



Information and Guidelines for Temporary Staff

Welcome to the Temporary Division of O&P Recruitment. As an employee and representative of O&P Recruitment we feel confident that you will leave a lasting impression with our clients through your professionalism, ethical approach, good attitude, efficiency and enthusiasm.

PAY WEEK

The pay week is from Monday morning to Sunday evening. To ensure that you are being paid correctly and for the payroll to be processed we must receive your completed and signed timesheet by 2.00pm Friday. Timesheets can be either faxed through to 9212 2944 or scanned and emailed to resumes@oandprecruitment.com.

TIME SHEET

On completion of your timesheet, please photocopy the original and have the client sign both copies. One copy is to remain with the client and the other copy (with an original signature from both the client and yourself) to be faxed to O&P Recruitment. A separate timesheet is required for each assignment and for each pay week or part thereof. Timesheets must be completed in full, displaying hours for each day (deducting lunch breaks), total hours for the week and overtime, if applicable.

PAYMENT

Providing we have received your timesheet complete and on time your pay will be direct deposited into your bank account where possible on the following Monday (please note that your bank may take up to 48 hours to process this direct deposit). Otherwise a cheque may be collected or mailed to you on Monday (please notify us immediately of any change of address). If Monday is a public holiday, payroll is processed the following day.

TAX DECLARATION FORM AND TAX FILE NUMBER

It is essential that you return your form as soon as possible. We assume that you have a tax file number for up to 28 days, if we have not received your tax file

number within 28 days we will automatically deduct 48.25c in the dollar as directed by the Australian Taxation Office.

HOURS

Hours will vary depending on the nature of the client's business or needs. In most cases they will be the normal hours of the client's office. We will be notified of the hours prior to accepting the temporary position.

ILLNESS/NOT AVAILABLE

If you are ill and not available to commence an assignment, please call us ASAP on 0404 888 791 so we can find a replacement. Or, if you are not available to temp for a particular period please contact us. We suggest a call every Friday to let us know your status for the following week.

PERFORMANCE PROBLEMS

Please contact O&P Recruitment immediately if you are unable to meet any requirements of any assignment so we can address the matter with the client.

CONFIDENTIALITY

Your telephone number or address will not be released to anyone whilst you are on assignment, but we will relay messages to you if required.

TEMPORARY BOOKINGS

All temporary bookings must be made through the offices of O&P Recruitment. If a client requires you for an extended period or to return at a later date, please ask the client to telephone us – it would be appreciated if you could also telephone us in case the client forgets.

PERMANENT PLACEMENT

Many temps are offered permanent positions whilst on assignment – **YOU ARE FREE TO ACCEPT IF YOU SO DESIRE, HOWEVER WE ASK THAT YOU PLEASE NOTIFY US IMMEDIATELY.**

SUPERANNUATION

Superannuation funds will be paid if your ordinary time monthly earnings are in excess of \$450.00. For further information speak to us.

WE LOOK FORWARD TO AN ENJOYABLE WORKING RELATIONSHIP, WELCOME!