

TIMESHEET AND 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 12pm Monday at the latest. Failure to submit by this time means you 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/assets/pdf/cdt-instructions.pdf>
- 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) 9114 8059. 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@onsiite.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:	_____
A/C No:	_____
A/C Name:	_____
Signature:	_____

Superannuation Details
If you would like to select one of the people2people default superannuation funds, please select the appropriate box below:
<input type="checkbox"/> RecruitmentSuper find details at: RecruitmentSuper
<input type="checkbox"/> BT Lifetime Super Employer Name: People2People Employer No: 14923578 Category: 2 Web: BT Lifetime Super - Employer Plan
If you choose to nominate another fund, please complete the SuperChoice Form and return to our offices before your first timesheet is processed.