

# TEMPING THROUGH MOMENTUM

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## 1. Employee Agreement

On registering with Momentum all temporary and casual employees sign an employee agreement with Momentum. This agreement covers your conditions of employment including:

- Duties and responsibilities
- Confidentiality
- Payment
- OH&S responsibility
- Termination
- Taxation
- Superannuation

## 2. Timesheets

Temporary employees are responsible for ensuring that their timesheets have been correctly filled out, which means the full company name, location or site, client name and legible signatures.

Timesheets must be submitted to Momentum by 9am Monday morning to ensure prompt payment.

Momentum operates a Monday to Sunday working week in most cases. Where clients have a different working week temporaries will be informed prior to the commencement of their assignment.

## 3. Pay Cycle

Momentum pay their temporaries and casuals on a weekly basis. Once timesheets have been received and verified then payment is made into your nominated account. Temporary employees are responsible for ensuring that Momentum has their most current banking details and superannuation information.

If this information should change, the employee is responsible for contacting Momentum and completing a new form.

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## 4. Superannuation

Superannuation is paid to either Momentum's superannuation fund or to a fund of your choice. If you decide to choose your own fund it is essential that you complete the SuperChoice form and submit to accounts, contact details below.

### Accounts

Momentum Consulting Group Pty Ltd  
Level 5, 20 Charles Street Parramatta NSW 2150

For information regarding your current superannuation with Momentum please email [accounts@momentumconsulting.com.au](mailto:accounts@momentumconsulting.com.au)

## 5. OH&S Guidelines

Momentum take safety in the workplace seriously and every temporary, casual or contractor employed by Momentum is required to follow the OH&S guidelines provided by both Momentum and the Host Employer(Client) when onsite. In addition, Momentum employees should ensure that they have the correct Personal Protection Equipment (PPE) for each assignment.

Industrial Assignments will require safety boots, vest and hardhat as a minimum. It is your responsibility to ensure you take these to each assignment. In some instances gloves and eye glasses may be required. If you forget any PPE when on assignment please contact your Consultant immediately.

For Office Support Assignments it is important that you represent yourself in a professional manner, Momentum recommend wearing smart casual or suits dependant on the client site. Sensible closed toed shoes are recommended as many clients have stairs or warehouses attached to their main office.

## 6. Contacts

If you have any queries or comments please contact your branch or [hr@momentumconsulting.com.au](mailto:hr@momentumconsulting.com.au)

Sydney Branch:      ph: (02) 9267 8211      fax: (02) 9267 1583  
Parramatta Branch:      ph: (02) 9633 1141      fax: (02) 9633 1175  
Emergency:      ph: 0404 467 166

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