



The IP FAQ Document

Have a query on holidays, pay, timesheets? Then just @sk:
Email gskips@srg.co.uk or call 01582 692564

How much holiday do I accrue throughout my industrial placement?

The holiday year runs from 1st January to December 30th and all holiday has to be used in the relevant holiday year. IP's accrue approximately 0.5 days for each week that is worked. It is important to book all bank holidays off on the MySRG holiday portal and save holiday for the Christmas shut down period.

Can I change or delete my own holiday?

All holiday changes/cancellations have to be requested to gskips@srg.co.uk who will contact you within 48 hours of your email.

Do I have to book off my own bank holidays?

Yes - you will need to book off all of your bank holidays via the MySRG holiday portal. If you do not book these days off in advance, there is likely to be a delay in payment. Please note that you can book these dates off afterwards and still be paid for them.

What do I do if I am off sick?

If you are unwell and cannot attend work, you need to make your line manager and SRG aware, so that we can keep track of this. It is important to inform your line manager as they will be expecting you at work. Ask your line manager for their contact details on your first day.

You should let us know each day that you are off and when you return to work. If your sickness is over three days you may be entitled to Statutory Sick payments. Please contact gskips@srg.co.uk for more information on this.

How do I update my personal details with SRG?

It is really important to ensure SRG have your most up to date information. If you change address or use a new email account, please ensure you give these details to gskips@srg.co.uk to update.

Do I have to pay tax throughout my placement?

As a student on placement, you will earn over the threshold to pay tax and national insurance. HMRC will make these deductions each week from your pay. It is important to be aware that tax deductions are based on your previous work history and will be different for each person. For queries on tax please contact HMRC - 0300 200 3300.

When does my timesheet have to be authorised by?

SRG advise all timesheets to be submitted on Fieldglass by 12pm on a Friday and approved by your line manager by 5pm on a Monday. If your timesheet is not submitted and authorised on time, pay will not be guaranteed for that week.

Do I have to contribute to my pension?

Legally all employers have to enroll you into a pension scheme. If you are an industrial placement student, who is over the age of 21 and has been on assignment for 12 weeks, you will be opted in to your pension scheme. You can choose to opt out within 3 months by contacting Now Pensions 0330 100 3334.

What is enhanced holiday?

IP students are entitled to enhanced holiday throughout their placement. To ensure equality between permanent and temporary workers. GSK will pay you for an extra 6 days annual leave. You will see this as 'enhanced holiday' on your payslip.

What do I do if my manager cannot authorise my time sheet?

If your manager is on holiday or is unable to authorise your timesheet, you will have a secondary approver set up for this. SRG can assist if you do not know who your delegate approver is. Please give us plenty of notice time before you need your timesheet approved for this.

What is GDPR and what do I need to do?

GDPR is a compulsory regulation which must be observed by everyone at SRG -to which must be upheld when processing our candidates data.

When you start working for SRG we will send you an email to give your consent for us to be able to contact you whilst on assignment. As we are your employer we will need to contact you:

Via phone: This is generally the first way SRG will contact you to respond to a query. If you respond ASAP it would be most appreciated.

Via email: We send your payslips via email!

Via SMS: In emergency situations e.g site closures, we would contact you via text out of hours