

Frequently Asked Questions About Contracting

1. When do I have to have my timesheet in by?

Ideally all timesheets should be signed off on Friday afternoon and sent in before you leave for the weekend. Should you be unable to do so you must ensure the timesheet is signed off first thing Monday morning to ensure your details are entered in time for the pay run.

2. When do I get paid?

All contractors are paid on a weekly cycle in arrears - provided your timesheet has been completed correctly, signed by your manager and is received on time as noted above. Funds are transferred on Wednesdays, usually available in most Bank accounts by the Thursday.

3. What about superannuation?

As part of your initial documentation provided by APRG, you should have received the "Choice of Superannuation Fund – Standard Choice form". Please contact us immediately, if you have not received one or require another copy of this form. If you do not make a choice using this form and return it to APRG with appropriate documentation, APRG will establish an account on your behalf with the fund nominated on the "Choice of Superannuation Fund – Standard Choice form".

APRG currently has its superannuation arrangements with Sunsuper. All correspondence regarding the status of an account established with Sunsuper will be sent to the mailing address you have provided. Any enquiries regarding this fund can be made directly with Sunsuper by contacting them on 13 11 84 or by email to info@sunsuper.com.au

4. How much notice do I have to give?

APRG requests all contractors give 5 working days notice to allow sufficient time to find a suitable replacement. Any variation to this should be agreed prior to commencing an assignment.

5. Who do I call if I'm sick?

Call your consultant before your start time so they can contact the client on your behalf and organise a replacement if necessary.

6. Do I get paid for public holidays?

If you do not work on a public holiday and one falls during the assignment, you will not be paid. Should your employer ask you to work on a public holiday and overtime has been approved, you are entitled to the applicable rate.

7. Do I get paid overtime as a temp?

If you have approval by your employer to work overtime you are entitled to be paid based on applicable minimum award conditions.

8. Do I get holidays as a temp?

As a temporary staff member you only get paid for the time you are at work. There is no paid holiday leave. Similarly if you are not at work for a day you will not be paid for that time off.

Consultant Contact

a. Generally

It is important to keep in contact with your consultant to ensure they are aware of your availability, even an email would suffice. It would be advisable to touch base by phone once every 2 weeks so both the consultant and you can re-evaluate options/strategy.

b. When Contracting

Make sure you call in on your first day to confirm your contact details, so that your consultant can reach you as needed.

Going forward, your consultant will keep in regular contact with both you and the client to ensure all is traveling well. Their role is to help you and make sure you have everything you need.

Should you have any questions or simply be looking for career advice don't hesitate to call your consultant for a catch up.



Ask Us A Question?

Should you like any more information please email corporate@aprg.com.au