

Contractors Astute Portal Payroll Guide & Payroll Information

1. Overview

Astute Payroll Portal is the portal used for you to submit your timesheets and payroll details so that we can process your pay.

The Dashboard is your Home Page to view information about your job and timesheets.

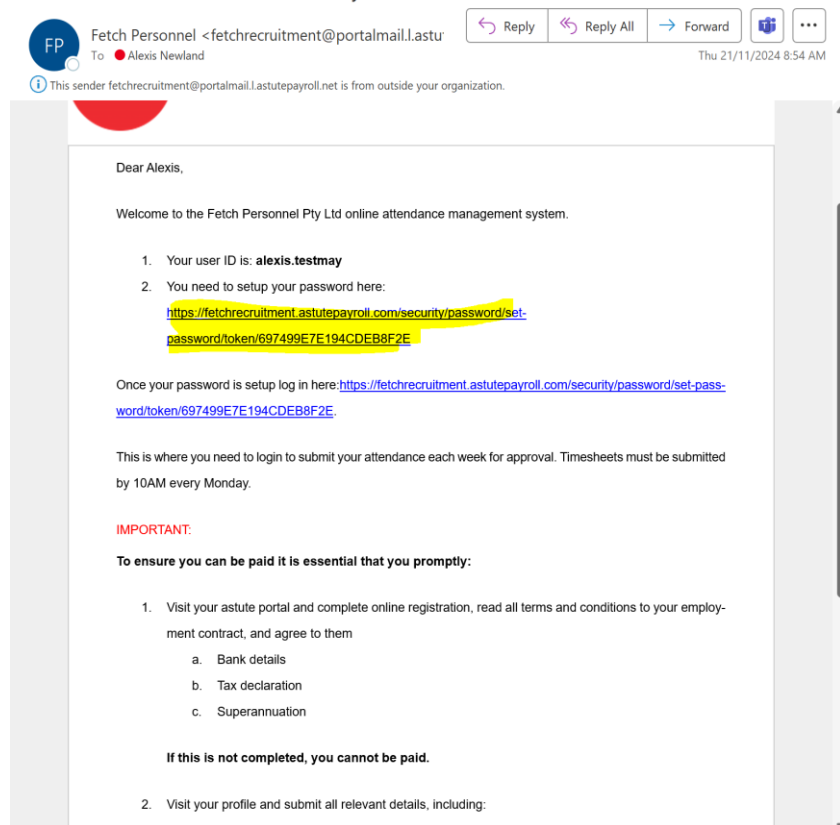
The Profile function gives your access to update your details on an ongoing basis.

2. Getting Started:

Once you are assigned a job you will receive an email to log on and set up your profile (please check junk mail)

The email will be sent from fetchrecruitment@portalmail.p.astutepayroll.net And it is the link under 2. That you click

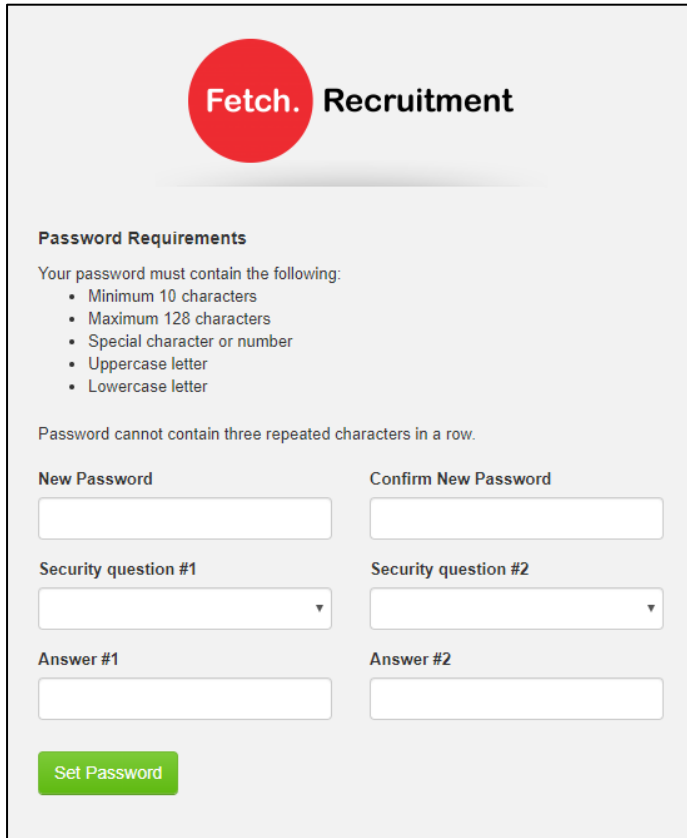
Your Account with Fetch Personnel Pty Ltd Has Been Activated.



