



SERVICE CATALOGUE

Have a question about any internal matter at Inspired Testing?

Get fast and effective assistance by contacting the right people for the job!

Save this handy contact sheet to your desktop for quick reference.

Contact the **HR team** or your **Delivery Manager** if you have any more questions.

We are here to help.

IMPORTANT REMINDERS

- Timesheets logged daily and weekly submission of timesheet
- Overtime (per-approved) logged in Cadence
- Logging of leave (all types) via Cadence
- Receive approval for all expenses prior to purchase

HUMAN RESOURCES

HR@inspiredtesting.com

- Inspired Testing asset requests/ arrangements (not client assets)
- Onboarding new starters
- Offboarding / final day
- Inductions - new starts
- BambooHR queries – access, password resets
- SAGE – access, password resets
- Contracts / Confirmations of employment/ Letter of Employment
- Salary Increase letters
- Benefits enquiries – Discovery, Allan Gray, YuLife, Vitality (Onboarding and Offboarding)
- Policy related questions

SA PAYROLL

inspiredtestingpayroll@inspiredtesting.com

- Payslip requests
- Payroll inquiries – deductions, salary
- Request for statutory compliance documents UI19, IRP5's
- Create SAGE profiles for new starts – provide access
- Sage 300 claim enquiries
- Confirmation of payroll deadlines

UK PAYROLL

HR@inspiredtesting.com

- Payslip enquiries

IT SUPPORT

itsupport@inspiredtesting.com

- IT issues (access, faulty equipment, stolen equipment)

FINANCE TEAM

finance@Inspiredtesting.com

- Payment of vendors
- Request for payment of Subsistence / Travel allowances
- Debtors invoicing queries
- Travel Arrangements
- Consultant Role and Responsibilities Management

DELIVERY MANAGERS

DeliveryManagers@Inspiredtesting.com or direct your query directly to your DM

- Cadence Claim enquiries (UK only)
- Leave balances, leave types (maternity/ sick/ family etc)
- Approval of overtime and overtime queries
- Expenses approval
- Leave communication and approval
- Client related matters
- Consultant Role and Responsibilities Management

DELIVERY SUPPORT

portal@inspiredtesting.com

- Cadence log in issues/ password resets
- Timesheet assistance/ errors
- UPS orders (SA only)

LEARNING, TRAINING, LMS QUERIES

training@Inspiredtesting.com

- Training related and career road maps

WELLNESS

South Africa:

Toll-free line: 0800 214 773

Free USSD: *134*212#

- Utilise ICAS as part of our wellness program

United Kingdom:

- Utilise Vitality GP as part of our wellness program: (access Vitality GP app and select Mental Health Support – Start a Booking)