

Student Ambassador – How to Register with Unitemps

Who are Unitemps?

Unitemps are the new recruitment agency based at De Montfort University. At Unitemps we help find students part time and temporary work, both on University campus and with commercial companies. Our service operates online, so you can register for work and apply for jobs at www.unitemps.co.uk

Where are Unitemps Based?

The Unitemps office is based in the new student gateway, gateway house, De Montfort University. We are situated on the ground floor next to the reception area.

How do I register?

- Visit www.unitemps.co.uk and register your details online. Please ensure you have also uploaded your CV as an RTF file, by clicking on my details.
- Once you are registered you will need to visit the Unitemps office with your Bank details (Sort code and Account Number), National Insurance Number, Passport/Visa or Extended Birth Certificate. We cannot accept any other form of ID as this does not prove your eligibility to work in the UK.
- Unitemps can now book you into the job, and this will appear on your Unitemps online account if you click on 'current Jobs'

How do I input my online timesheets?

- Log onto the Unitemps website www.unitemps.co.uk
- Click on Timesheets
- Click on the current Job
- Click Create New timesheet
- Enter in the hours worked, and select the week ending date at the top (This will always fall on a Sunday.)
- Click Submit timesheet

When will I be paid?

Unitemps at DMU runs a monthly payroll on the 8th of every month. Any full weeks' work completed and approved by your manager before that date will be paid to you on the 25th of each month. In the instance that the 25th falls on a weekend or bank holiday, you will be paid on the working day prior to that.

Payroll Queries

In the first instance, you should check your payslip as the majority of queries can be resolved when you open your payslip and are able to see the wage breakdown. If you have any further queries please call the Unitemps office on 0116 207 8351 or email unitemps@dmu.ac.uk

Contacts at Unitemps

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