

PAY PERIODS - FORTNIGHTLY

E-mail: timesheet@atcworksmart.com.au

Period Covering

From	To	Due in Office	Paid
24-September-2017	07-October-2017	09-Oct-17	12-Oct-17
08-October-2017	21-October-2017	23-Oct-17	26-Oct-17
22-October-2017	04-November-2017	06-Nov-17	09-Nov-17
05-November-2017	18-November-2017	20-Nov-17	23-Nov-17
19-November-2017	02-December-2017	04-Dec-17	07-Dec-17
03-December-2017	16-December-2017	18-Dec-17	21-Dec-17
17-December-2017	30-December-2017	02-Jan-18	04-Jan-18
31-December-2017	13-January-2018	15-Jan-18	18-Jan-18
14-January-2018	27-January-2018	29-Jan-18	01-Feb-18
28-January-2018	10-February-2018	12-Feb-18	15-Feb-18
11-February-2018	24-February-2018	26-Feb-18	02-Mar-18
25-February-2018	10-March-2018	12-Mar-18	15-Mar-18
11-March-2018	24-March-2018	26-Mar-18	29-Mar-18
25-March-2018	07-April-2018	09-Apr-18	12-Apr-18
08-April-2018	21-April-2018	23-Apr-18	26-Apr-18
22-April-2018	05-May-2018	07-May-18	10-May-18
06-May-2018	19-May-2018	21-May-18	24-May-18

ATC Work Smart

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TIMESHEETS DUE MONDAY FORTNIGHTLY

Supervisor

All timesheets must be signed by your supervisor before payment can be made.

When will you receive your pay?

Payment may be received either Thursday or Friday depending on your chosen bank.

Leave Forms

Leave forms must be sent in when on annual, sick or unpaid leave. A doctors certificate is required after 2 days sick leave.

TAFE / Leave/ Sickness

If away from work **you are still required to hand in a timesheet.**

This can be done in advance.

Late timesheets

Timesheets handed in past the due date will not be paid until the following fortnight - no exceptions.