If you do not receive this email within 24 hours after your assignment is confirmed, please check your junk mail folder.

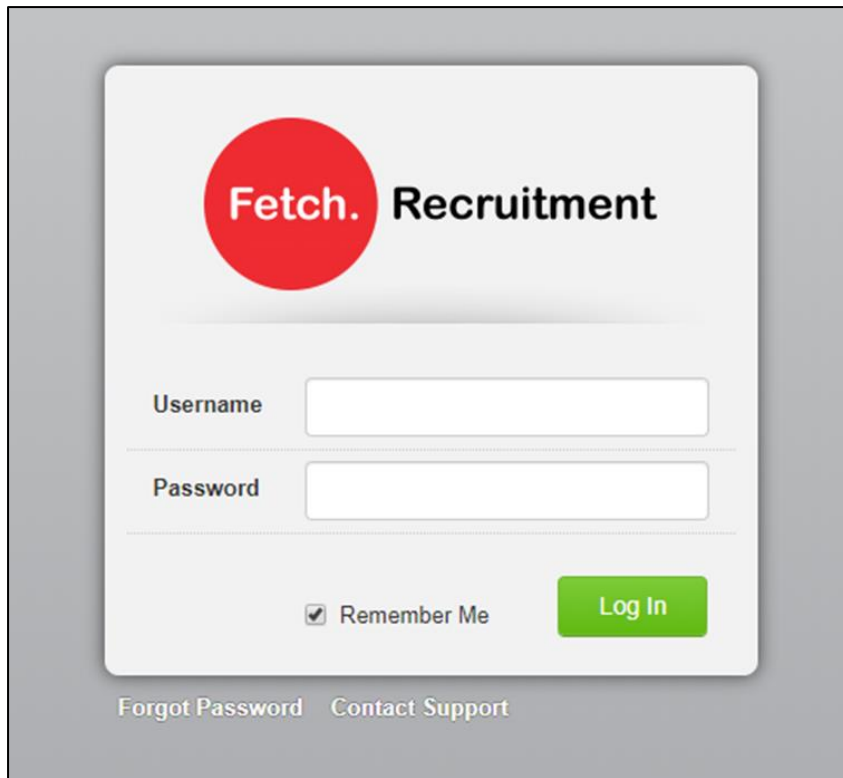
Logging In

- Click the URL hyperlink, you'll be prompted to set up a password and security questions. There is password requirements listed on the top of the screen to read prior on deciding your password.
- Enter and confirm the password, then select two security questions from the drop down fields and enter the answers to each > Set Password.



