

## Superannuation

Under a Labour Hire Agreement, Sole Trader's / Individuals, Hourly rate is inclusive of Superannuation Guarantee levy. SGL is deducted prior to gross weekly income being taxed under PAYG. Contractors operating as a Partnership, Trust or Incorporated are responsible for their own SGL.

Your superannuation is calculated at 9% of Gross wage. For example \$25.00/hr base rate+ SGL 9% (\$25.00\*.09=\$2.25/hr).

· Therefore Hourly rate = \$27.00/hr. .. 9% GST is deducted for the first 40 hrs work per week.

## Payment summary - Labour Hire Payments.

Commercial Design Consolidated (NSW) Pty Ltd will issue you with a Payment summary at the end of the financial year, stating your gross earnings and tax paid during your employment with us.



## Candidate Induction Checklist

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Please tick the appropriate box:

**Completion of timesheet explained**  Yes  No  N/A

**How and when timesheets are collected**  Yes  No  N/A

**Payment of wages and method of calculation explained**  Yes  No  N/A

**Who to contact if running late or absent for work explained and understood**  Yes  No  N/A

## Contractor Agreement understood and signed

I hereby acknowledge receipt of a Commercial Design Consolidated (NSW) Pty Ltd Orientation Handbook, and agree to abide by the terms and conditions of my employment.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



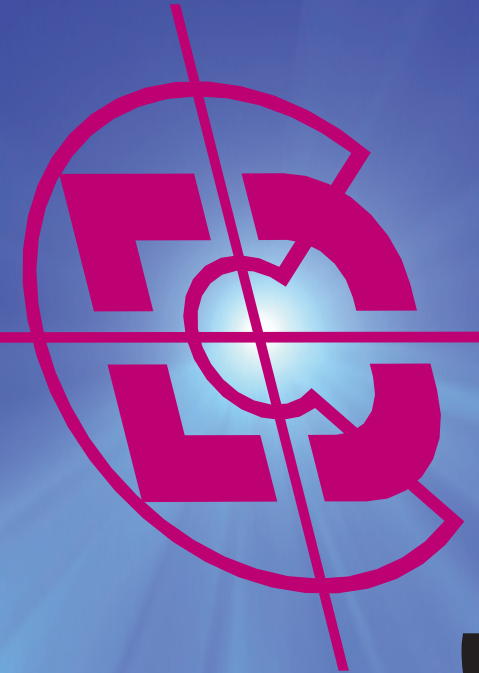
## Commercial Design

CONSOLIDATED (NSW) PTY LIMITED

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# Getting paid...

# Commercial Design



We would like to take this opportunity to thank you for choosing to work for us, and we hope you will enjoy every assignment Commercial Design Consolidated (NSW) Pty Ltd offers you.

As a representative of Commercial Design Consolidated (NSW) Pty Ltd, we respect a professional appearance, flexible attitude and 100% commitment from all our contractors. These attributes are the ingredients that make our contractor workforce so successful, this in turn provides you the opportunity to work within a wide variety of industries and organizations, as a respected Commercial Design Consolidated (NSW) Pty Ltd contractor.

## Getting Paid

As a Commercial Design Consolidated (NSW) Pty Ltd contractor you will be paid an agreed hourly rate whilst on assignment (this rate may vary between assignments). Payday vary, contact administration for your specific payday. Your earnings will be paid either by cheque or electronically banked into your nominated account.

Invoices are required to be supplied with each time sheet.

**Sole traders/ Individuals** need to supply Commercial Design with their own personal Tax File Number (TFN) - under a Labour Hire Agreement sole traders/individuals cannot use their ABN and GST if so registered. Net amount will be after deduction of SGL and PAYG.

**Incorporated businesses, Trusts and Partnerships** are to issue Tax invoices with their ABN and GST registered numbers plus 10% GST of Gross invoice value. The Gross plus GST will be paid.

**Incorporated businesses, Trusts and Partnerships** if requested are to produce Certificate of Currency for Public Liability and Work Cover insurances.

It is strongly recommended that both Sole traders/ Individuals & Incorporated businesses, Trusts and Partnerships take out INCOME Protection insurance.

## Timesheets

You are responsible for recording your hours worked each week on a Commercial Design Consolidated (NSW) Pty Ltd timesheet.

Some important things to remember:

- Pay week as nominated by Commercial Design's Administrations Dept.
- Pay days are Tuesday's or Thursday's
- Originals of Timesheets must be handed to your workplace supervisor for signing, signed original supplied to Commercial Design Consolidated (NSW) Pty Ltd by 9.00am Monday with Invoices.
- Late timesheets will not be paid until the following week.

Unclear or unsigned timesheets will not be paid (until corrected).

## How to Complete a Commercial Design Timesheet

It is critical that ALL necessary information is entered accurately and legibly, and that your timesheet is signed by your supervisor to authenticate hours worked.

If there is information missing, or your timesheet is hard to read, this slows down the payroll process and may cause incorrect amounts being paid to you (or no pay at all!).

There are three copies of a timesheet and these are as follows:

- The top copy (white) is the contractor's copy.
- The middle copy (blue) is the Clients copy.
- The bottom copy (yellow) is copy supplied to Commercial Design with Invoice.

We require you to ensure that the yellow copy reaches our office for processing, and this can be done in a few different ways:

**FAX** Your timesheet to us on (02) 9439 2299

By end of each fortnight, supply originals of Time sheets and Invoices to Commercial Design Consolidated (NSW) Pty Ltd.