



Payroll News

IMPORTANT NOTICE

All timesheets must come through each Friday. Those not received, will be processed the following week. Please contact your consultant in advance if you are unable to do so. This process will be enforced to ensure everyone's pay is processed promptly. Thank you.

Have a payroll enquiry? Send an email to Shallain McCarney (Temp Pay Specialist!)
smccarney@quayappointments.com.au

For candidates who fax their timesheets on a Friday, the City Branch fax number is 9251 7332.

If you experience any problems, please fax your timesheet to the Parramatta Branch - 9806 0555.

If your timesheet does not arrive after lunch time, your consultant will notify you.

Forget Me Not

Belated Happy Valentine's Day to all Quay Temporaries! Hope you enjoyed many sweet treats!

Know a friend who wants to work? Refer someone to your consultant and if they stay in an assignment through Quay for longer than 2 weeks - you will be rewarded with a double movie pass!

Remember to call in your availability often.

Consultants are relying on you to

remind them that you are still looking for work.



City Branch - 9251 7339
Parramatta Branch - 9891 9121



Talking Temps

Issue 43 FEBRUARY 2003



Get to know your consultant - Louise Snooke (Commercial Temporary Consultant)

Louise has been working at Quay for 4 months and within recruitment for 16 months. She believes what makes a great Quay temp is one who possesses reliability and maintains a flexible attitude.

Favourite alcoholic beverage: James Squires

Favourite snack: Yoghurt from Wynyard Station

Best kept secret in Sydney: Star Vietnamese Restaurant in Balmain - great food & cheap.

Hobby: Swimming, reading & travelling

Catchphrase: No worries!

What do you love best about your job: Helping people find a job that they love!

Sum yourself up in 3 words: Friendly, Bossy (according to Nadine!), Helpful

CONGRATULATIONS TO FEBRUARY'S TEMP OF THE MONTH 2003

Parramatta Temp of the Month - Janelle Lansley

Janelle has worked with us for a long time and always receives positive and outstanding feedback. She shows reliability, honesty and enthusiasm, making her a great Quay temp.

City Temp of the Month - Kelli Cutler

Kelli has proven herself to be adaptable and flexible in the various assignments she has performed. Kelli always leaves a positive impression wherever she goes which is obvious in the fantastic feedback we receive on her. We can always give her an assignment with confidence that she will give 100%.

Both Temp of the Month winners receive a \$50 David Jones Gift Token.

Highly Commended Winners - City

Kristie Fletcher-Folkes - Based on reception, Kristie's multi tasking capabilities have also extended her talents as PA to the MD.

Nicky Morris - We have received excellent feedback on Nicky, highlighting her hard working attitude, friendly personality and flexibility.

Danni Andriejunas - You always know that nothing will be too big or too small a task for Danni. And from all reports at her current assignment nothing is much trouble.

Highly Commended Winners - Parramatta

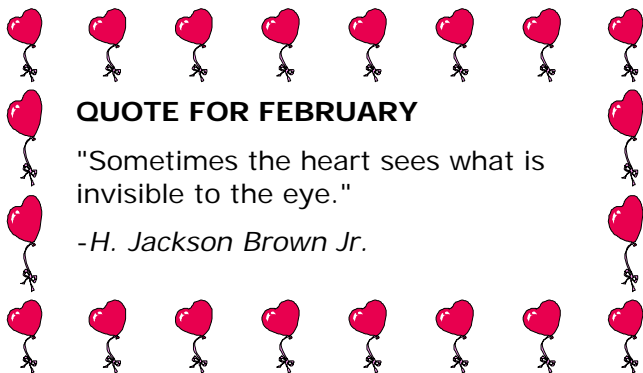
Malani Webb - Malani has a great work attitude and flexible nature. She takes on every task and gives it her best shot. We appreciate her hard work.

Mark Hopkins - Mark's great work has seen him remain in his temp role for a long period of time. Mark is responsible, hard working and reliable. Thanks for all your efforts Mark.

Steve Atkins - Steve is bright and cheerful, he is enthusiastic about his work and is very reliable. Well done Steve!

All Highly Commended winners receive a double movie pass.

