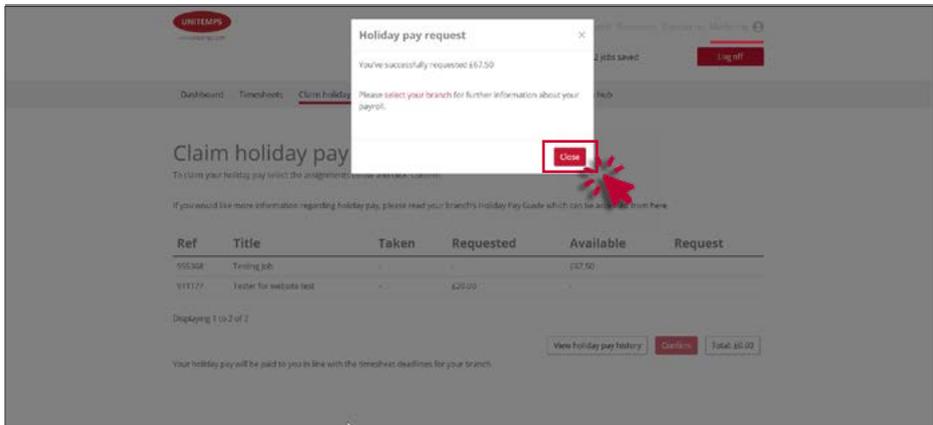
Ref	Title	Taken	Requested	Available	Request
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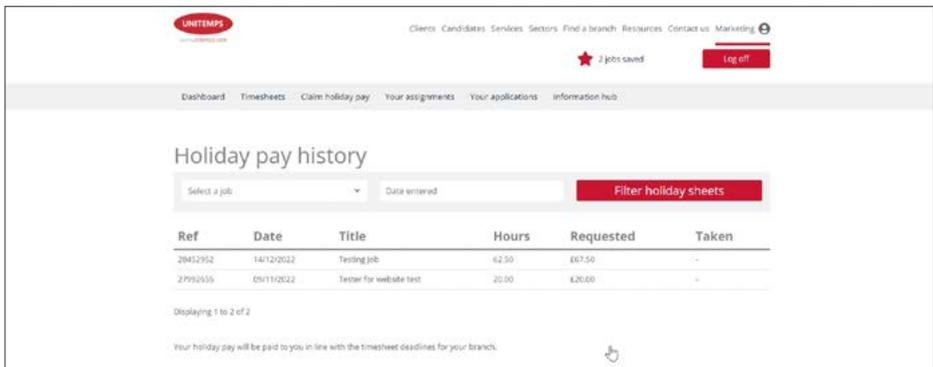
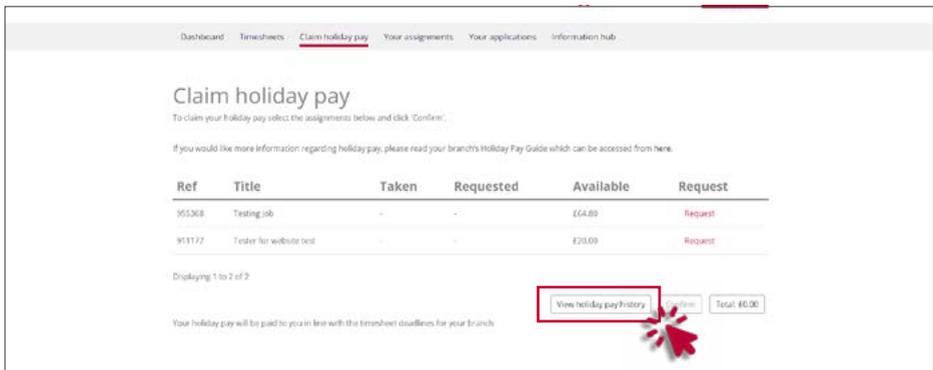
Your holiday pay will be paid to you in line with the timesheet deadlines for your branch

View holiday pay history Confirm Total: £67.50

Once you have clicked **'Confirm'**, a message will pop up to say you have successfully requested holiday pay.



You can click **'View holiday pay history'** to see how much holiday pay you have requested and how much you have taken.



## **Deadlines for claiming holiday pay**

The deadlines for requesting holiday pay are the same dates as those for submitting timesheets for a particular payroll. For example, if you would like to receive your holiday pay as part of the December payroll, the deadline for requesting it is the same deadline for submitting your timesheets for December.

You can view the deadlines on your branch's [Information Hub](#) on the website.

## **End of holiday years**

You can view your branch's holiday year dates on their [Information Hub](#) page on the Unitemps website. It is your responsibility to ensure that all holiday is requested and taken within the correct leave year to ensure that it does not expire.

If you have any problems requesting holiday pay, please get in touch with your branch using the [contact details on our website](#).



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