

## timesheet & payroll procedures

- Every temporary employee at people2people is paid weekly
- Our pay week is the standard Monday to Friday.
- We use online timesheets which must be submitted and approved by an authorising Manager by 9am Monday at the latest. Failure to submit by this time means **will not be paid**. It is your responsibility to get your timesheet approved by the relevant Manager.
- Instructions for how to complete online timesheets can be found here:  
[http://www.people2people.com.au/candidate\\_services/timesheets.php](http://www.people2people.com.au/candidate_services/timesheets.php)
- Payroll is processed every Monday. You should receive payment into your nominated account the following day however we can not guarantee this; it will depend on when your bank allocates funds.
- Payslips will be forwarded by email. Should you require a hardcopy payslip please inform your consultant.

### what should I do if I can't get my timesheet submitted or approved?

You should contact the consultant who placed you in the temporary assignment straight away. If you cannot get hold of them, please call Kaden Kennedy on (02) 8270 9700. In many circumstances we can make arrangements to solve any problems; but it is important to contact us as early as possible to facilitate this. Alternatively you can fax an approved timesheet to (02) 9299 2172, or scan and email to: [kaden@people2people.com.au](mailto:kaden@people2people.com.au)

## superannuation

Superannuation will be calculated at 9% of your gross earnings and will be paid into your nominated fund on a monthly basis should your monthly earnings exceed \$450. You must nominate either your own superannuation fund OR select one of the people2people default funds **before** your first timesheet is processed.

Please complete the following and return to your consultant:

### bank account details

|                  |
|------------------|
| bank name:       |
| bsb:             |
| account number:  |
| account name:    |
| tax file number: |
| signature:       |

### superannuation details

If you would like to select one of the people2people default superannuation funds, please select the appropriate box below:

RecruitmentSuper

for information please visit their website at:

> <http://www.recruitmentsuper.com.au/recruit>

BT Lifetime Super

Employer Name: People2People

Employer No: 14923578 Category: 2

> [BT Lifetime Super - Employer Plan](#) (web link)

If you choose to nominate another fund, please complete the [SuperChoice Form](#) (web link) and return to our offices before your first timesheet is processed.