

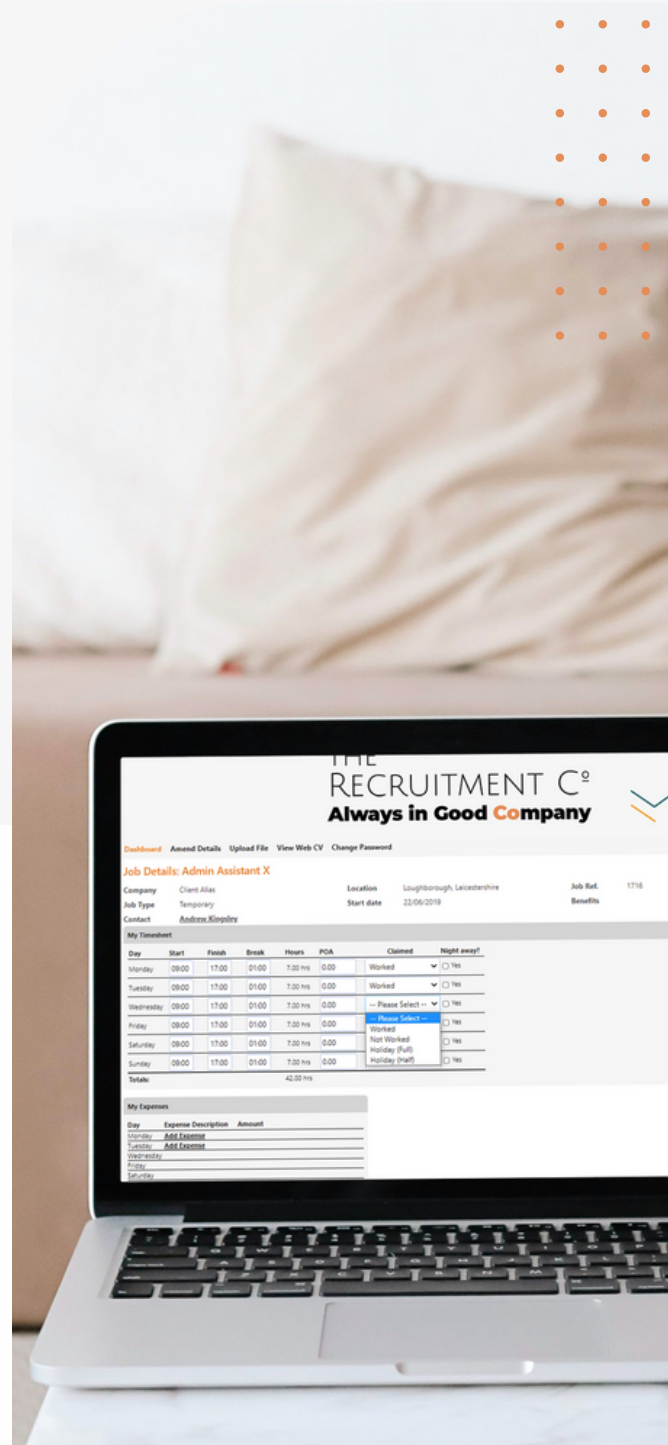
ONLINE HOLIDAY REQUESTS APP UPDATE.

We are delighted to bring a new development in our App and online timesheet portal. Everyone on the VMS system can now make a request for paid holiday leave via the app/online.

- ✗ Removal of paper holiday request form
- ✗ Remove the need to scan holiday requests to us
- ✗ Remove current risks in paper led process

NEW & IMPROVED PROCESS FOR PAID HOLIDAY REQUESTS:

- ✓ Prior to inputting your leave request online, continue to always check with your line manager that your intended leave can be accommodated at your place of assignment.
- ✓ In your online timesheet you will see an option for the following; worked / not worked / paid days holiday / paid half days holiday. Please select the correct action for each day.
- ✓ You must not claim weeks in advance only within the current timesheet week.
- ✓ Your manager will continue to view your 'worked' hours claimed for approval.
- ✓ It is your responsibility to manage your holidays, ensuring you have sufficient leave accrued to cover any Annual Leave Requests, you can view your current holiday balance on your personal pay portal.



