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## Instructions for Completion

Thank you for allowing EBR to assist you with your current assignment.

We have enclosed a contracting pack, which contains some forms for completion and details essential for the smooth running of your assignment. Please read through the paperwork, and return the original assignment documentation to us as quickly as possible. The documents that must be returned to EBR are listed in Clause 3 of the "Instructions for Completion".

Should you require assistance in completion of your pack or if you believe the assignment details to be incorrect, please contact your consultant. Payroll queries should be directed to your relevant Payroll Officer. Please refer to Section 5 of these instructions for EBR's contact details.

### 1. Contact with EBR

As a current contractor, it is essential that you inform EBR of any important changes in your contract or situation. This could include:

- Change of address, contact details or financial information.
- Changes to the conditions of your employment.
- Early termination of contract.
- Any other reason which would require you to take time off from work (e.g. holidays and leave) or which relates to your contract employment.

### 2. Contents of this Package

This package contains documentation, which you must read and complete.

**Please note:** We cannot process your pay until all the relevant documentation has been completed and returned. Refer to Section 3 of these instructions for a list of what you must return to EBR.

#### 2.1 **Standard Terms & Conditions of Employment**

Please read, execute and return your employment contract.

#### 2.2 **Bank Account Details**

Please complete and return. It is important you correctly complete your bank details, as an error generally results in rejection by the bank.

#### 2.3 **ATO Employment Declaration**

Please complete and return the original document. It must be received by EBR before payment can be made.

#### 2.4 **Superannuation**

Please complete the 'choice of superannuation fund' form. Our current nominated fund is the Australian Super (formally ARF).

#### 2.5 **Feedback**

Please complete feedback form and return.

#### 2.6 **Occupational Health and Safety (OHS)**

Please read the OHS induction and return the signed declaration form to EBR.



## **2.7 EBR 100 Point Check**

Please complete the EBR 100 Point Check. You will need to attach copies of the relevant birth and identification and documentation. The purpose of this form is to confirm your identification. The completed copy will be kept on file and may also be supplied to your employer.

## **2.8 Fair Work Information Statement**

Please read the Fair Work Information Statement and keep a copy for future reference.

## **2.9 Timesheet form**

Please refer to Section 4 of these instructions for information about your timesheet.

## **2.10 Office Attire Tips**

Please read our office attire tips and take note of appropriate presentation at your place of employment.

## **3. What You Must Return**

Before we pay you, it is essential that we have receive the following completed documents:

- 3.1** *Standard Terms & Conditions of Employment*
- 3.2** *Bank Account Details*
- 3.3** *ATO Employment Declaration*
- 3.4** *Superannuation*
- 3.5** *Feedback*
- 3.6** *Occupational Health and Safety (OHS)*
- 3.7** *EBR 100 Point Check*

**Please note:** When you return document **2.7** you must also attach copies of your relevant birth and identity documentation.

## **4. Timesheets & Payments**

Timesheets are due fortnightly on Friday by 5.00pm. If work is carried out over the weekend, and has been agreed upon by your supervisor, your timesheet will be due on the Monday by 12.00pm (midday). Your timesheet must be authorised by your supervisor then faxed to EBR on (02) 9299 1455.

Timesheet and pay schedule can be found on the EBR website under Candidates.

Please complete your timesheet correctly and in full. In particular please insure the following:

1. Correct pay period dates
2. The use of minutes instead of decimals
3. The inclusion of total hours for the week
4. Supervisor's signature approving hours stated

We reserve the right to reject

- Incorrect timesheets
- Unauthorised timesheets
- Timesheets which are received late. Late timesheets will be processed in the following payrun.



Suite 3, Level 3  
South Tower  
1-5 Railway Street  
Chatswood NSW 2067  
A.B.N. 72 059 990 331

(T) (02) 9299 9199  
(F) (02) 9412 3425

[www.ebr.com.au](http://www.ebr.com.au)  
[jobs@ebr.com.au](mailto:jobs@ebr.com.au)

Payment will be made directly into your nominated bank account and a pay slip will be emailed to your requested email address shortly after payment. Contact your payroll officer immediately if funds are not received.

#### 5. EBR Contact Details

Telephone Number:	02 9299 9199
Fax Number for Timesheets:	02 9412 3425
Postal Address for Pack Return:	EBR Suite 3, Level 3, South Tower 1-5 Railway Street Chatswood, NSW, 2067
Payroll Queries:	Accounts