

# PAY PERIODS - FORTNIGHTLY

E-mail: [timesheet@atcworksmart.com.au](mailto:timesheet@atcworksmart.com.au)

## Period Covering

From	To	Due in Office	Paid
09-September-2018	22-September-2018	<b>24-Sept-2018</b>	27-Sept-2018
23-September-2018	06-October-2018	<b>08-Oct-2018</b>	11-Oct-2018
07-October-2018	20-October-2018	<b>22-Oct-2018</b>	25-Oct-2018
21-October-2018	03-November-2018	<b>05-Nov-2018</b>	08-Nov-2018
04-November-2018	17-November-2018	<b>19-Nov-2018</b>	22-Nov-2018
18-November-2018	01-December-2018	<b>03-Dec-2018</b>	06-Dec-2018
02-December-2018	15-December-2018	<b>17-Dec-2018</b>	20-Dec-2018
16-December-2018	29-December-2018	<b>31-Dec-2018</b>	03-Jan-2019
30-December-2018	12-January-2019	<b>14-Jan-2019</b>	17-Jan-2019
13-January-2019	26-January-2019	<b>28-Jan-2019</b>	31-Jan-2019
27-January-2019	09-February-2019	<b>11-Feb-2019</b>	14-Feb-2019
10-February-2019	23-February-2019	<b>25-Feb-2019</b>	28-Feb-2019
24-February-2019	09-March-2019	<b>11-Mar-2019</b>	14-Mar-2019
10-March-2019	23-March-2019	<b>25-Mar-2019</b>	28-Mar-2019
24-March-2019	06-April-2019	<b>08-Apr-2019</b>	11-Apr-2019

As of the 1st of July 2017 timesheets will be paid on Thursdays. If this effects any direct debits you have set up please make the necessary arrangements ahead of this change.

### ATC Work Smart

Address: 5 Barker Road, Albany WA 6330

Phone: (08) 6819 5300

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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 Wednesday or Thursday 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.**