



**Company Contractor Checklist:**

- Company Contractor Details completed
- Copy of Company Registration
- Copy of Workers' Compensation Certificate of Currency
- Occupational Health and Safety Checklist
- Contractor Behaviour Guidelines signed
- Candidate Feedback Form completed

To ensure there are no delays with payment, please forward the above-mentioned paperwork within one (1) week of the contract start date.

Rev Sept 2010



Genesis IT&T Pty Ltd • ABN: 94 122 767 006  
Level 18, 25 Bligh Street, Sydney NSW 2000  
Tel: 02 9236 4500 • Fax: 02 9232 4999 • Internet: [www.GenesisIT.com.au](http://www.GenesisIT.com.au)





## WELCOME

Welcome to Genesis IT&T. We are delighted that you have chosen your next contract role through us, and would like to take this opportunity to outline our Contractor payment procedures.

### 1) Required paperwork

We are not able to pay a Contractor until we have the following paperwork on file:

#### **(a) If you are working through a company structure:**

- A signed copy of your contract, and any future contract extensions
- Your company bank account details for direct credit purposes
- A copy of your company Workers' Compensation insurance certificate
- A copy of your company registration certificate
- Your company's Australian Business Number (ABN) for GST purposes.

#### **(b) If you are a PAYE Contractor:**

- A completed Tax File Declaration form
- Details of a complying Superannuation Fund.

### 2) Timesheets

Timesheets are submitted using an online timesheet portal called TimesheetsOnline. The portal can be accessed via our website [www.genesisit.com.au](http://www.genesisit.com.au) or directly [www.timesheetsonline.com.au/genesisitt/](http://www.timesheetsonline.com.au/genesisitt/)

To set you up on the portal we would require your email id that you would like to receive any communication/notifications regarding your timesheets. We would also require the name and email of your primary approver.

In the first week of your contract you will receive login details to the timesheets online portal. Once you have received this email, please login to the portal which will automatically take you to your profile page. Details within this secure page are your personal details. At the moment we are only entering the basic details including but not limited to Client, Pay Rate, TFN (if being paid through our payroll system), ABN (if being paid through an ABN company). You will be asked to verify these details so we recommend that you have them on hand prior to logging in.

To ensure that your wages are paid to you correctly from the first scheduled payroll, please login to verify your data by the end of your first week or before your first payroll cycle.



Every Friday afternoon you will receive a reminder about submitting your timesheet. Once you have submitted your timesheet, your approver will receive an email notification showing your timesheet and the option to accept or reject. Once your approver has accepted or rejected your timesheet you will again be notified. Each online timesheet has a Explanatory Notes section which can be used for noting:

- Work done on the weekend
- Work done on public holiday
- Eligibility for certain allowances.
- Your start and end times If you are on a daily rate but your manager wants to see this information.

If you realise that you have made an error in a timesheet and the approver has not approved, you can ask the approver to reject it and you can re-submit. Alternatively, you can contact [info@genesisit.com.au](mailto:info@genesisit.com.au) or [accounts@genesisit.com.au](mailto:accounts@genesisit.com.au) and we will re-set the timesheet for you. However, if the Approver has already approved the incorrect timesheet you will have to contact [info@genesisit.com.au](mailto:info@genesisit.com.au) or [accounts@genesisit.com.au](mailto:accounts@genesisit.com.au) and we will re-set the timesheet for you.

### 3) Invoices

If you are working through a company structure you must submit a tax invoice with your timesheets. The tax invoice should contain your company name and ABN, the total number of hours/days worked, the hourly/daily rate, the total amount due and the GST amount shown separately or added in the total with the words 'GST included'.

### 4) Payments

Payments are made every two (2) weeks in the week following the date when the timesheets and invoices are due as per the Payment Schedule. Payments can only be made if the timesheets are received on time. For company contractors the tax invoice should be sent in latest by the Friday of the week when the timesheets are due. All payments are remitted to your nominated bank account on the Thursday and credited into your account overnight. **Please ensure you complete and return the enclosed Bank Account Details form.**

### 5) Communication

Please inform us if any of your details (address, phone numbers, email, bank details etc) change. Please also let us know if you are taking any periods of a week or more off work, so that we know that you will not be sending in a timesheet for that period. If you have any questions on pay related issues please contact the Payroll Department on **02 9236 4500**, or email your questions directly to [accounts@genesisit.com.au](mailto:accounts@genesisit.com.au).



**Company Contractor Information**

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

Address: \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_ D.O.B \_\_\_\_\_  
(optional)

Email for Timesheet Reminder \_\_\_\_\_

Company Name \_\_\_\_\_

ABN \_\_\_\_\_ Contact # for Accounts \_\_\_\_\_

Address: \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Email for Remittance Advice \_\_\_\_\_  
(if different to above email)

**Workers Compensation** Certificate Received [  ]

Insurer \_\_\_\_\_

Policy # \_\_\_\_\_ Expires \_\_\_/\_\_\_/\_\_\_

**Bank Details**

Bank Name \_\_\_\_\_

Account Name \_\_\_\_\_

Account Number: \_\_\_\_\_ BSB: \_\_\_\_\_/\_\_\_\_\_



**CONTRACTOR STANDARDS OF CONDUCT  
& BEHAVIOURAL GUIDELINES**

**Policies**

During the execution of the contract the Contractor acknowledges and agrees to be governed by the Customer's policies and rules. The Contractor acknowledges that it is the prerogative of the Customer to vary, change or terminate existing policies as well as devise and introduce new ones. Compliance and awareness of the Customers policies shall be the sole responsibility of the Contractor.

