



## Payroll News

### **IMPORTANT NOTICE**

With a lot of timesheets coming through on a Friday morning, it is generally not an easy task to go through them all to find out whether we have received your one. If we haven't received your timesheet by lunch time Friday, we will give you a courtesy call in the afternoon. Your patience regarding this matter is most appreciated.

#### **Help Us Help You With These Timesheet Tips**

In completing your timesheet, please ensure that the following is filled in: Your name on the top, The client's signature to verify your hours, Your own signature to state those hours, A total of your completed hours for each day and week including your lunch breaks and the correct name of the place where you are working.

All these details are important in ensuring that you are paid correctly. Please remember that all payroll is processed so as to be ready in your nominated bank account by Wednesday. Thus all timesheets must come through by 10 am Friday. The fax number is: 9251 7332. Should you have any queries, please don't hesitate to call your consultant.

## Forget Me Nots

Calling in your availability on a regular basis reminds consultants to keep you in mind for all vacancies.  
City- 9251 7339  
Parramatta - 9891 9121



# Talking Temps

**Issue 59 JULY 2004**

### **Temp of the Month - July 2004**

#### **Congratulations to Gai Maree Sturtridge and Lou Almario**

##### **City Winner - Gai Maree Sturtridge**

Gai Maree has been working for one of our Government departments since March this year, and throughout this placement we have received excellent feedback from the client. Her manager is very impressed with her continued hard work and ability to deal with sensitive and confidential issues. The client is also impressed about the feedback he receives from other managers in the department about Gai's professional attitude. She is doing a fantastic job at the moment - keep it up Gai!

##### **Parramatta Winner - Lou Almario**

Lou Almario is a long standing temp of Quay Appointments. Lou is loyal, hard working and an outstanding temp. Lou always goes the extra mile and puts in 110% effort. Clients always comment on not only her abilities but her co-operative nature and reliability. Lou is a wonderful ambassador for Quay Appointments.

### **City Highly Commended Winners**

- **Simone Robinson** - Simone has been working for one of our Government clients as a receptionist since beginning of July. We recently received feedback that said the following: "Simone is very enthusiastic and keen to learn any new tasks. She has a pleasant manner and responds well to any task assigned to her. She has fulfilled all our office expectations of her." When speaking to Simone, she is an absolute delight on the phone. Great going on you first assignment with Quay!

### **Parramatta Highly Commended Award**

- **Tulika Dubey** - Tulika is a reliable, hardworking temp. She has completed numerous assignments for Quay appointments and has always received very positive feedback and has always been asked back or extended where ever possible. Tulika is a great representative of Quay Appointments and it is great to have her as part of our team. Well done Tulika.

### **JULY BIRTHDAYS**

Sudeep Das, Gaylene Maurangi, Jacinth Paramanandhan, Surene Ramasundara, Alex Townshend, Sarah Jarvis, Clare McKenzie, Suzanne Royal, Michelle Stancombe, Nikola Warren, Alwen Williams, Lisa Addison, James Green, Scott Jordan, Sinead Landers, Jade Ruston, Nikola Warren



## GET TO KNOW YOUR CONSULTANTS!!



### **Angela Golland (Team Supervisor)**

*Angela has been working at Quay for 9 months and within recruitment for 1 year. She believes a great Quay temp is someone who has a positive attitude to work. The candidates for who nothing is too much trouble are the kind of people who end up with longer assignments as our clients don't want to let them go!*

**Favourite Movie:** The Breakfast Club

**Favourite Alcoholic Beverage:** Anything that makes my legs go wobbly

**Best kept secret in Sydney:** Lord Nelson pub in the back of the Rocks - a proper old-fashioned pub with a fire and great pub grub.

**What do you love best about your job:** Helping people - clients who have a recruitment need and candidates who need work.

**Sum yourself up in 3 words:** An outgoing Pom!



### **Richelle Farrell (Account Manager)**

*Richelle has been working at Quay for 10 months and within recruitment for 2 months. She believes a great Quay temp is one who possesses commitment, honesty and a great big SMILE!*

**Favourite Movie:** Shrek

**Favourite Alcoholic Beverage:** Vodka and Pineapple Juice

**Best kept secret in Sydney:** Bridgeclimb.....was kept a secret for 10 years before opening!

**What do you love best about your job:** The satisfaction of finding you all a job!

**Sum yourself up in 3 words:** Loves to Party!!!



### **Joanne Cameron (Account Manager)**

*Joanne has been working at Quay for 3 months and within recruitment for 4 years. She believes a great Quay temp is one who is being completely honest with her from the start!*

**Favourite Movie:** She's completely torn between - Love Actually and Bridget Jones' Diary, I love feel good chick flicks!

**Favourite Alcoholic Beverage:** Vodka and coke (diet of course!)

**Best kept secret in Sydney:** Yet to find out - she has only been here for 3 months! The little cove at the end of her street is the best secret so far, she's loves being the only person sitting on the beach watching the sailing boats with the view of the city in the background. Ahh...lovely!

**What do you love best about your job:** Knowing that no one day is ever the same!

**Sum yourself up in 3 words:** Secret party animal



### **Sherry Stewart (Account Manager)**

*Sherry has been working at Quay for 2 months and within recruitment for 2 years. She believes a great Quay temp is one who possesses reliability has personality and adaptability.*

**Favourite Movie:** Gone with the Wind

**Favourite Alcoholic Beverage:** Black Russian

**Best kept secret in Sydney:** Would have to be The Shire

**What do you love best about your job:** Getting to know my clients and candidates - I find people from different cultures and backgrounds very interesting.

**Sum yourself up in 3 words:** The Quiet One



### **Juli Martens (Commercial Account Manager)**

*Juli has been working at Quay for 1 month and within recruitment for over 2 years. She believes a great Quay temp is one who possesses flexibility and initiative.*

**Favourite Movie:** Dead Poets Society

**Favourite Alcoholic Beverage:** Can't go past a glass of Chardonnay

**Best kept secret in Sydney:** Choapryer - my Thai restaurant in Randwick!

**What do you love best about your job:** Fast paced environment and the unpredictability of Recruitment

**Sum yourself up in 3 words:** Good natured, sense of humour, chatty!