

**PLEASE ENSURE YOUR TIMESHEET IS SUBMITTED BY 5PM**  
**MONDAY**

- It is your responsibility to ensure your timesheet is signed by your host and submitted to Smart Employment Solutions on time.
- You must notify the office for each Sick Day / RDO / Annual Leave Day.
- Pay rates and Conditions are in accordance with the appropriate Award and/or Agreement.
- Please contact your Employment Consultant as soon as you know your current job is finishing so you can be reassigned.
- Please write on your timesheet when there are only 5 left and Payroll will issue you with a new book.

**PAYROLL FAX NUMBER 07 3209 1771 OR**  
**EMAIL [payroll@sesat.com.au](mailto:payroll@sesat.com.au)**