

VHR LTD AND CYP PAYROLL FAQ'S

1 When can I expect to be paid?

Assuming that an approved timesheet is submitted, and we have the correct bank details. You should receive payment in your account by Friday.

2 I have a query regarding my payment, what do I do?

Please email your query to your assigned VHR account manager or invoices@v-hr.com upon receiving your remittance details.

3 I want to change my bank details for payroll?

Please email your proof of bank details alongside the change of bank details form to your assigned VHR account manager.

4 When should my timesheet be submitted by to be paid on time?

All timesheets should be sent invoices@v-hr.com by Tuesday 12pm, to receive payment in your account by Friday.

5 I haven't received my remittance advice / payslip yet.

Please email VHR Invoices invoices@v-hr.com and someone will get back to you.

