



Payroll and Timesheets Frequently asked questions.....

How do I fill out my timesheet?

Please make sure your name and host employers name is written clearly and that your employment status is checked, e.g **X** APPRENTICE. Timesheets must include your start time, length of meal break, finish time and total hours for each day worked under ORDINARY HOURS heading. Overtime start time, finish time and hours worked is to be written against the applicable day under OVERTIME heading. Sick leave and Annual leave and hours is to be written under LEAVE heading. If you are attending Trade School/Training or there is a Public Holiday, write TRADE SCHOOL or PUBLIC HOLIDAY across the time for that day.

When do I send my timesheet?

Timesheets must be received into our office by fax (08) 8531 0474 NO LATER than 10am Wednesday. For those who personally deliver their timesheet and cannot deliver within our office hours, there is a slot on the front door to lodge timesheets. If you have any problems sending your timesheet, please contact MT&E office on (08) 8531 1733.

When and how will I receive my pay?

MT&E will pay wages directly into your nominated bank, credit union or building society account each Wednesday. The date and time of when your pay will be accessible will depend on your financial institution. Please contact MT&E office regarding any account changes or additional accounts at any time.

How and when will I receive my payslip?

Payslips are generated each pay and either posted or emailed at your request. If your postal or email address change at any stage, please advise MT&E office.

If I have a query regarding my pay, what should I do?

If you have any queries regarding your pay, contact our office on (08) 8531 1733 not your host employer as they do not have access to this information.