

TIMESHEET OPTIONS

An important part of helping us pay you on time when contracting, is submitting your completed timesheet by the payroll deadline.

Our payroll schedule can be found on the Contractor Resources page of our website. Our deadline for timesheets from the previous week is by 9.30am Tuesday.

There are two timesheets options when contracting through The Recruitment Company:

E-Timesheets

1. Please provide your consultant with your email address and the email address of your timesheet approver.
2. Your consultant will arrange for you to be set up on our e-timesheet system, at which time you will receive a welcome email which contains the following information:
 - Your log in details
 - Instructions on how to submit timesheets online

*Your approver will receive a similar welcome email
3. Each week, log into the system and enter the hours/days you worked.
4. Click 'submit', at which time your approver will receive an email notification that there is a timesheet awaiting their approval.
5. Once they've approved your timesheet, it will go under the 'Approved' tab, indicating to our payroll staff that your pay can be processed during the next scheduled pay run.

Manual Paper Based Timesheets

1. You enter the hours/days you worked during a particular week into the hard copy timesheet and sign.
2. You take it to your timesheet approver for them to sign.
3. You send the signed timesheet to us on or before the deadline. Approved timesheets can be sent to us by:
 - Fax: 02 8346 6777
 - Email: timesheet@therecruitmentcompany.com

Please note that we are only able to process your pay if:

- Two timesheets for the fortnight are submitted and approved (PAYG)
- Your timesheet is accompanied by an invoice (Pty Ltd)