

PAY PERIODS - FORTNIGHTLY

E-mail: timesheet@atcworksmart.com.au

Period Covering

From	To	Due in Office	Paid
18-June-2017	01-July-2017	03-Jul-17	06-Jul-17
02-July-2017	15-July-2017	17-Jul-17	20-Jul-17
16-July-2017	29-July-2017	31-Jul-17	03-Aug-17
30-July-2017	12-August-2017	14-Aug-17	17-Aug-17
13-August-2017	26-August-2017	28-Aug-17	31-Aug-17
27-August-2017	09-September-2017	11-Sep-17	14-Sep-17
10-September-2017	23-September-2017	26-Sep-17	28-Sep-17
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-2017	29-Jan-18	01-Feb-18
28-January-2018	10-February-2018	12-Feb-18	15-Feb-18

ATC Work Smart

Address: 5 Barker Road, Albany WA 6330

Phone: (08) 6819 5300

Fax: 9842 1001

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.