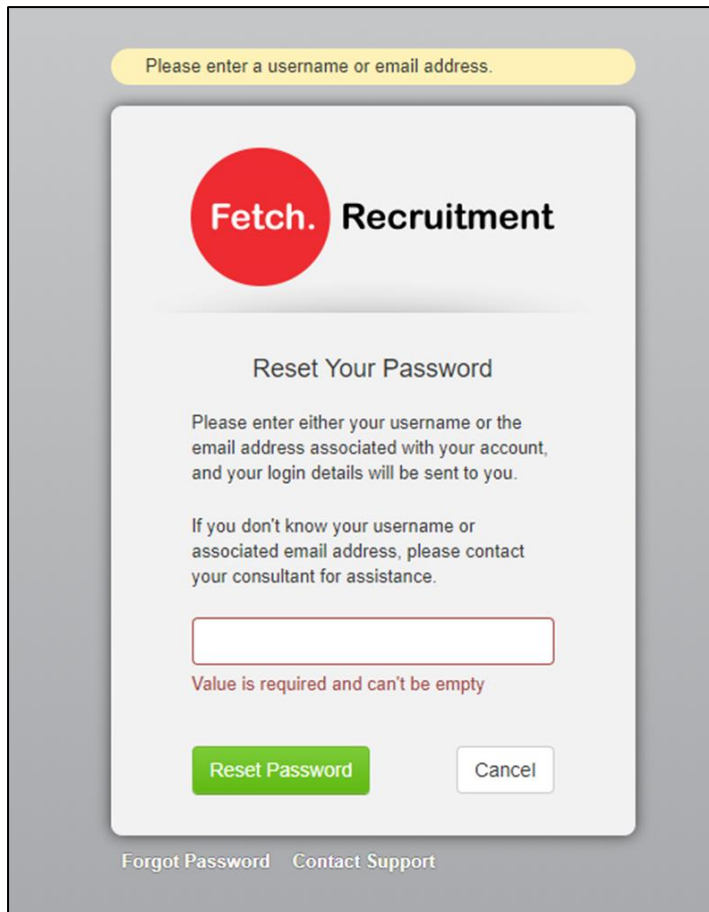
The screenshot shows a web form for setting up a password and security questions. At the top is the 'Fetch. Recruitment' logo. Below it, the section 'Password Requirements' lists the following rules: Minimum 10 characters, Maximum 128 characters, Special character or number, Uppercase letter, and Lowercase letter. A note states: 'Password cannot contain three repeated characters in a row.' The form has two columns. The left column contains 'New Password' (text input), 'Security question #1' (dropdown menu), and 'Answer #1' (text input). The right column contains 'Confirm New Password' (text input), 'Security question #2' (dropdown menu), and 'Answer #2' (text input). At the bottom left is a green button labeled 'Set Password'.

- Next time you log on to your timesheet portal, you'll be able to directly enter your username and password to gain access.
USERNAME IS ALWAYS FIRST.LAST NAME E.G alexis.newland



The image shows a login form for Fetch. Recruitment. The form is centered on a light gray background. At the top, there is a red circular logo with the word "Fetch." in white, followed by the word "Recruitment" in black. Below the logo, there are two input fields: "Username" and "Password". The "Username" field is a simple white box with a gray border. The "Password" field is a white box with a gray border and a small eye icon on the right side to toggle visibility. Below the password field, there is a checkbox labeled "Remember Me" and a green button labeled "Log In". At the bottom of the form, there are two links: "Forgot Password" and "Contact Support".

- If you forget your Username or Password, select “Forgot Password”
- You will be prompted to enter your username or email address and an email will be sent to your registered email address with URL link to take you to the Password reset page.



The screenshot shows a web form for resetting a password. At the top, a yellow banner contains the text "Please enter a username or email address." Below this is the Fetch Recruitment logo. The main heading is "Reset Your Password". The instructions state: "Please enter either your username or the email address associated with your account, and your login details will be sent to you." A secondary note says: "If you don't know your username or associated email address, please contact your consultant for assistance." There is a text input field, which is currently empty, with a red error message below it: "Value is required and can't be empty". At the bottom of the form are two buttons: a green "Reset Password" button and a white "Cancel" button. Below the form, there are two links: "Forgot Password" and "Contact Support".

- Once logged in, you can change your password in the Profile Section.

***You are not able to change your username. And this will always be first.lastname**

It will then come up with two options to set up an authenticator to protect your payroll details.

Please click "using sms" the second option as the first option you will need to download an app whereas using SMS a code gets sent to your phone.

3. Accepting Terms and Conditions

You will need to accept these Documents please take the time to read through and if you have any questions please contact your recruiter.