**Standards**

The Contractor acknowledges that they will have personal contact with customers, employees, visitors, and vendors of the Customer. Accordingly it is agreed that the Contractor shall meet high standards of appearance and demeanour, and shall at all times treat customers, employees, visitors and vendors of the Customer with courtesy and respect, as is appropriate to the environment and business of the Customer.

**Compliance with directions**

Contractors shall comply with all of the Customer's reasonable directions whilst on site. Contractors who violate the Customer's reasonable and lawful directions or any Customer policy will be removed from site at the Customer's discretion.

**Use of Customer's property**

Unauthorised or inappropriate use of a Customer's IT systems, telephones, Internet, email systems and any other equipment for personal use is prohibited. In the event of such unauthorised use of the Customer's property, the Contractor shall either be billed for such use or removed from site at the Customer's absolute discretion.

**Confidentiality**

The Contractor acknowledges that all details of the Customer's material, including but not limited to software, documentation and plans, will be kept confidential at all times both during and after the termination of this contract. The Contractor must not, and must not allow, any part of the material to be duplicated, disclosed to others or on-sold to any other party. The result of all work produced under this contract is the property of the Customer and the Customer will be deemed to be the sole owner. The Contractor agrees to assign to the Customer all interest, right and title to such work and agrees to sign any additional documents that may reasonably be required by the Customer to prove such assignment. All material, facilities, books and records will be returned to the Customer on the completion of this contract.

**I understand and accept the Contractor Standards of Conduct and Behaviour guidelines;**

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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## NOTICE OF LEAVE

**Contractor Name:** \_\_\_\_\_

**Period of Leave:**

From: \_\_\_\_\_

To: \_\_\_\_\_ (inclusive)

Number of Days: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

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

Manager Signature: \_\_\_\_\_

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

*PLEASE FAX SIGNED LEAVE FORM TO 02 9232 4999*

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## Occupational Health and Safety (OH&S) Checklist

This checklist is aimed at ascertaining the extent to which you have been made aware of the OH&S Policy and Procedures on the site at which you are employed.

We are requesting that the form, once completed, be passed on to a relevant manager within the organisation to be verified and signed, and then returned to us at Genesis IT&T for our records.

- Read and understood the Client's OH & S Policy
- Understood the Client's Emergency Procedures
- Knowledge of Emergency Personnel (e.g. contact information of First Aides)

I, \_\_\_\_\_, do hereby acknowledge that I have received the  
*(Contractor name)*

required Occupational Health and Safety training.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Manager's Signature

\_\_\_\_\_  
Date



### **Occupational Health and Safety Policy Statement**

Genesis IT&T Pty Ltd is committed to Occupational Health and Safety and to the provision of a working environment that is safe and healthy for all who work in it.

The Occupational Health and Safety Policy applies to all people at all worksites.

This statement has been developed by the management of Genesis IT&T Pty Ltd, in consultation with the OH & S Committee, as a summary of our current policy and is in the best interest of the health and safety of all employees, contractors and visitors.

#### **It is OUR POLICY to:**

- Establish a healthy and safe working environment for all employees;
- Maintain an effective OHS program aimed at the prevention of injury and illness;
- Provide resources to support the OHS Program and ensure Genesis IT&T's commitment to Occupational Health and Safety;
- Comply with statutory health and safety requirements.

#### **POLICY SUCCESS depends upon:**

- Effective management through consultation and communication with employees and contractors;
- Provision and maintenance of safe equipment and appropriate training.

#### **YOUR INVOLVEMENT in this policy is crucial.**

##### **Managers and Supervisors are responsible for:**

- MAINTAINING a safe workplace;
- PROMOTING a safe & healthy workplace
- ENSURING compliance with safe working procedures;
- ASSESSING risks associated with new processes, equipment or premises;
- RESPONDING to unsafe practices, environment and equipment;
- CONSULTING staff with any decisions that affect their health, safety & welfare at work.

##### **Employees are responsible for:**

- FOLLOWING standard operating procedures in order to maintain their own safety and the safety of their workmates (fellow workers);
- CO-OPERATING with managers and supervisors in the identification, assessment and control of hazards and risks;
- REPORTING all unsafe work practices, work conditions and equipment when they are identified, to their managers.

##### **Contractors are required to:**

- ADOPT Genesis IT&T's OHS principles in the work that they conduct for and on the behalf of Genesis IT&T;
- ADHERE to the OHS requirements of the tender process;
- WORK with Genesis IT&T's management & staff to ensure the safety of all their employees.

Kind Regards,

Simon Voysey  
Managing Director

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**CONTRACTOR EXPENSE CLAIM FORM**

Contractor Name \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

<i>Category</i>	<i>Date</i>	<i>Description</i>	<i>Total Amount</i>
<b>Travelling (Taxis, Tolls, Parking Fees)</b>			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$ -
<b>Meals and Accommodation</b>			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$ -
<b>Others (Please specify)</b>			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$ -
<b>TOTAL FOR REIMBURSEMENT</b>			<b>\$ -</b>

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

