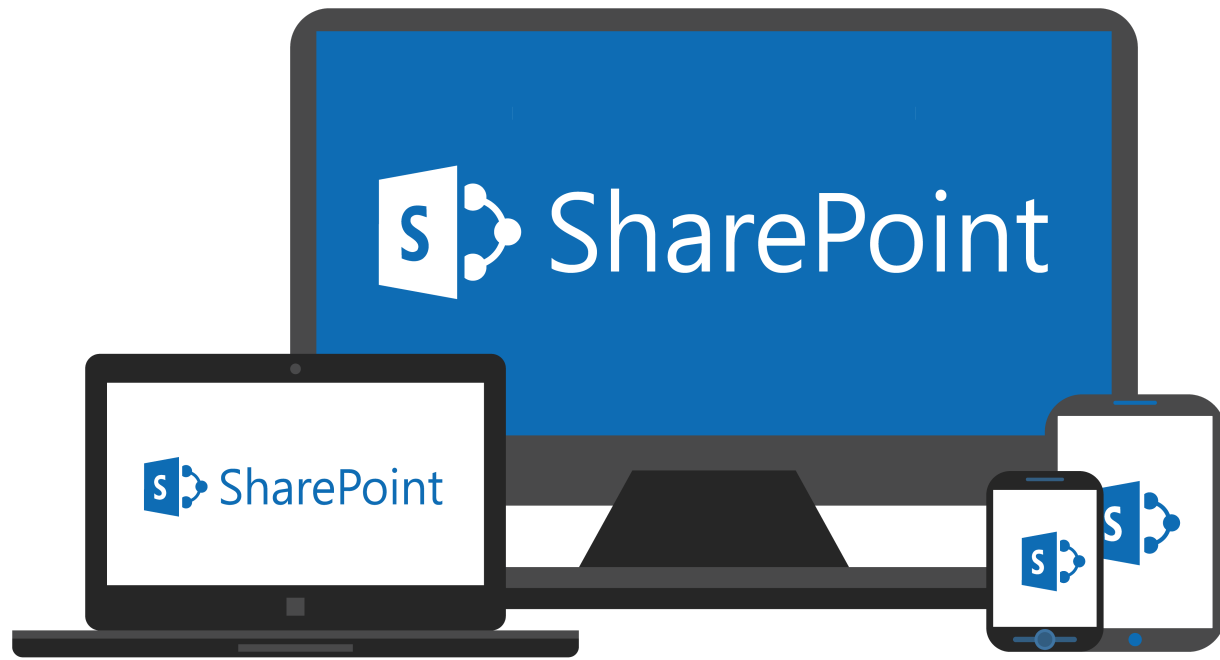


Tuesday Titbits

Get the latest updates from Project Partners



The Project Partners SharePoint

You'll all be aware that we have now completed our IT migration and are successfully working with our new provider HardSoft.

So our next steps were to build out our new SharePoint page to pull together all internal documents into one easily accessible location. We just have some final tweaks to make but you'll have the links shortly!

There will be two different pages: one for Contractors and another for Permanents.

For Contractors

The Associate Partner page will consist of the new and updated Welcome pack, along with links on how to claim expenses and complete timesheets. There will also be links to our Health and Safety and Diversity & Inclusion Policy along with a guide to help Associate Partners enhance their LinkedIn profiles.

For Permanents

The Permanent Partner page will have the Welcome pack along with links to guides on how to claim expenses, the ADP payslip application, Holiday booking system, expenses, Health and Safety and the Diversity & Inclusion Policy, along with a guide on how to enhance your LinkedIn profiles. There will also be a list of benefits for London and Edinburgh and details of how to apply, and a Practice Management section which will be updated with courses for learning and development.

Stay tuned for links to the new site.

In the meantime, here is the Welcome Pack

[Open the Welcome Pack](#)

And here are the links to the other documents mentioned in the Welcome Pack

[Holiday Booking System \(Permanent Partners\)](#)

[Accessing Payslips \(Permanent Partners\)](#)

[Zoho Expenses Quick Guide \(Permanent Partners\)](#)

[Zoho Expenses Submitters Manual \(Permanent Partners\)](#)

[Project Partners' Expenses Policy](#)

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