



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

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

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 are listed in Clause 3 of the “Instructions for Completion”. If you believe the assignment details to be incorrect, please contact your consultant.

Should you require assistance in completion of your pack, please feel free to contact me on (02) 9299 9199.

Yours faithfully,

Gemma Holvey  
Administration  
EBR



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## Instructions for Completion

### 1. Contact Details

Thank you for choosing EBR to assist you with your temporary assignment needs. Should you require general assistance during the course of your assignment, please do not hesitate to contact your consultant. If you have any queries regarding payroll related matters, please contact your relevant Payroll Officer on the telephone number in Section 5 of these instructions.

Our postal address for all correspondence is:

EBR  
Suite 3, Level 3, South Tower  
1-5 Railway Street  
Chatswood, NSW, 2067

### 2. Contents of this Package

This package contains documentation, which you must read and complete. **It is important that you appreciate that we cannot process your pay until all the relevant documentation has been completed and returned.**

#### 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 *Timesheet*

See below for instructions on completion.



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### 3. What You Must Return

Before we pay you, it is essential that we have received the following correctly executed documents:

- (a) Signed copy of contract
- (b) Completed and signed bank account details
- (c) Completed and signed ATO Employment Declaration
- (d) Completed and signed Super Choice form

### 4. Timesheets & Payments

Timesheets must be completed on a fortnightly basis, authorized by the client and faxed to the following number (02) 9412 3425 no later than 5pm on the last Friday of every fortnight.

**We will email you a timesheet & pay schedule, to your requested email address.**

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, which are received late. They will be processed in the following payrun.

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

### 5. 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:	Jeanne Alhambra

EBR – Recruitment specialist in GIS, Engineering, IT & T and Office Personnel