Compliance Documents

Document Compliance			
Workplace	Document	Accepted On	Status
Winslow Constructors	Casual Employment Contract V2	7.11.2024 9:48pm AEST	Accepted
Winslow Constructors	Drug & Alcohol Declaration	7.11.2024 9:48pm AEST	Accepted
Winslow Constructors	Fairwork - Casual Employment Information Statement	7.11.2024 9:48pm AEST	Accepted
Winslow Constructors	Health & Injury Declaration	7.11.2024 9:48pm AEST	Accepted
Winslow Constructors	Health and Safety Management Plan	7.11.2024 9:48pm AEST	Accepted
Winslow Constructors	Issue Resolution - Ministerial Direction	7.11.2024 9:48pm AEST	Accepted
Winslow Constructors	Privacy Policy	7.11.2024 9:48pm AEST	Accepted
Winslow Constructors	Return to Work Information	7.11.2024 9:48pm AEST	Accepted
Winslow Constructors	Steps - If Injured at work	7.11.2024 9:48pm AEST	Accepted
Winslow Constructors	Toolbox Talks - Manual Handling	7.11.2024 9:48pm AEST	Accepted
Winslow Constructors	Toolbox Talks - Slips, Trips & Falls	7.11.2024 9:48pm AEST	Accepted
Winslow Constructors	Workplace Discrimination & Harassment Policy	7.11.2024 9:48pm AEST	Accepted
Winslow Constructors	Astute Terms Of Use	7.11.2024 9:42pm AEST	Accepted
Winslow Constructors	Astute Privacy Policy	7.11.2024 9:42pm AEST	Accepted

4. Profile

Once you have accepted the terms you can now go in and insert all your information this includes

Personal Information – Phone number, Address, DOB

Emergency Contact

Bank Details

Tax Declaration

Super Details

You can also change your password, display payslips and see details of your active/ inactive jobs.



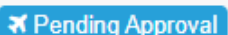

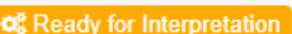
Timesheets:

At the end of your work week you will be required to submit your timesheet.

The deadline to submit timesheets is each Monday before 10am – if you are required to submit your timesheet with signed paper dockets please ensure you do so with all information necessary.

This is to give Approvers enough time to review and approve your timesheet before our weekly Wednesday pay run.

Your timesheet will show different statuses throughout the timesheet function process.

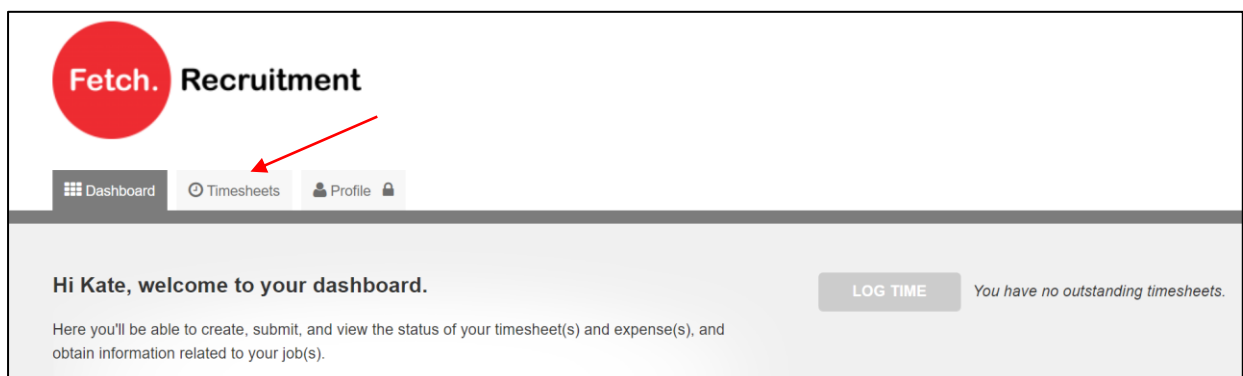
	Function	Action
 Not Opened	Not Opened	You have not opened your Timesheet to enter any information
 Pending Submission	Pending Submission	Currently in draft stage, not yet submitted Timesheet for approval
 Pending Approval	Pending Approval	Your submitted Timesheet is awaiting to be approved
 Rejected	Rejected	Timesheet has been questioned and not approved (Review rejection details, update Timesheet and resubmit)
 Ready for Interpretation	Ready for Interpretation	Timesheet has been approved and is awaiting payroll processing