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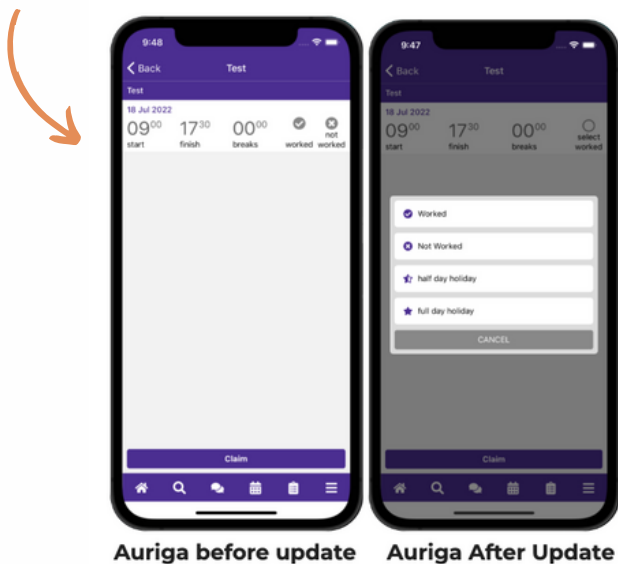
I don't see the update in my Auriga App?

Please take the following action:

Change your settings to 'auto updates' this will ensure your Auriga app is updated as quickly as possible. Alternatively search for app updates on your device. This may take a few days depending on your device but it will work on both Android and Apple mobile phones.

UPDATE: The Auriga app is now available as a platform to book holidays online. Please be aware that depending on your own 'device updates settings' you may see this change available at a different time to your colleagues.

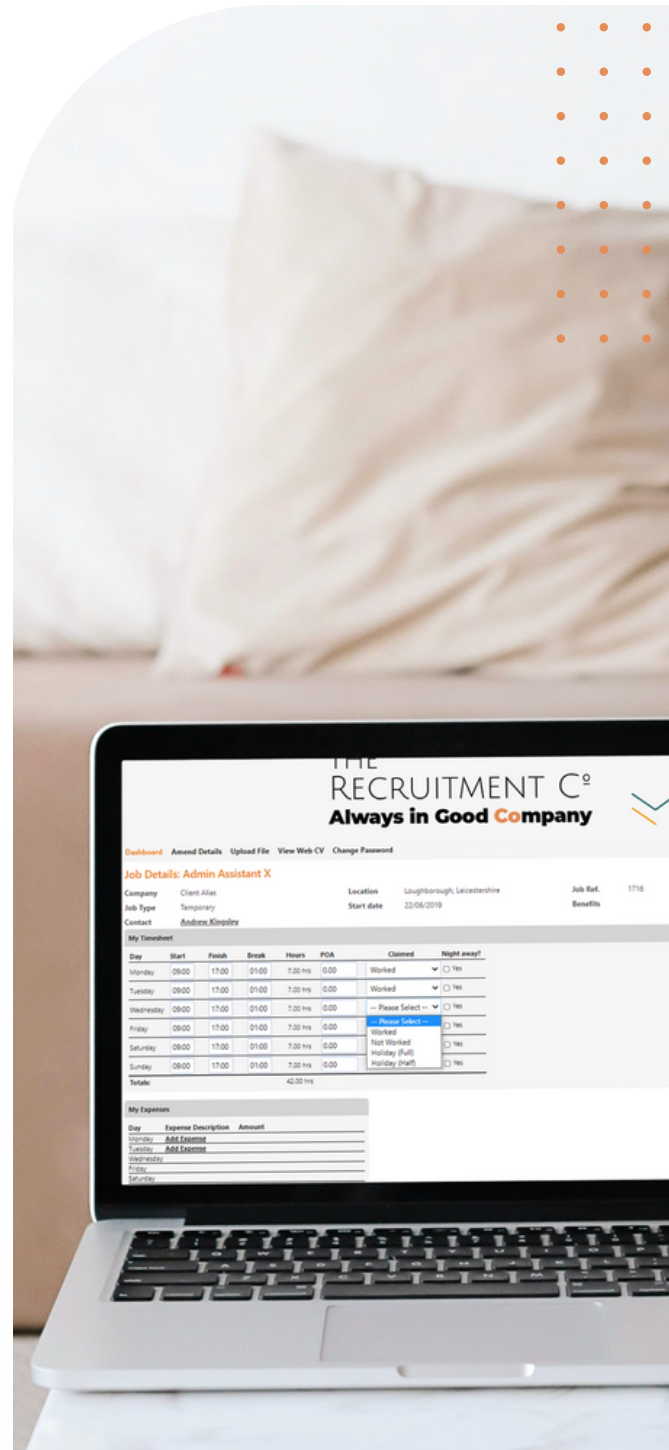
Please see the image below of what to expect.



Any questions at all please do not hesitate to get in touch with your dedicated Consultant or email:

nicsteam@therecruitmentco.uk

THE
RECRUITMENT C^o
ALWAYS IN GOOD COMPANY



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