



"Find a job you enjoy doing, and you will never work another day in your life"



FINDMEA – PAYROLL PROCESSES AND INFORMATION

FINDMEA utilize several methods to ensure the accurate capture of your Time & Attendance at Client sites. Methods include, but not limited to:

- Online/Mobile timesheets, accessed via PC or Mobile Device
- Manual timesheets, printed timesheets
- Swipe cards, clients provide time and attendance record to FINDMEA

You will be advised on job deployment what time and attendance process applies for the site you will be working at.

Online/Mobile Time Sheets must be submitted through your Fasttrack Candidate Portal prior to 10.00AM Monday for the previous week.

Manual Time Sheets must be scanned and emailed to payroll@FINDMEA.com.au by 10.00AM Monday for the previous week

**FAILURE TO GET YOUR TIME SHEET SUBMITTED IN TIME,
MAY RESULT IN A DELAYED PAYMENT.**

Payment for hours worked is weekly and payment is deposited via EFT each Wednesday, depending on your bank processing time your pay should be available each Thursday. Please note for some Clients this may vary and where the payday is different you will be advised in your Summary Assignment Confirmation

Manual Time Sheets

A FINDMEA printed time sheet signed by both you and an authorized representative of the FINDMEA client to which you are assigned must be produced before remuneration can be made.

Online/Mobile Time Sheets

Once your application for employment with FINDMEA has been approved you will receive an email from FINDMEA providing you with a:

- Website link to your Candidate Payroll Portal
- Your initial Login Username and Password

Once you receive your email you will need to login, where you will be prompted to change your password and set up a security question.

Your personal Candidate Portal will provide you access to the following:

- Submit your weekly time sheets for approval
- Retrieve your weekly payslips
- Retrieve your Payment summary for your annual tax return
- View your work assignments with FINDMEA
- Update your contact details
- Update your work history
- Update your skills list
- Update your work availability



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Please read carefully and discuss with your FINDMEA Consultant if you have any questions regarding the following statements of acknowledgement;

- I understand that future payments may be adjusted if actual working hours or other details differ from information provided on authorised time sheets received by FINDMEA and I further agree to allow FINDMEA to deduct any overpayments from future payments.
- Payment to me by FINDMEA will be by electronic fund transfer to the bank account nominated by me on a weekly basis
- I will be paid in accordance with the award, or enterprise agreement or Australian Workplace Agreement that applies to the site I am working on and understand that this will vary from job to job. Pay rates applying will be advised with each job. Rates, Overtime, special allowances and conditions will be paid accordingly.
- Government legislation provides workers with Superannuation paid for by FINDMEA. I understand that my superannuation contributions will be paid in accordance with the legislation into the complying fund of my choice. If I make no election then it will be paid into Australian Super.
- On any assignment FINDMEA will pay me for a minimum of four hours unless I do not start work that day or leave the site of my own accord prior to the cessation of the work.