Automated Timesheet Reminders

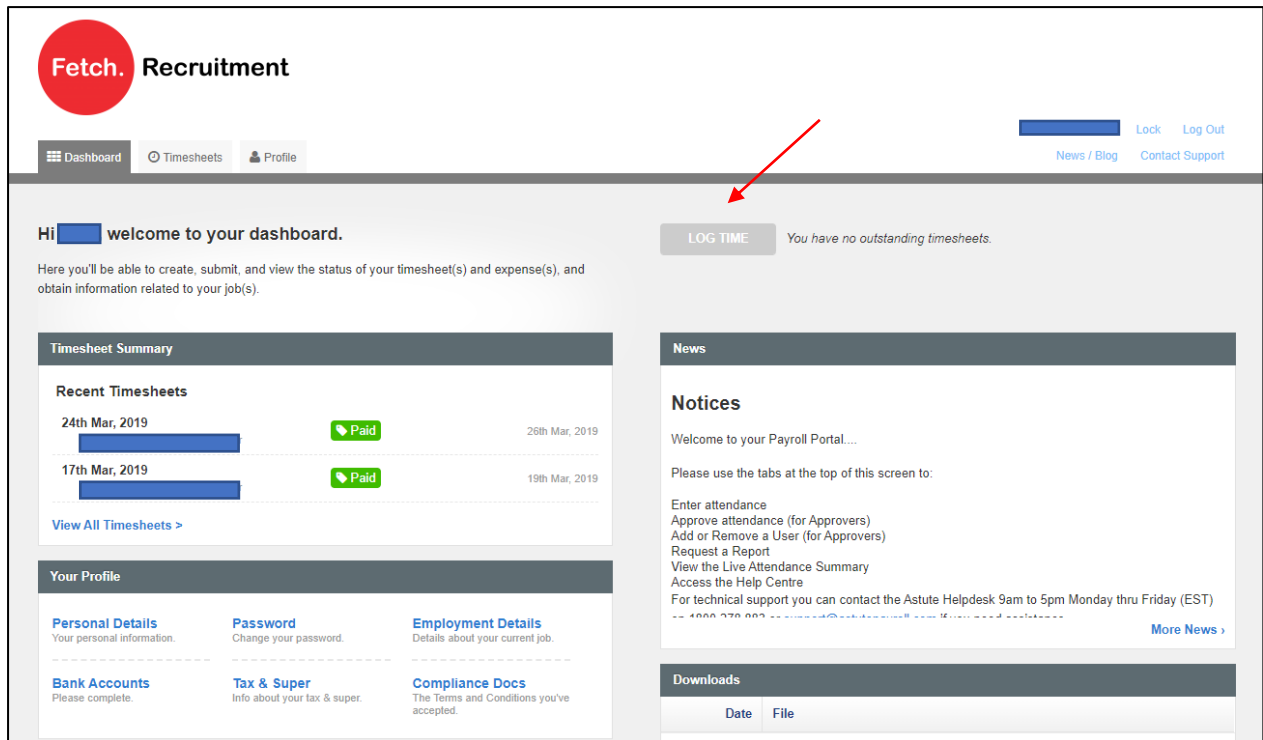
Automated timesheet reminders will be sent to your registered email address and a text message is also sent on a Friday afternoon which has a link straight to timesheets.

5. Submitting Timesheets

- If you have multiple jobs or working at more than 1 site, make sure you select the relevant job from the drop-down list under the Timesheets Tab



- Or go to Log Time



- If you haven't worked for that week, rather than not submitting the Timesheet, you can tick the "I did not work for this period" check box > Submit. This will prevent any further Timesheet reminders being sent to your email address.
- When submitted your Timesheet you will have access to log your:
 - Start time (e.g. 7:00am)
 - Finish time (e.g. 4:00pm)
 - Breaks (e.g. 30 minutes)
 - Notes (any notes you need your recruiter or approver to see like a job code for example)
 - Please do not click "did not work" if there was a missed day as it will clear all of your hours
- Once hours have been entered on your Timesheet for the relevant job, press 'Submit' this will send your Timesheet to your approver via email to be approved. If you would like to add hours daily you can press "Save"

Missing Timesheets

If you are unable to see a Timesheet for your current week, your job may have lapsed and will need to contact your Fetch Consultant to extend your job.

6. Resetting a Timesheet

Once you have submitted a Timesheet you will no longer be able to edit it.

