

MONDAY TO SUNDAY TIMESHEETS

**YOUR TIMESHEET MUST BE SIGNED BY YOUR HOST AND SUBMITTED TO
SMART EMPLOYMENT SOLUTIONS BY 5PM MONDAY.**

- ❑ It is your responsibility to ensure your timesheet is signed by your host and submitted to Smart Employment Solutions on time, **5pm MONDAY**. Take ownership of this role. **Failure to do so will result in not being paid until the following week.**
- ❑ **You must notify the office for each Sick Day / RDO / Annual Leave Day/Rain Day. Or you will not be paid.**
- ❑ Pay rates and Conditions are in accordance with the appropriate Award and/ or Agreement.
- ❑ **Please contact your Employment Officer as soon as you become aware your current placement is finishing so you can be reassigned to a new Host Employer.**
- ❑ Please write on your timesheet when there are only 5 sheets left and Payroll will issue you with a new book, or you can download timesheets from the SESAT website.
- ❑ Take a clear photo of your Host signed timesheet (in its entirety) and email through to our office: payroll@sesat.com.au.

FAX NUMBER – 07 5502 2368

(Preferred) PAYROLL EMAIL – payroll@sesat.com.au

PAYROLL MOBILE (for MMS submission) – 0411 120 691