- Well done to Helen Black and Jennifer Hamman who went on a Section 38 contract
- Good luck to all our temps who will be starting uni in March.
- Congratulations to Dominic Mesiti, Sue Pajic and Evash Chetty who have all found permanent work.
- Bon voyage to Ayse Sutunc who is going overseas for five weeks. See you when you return!
- Best Wishes to Aisha Cooper who is expecting a baby very shortly!
- Big Cheers to Alana Nicholas for going temp to perm.



QUOTE FOR FEBRUARY

"Sometimes the heart sees what is invisible to the eye."

-H. Jackson Brown Jr.

FENG SHUI

This ancient Chinese art dating back 5000 years could be the key to complete harmony and happiness in your home. Good Feng Shui (pronounced foong shwee) principles can affect more than just the feeling of a room. The positive energy, called sheng qi, it creates flows into your health, family relationships, energy, fortune and general state of mind.

Simple Tips in Feng Shui:

- * Counteract bad energy at the front door and hang a group of family photos on the wall. This not only looks terrific but the Chinese believe their ancestors will protect them from harm.
- * To encourage stimulating social conversation, paint dining room walls in a light lemon tone. Dark shades will be too depressing during the daytime. Interesting art objects will also add positive energy to the space.
- * The living room is important as it affects prosperity, family relationships and friendships. A sofa must not be positioned to block the energy flow and chairs must not create confrontation. An open layout allows positive energy to flow freely and placing furniture against a wall brings a sense of security. Angling single chairs invites conversation and a coffee table placed between the chairs will focus energy between people.
- * Visitors should feel they can flow in and out of the room freely. Pay attention to the entrance of the room, ensuring it isn't blocked with pieces of furniture.

Source: www.bhg.com.au/home_improvement.nsf



FEBRUARY BIRTHDAYS

Sol Andres, Tammy Hardy, Claudia Pisano, Fhowzeena Rahim, Anne Suresh, Patrick Yong Ching, Kathleen Thompson, James Bannister, Rebecca Fisher, Elerei Fepuleai, Rachael Batemans, Marcia Alfred, Patricia Townshend, Kristie Fletcher-Folkes, Nicky Morris, Sarah Curry

RECIPE SPOT FOR FEBRUARY

Almond Shortbread

Preparation Time: 15 minutes

Cooking Time: 15 minutes

Serves: 20



INGREDIENTS

- 150g butter
- 1/4 cup sugar
- 1/2 cup plain flour
- 1/2 cup cornflour
- 1/2 cup SUNSHINE Instant Full Cream Milk Powder
- 1/2 cup ground almonds
- 1/4 cup flaked almonds

METHOD

- Beat butter and sugar until light and creamy. Beat in remaining ingredients except flaked almonds.
- Roll heaped teaspoonfuls of mixture into balls, place onto greased oven trays, press down lightly with fork.
- Top biscuits with flaked almonds, bake in 180°C oven 15 minutes until light golden.
- Cool biscuits on wire rack, if desired, dust with sifted icing sugar before serving.

Source: www.nestle.com.au

5 GREAT WAYS TO SIMPLIFY

Feeling overwhelmed? Here are five easy ways to streamline your life, find more time and feel less stressed.

1. Have a clean-out.

According to feng shui, the Chinese art of placement, the clutter in your home correlates with parts of your life that need attention. Key spots include your entrance, which represents how you approach life, and your attic, which represents your goals.

2. Maximise your commute.

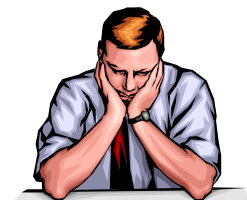
If you travel two hours a day to and from work, over the course of a year you will have spent 21 full 24-hour days commuting! Use the time wisely by: reading, if you're not the driver; listening to tapes; or working out, if you can bike or walk to work.

3. Cook ahead.

Save time and eat more healthily by cooking on the weekend and making enough to freeze for the rest of the week. Soups and casseroles freeze particularly well.

4. Dejunk your mind.

If you find yourself unable to focus, try this quick meditation. Sit in a chair with your hands in your lap. Focus on your breath and begin counting each exhalation until you've counted 10 breaths. If you lose count, start again.



5. Save a tree and your sanity.

Keep paper and electronic junk mail to a minimum. Arrange to have some of your bills paid electronically.

Source: aww.ninems.com.au/aww/Health

BRAIN TEASER FOR FEBRUARY

What has roads but no cars, rivers but no water and hills but no trees?

Answer: A map.