If the Timesheet is Pending Approval or already approved and you need to add or amend hours you can ask your consultant or payroll team here at Fetch to reject it

7. Contractor FAQ's

What Information do I need to provide as a PAYG employee?:

- Blue/White Collar Registration Form, included mandatory details:
 - Personal Details including your Emergency Contact
 - Bank Details
 - Superannuation Details
 - Tax Declaration Form
- Copy of your Passport or Full Birth Certificate/ Australian Citizenship Certificate (not an extract) and your Driver's License
- Relevant tickets including your White Card
- Workpro Health & Safety Modules (2 x modules)

Who do I contact at Fetch if I have any issues?

Site issues – Fetch Consultant directly

Payroll Issues – payroll@fetchrecruit.com.au or office line 03 9867 3051

What OH&S training do I need to complete?

Fetch has partnered with Workpro an online OH&S induction to best ensure you are aware of hazards in your workplace and stay safe at work. Prior to you commencing your we require you to complete 2 modules.

Detailed instructions on how to access and complete this induction will be emailed to you. Once you arrive on site you may need to complete an ohs site induction depending on the clients request.

When do I need to submit my timesheets?

Your timesheets need to be submitted at the end of your work week, either on Friday OR if you work weekend hours submit your timesheet when your workday is complete – the sooner the better.

Once you have submitted your timesheet, your approver will be automatically be notified.

My Manager/ Approver is not available to approve my timesheet, what do I need to do?

If your Timesheet Approver is on leave, please contact your Fetch Consultant to organise a secondary Approver. We ask you to notify us as soon as you have been made aware.

I've forgotten my Username

Your username is first.last name – it will never be email address

How do I contact Payroll?

Should you have any urgent payroll enquiries, please call our main reception line on 03 9867 3051 or email payroll@fetchrecruit.com.au

When do I get paid?

Fetch does everything to guarantee that you get paid each week, to ensure this happens we require you to submit your timesheet at the end of your working week with the cut off being 10am on Monday.

This gives your approver enough time to approve or request changes to be made to your timesheet for their Tuesday 12pm cut off time.

To make sure your Timesheet does not get rejected, it is important that you complete your Timesheet correctly including the date and time you commenced each day, as well as your unpaid breaks.

You will be paid on a weekly basis for the work period of (Monday to Sunday). Your pay will arrive in your account on a Wednesday day but potentially overnight depending on your bank.

Why did I not get paid?

Below are possible reasons that may have resulted in you not being paid:

- Did you submit the correct Timesheet for the relevant week?
- Did you complete the hours on your timesheet accurately?
- Have you provided your bank details correctly? You can check these by logging into your Payroll Portal.

Where do I access my payslips?

You will be sent your pay slips to your email address every Wednesday late afternoon. You can also view previous pay slips in your portal under your Profile tab.

What happens if I don't have an elected superannuation Account?

If you do not have an elected superannuation account, you can select to be set up with Fetch's default super fund – CBUS

Super is paid quarterly

What do I do if my personal details change?

You can update banking and emergency contact details via your Payroll Portal. If your address, email or phone number changes please let your consultant know so that we can update this on our system.

Why am I getting taxed so highly?

You could be getting taxed highly due to the Tax File Declaration form you submitted to us. Check your Tax File Declaration form you completed as you may have filled it in incorrectly.

If you fail to provide a signed Tax File Number Declaration Form when Registering with Fetch Recruitment, by law we must submit you at the highest marginal tax rate.

If you have provided a signed Tax Declaration Form, yet you are still getting taxed highly consider the following reason why you are being taxed so high:

- You have selected the incorrect Residential status (Question 7.)
- You have selected that you 'Do not have to claim the Tax-Free Threshold' (Question 8)

If you are unsure how to complete your Tax File Declaration form visit the Australian Tax Office website on how to fill out a Tax File Declaration Form

<https://www.ato.gov.au/Forms/TFN-declaration/?page=2#Instructions> or read our Guide on how to complete a Tax Declaration Form (hyperlink)

Payment Summaries

After the end of the financial year your group certificate are uploaded to MyGov

What if I am unable to attend work?

It is extremely important that you let your direct contact at Fetch know as well as the supervisor you are working alongside with.