



Payroll News

** Important Notice **

The end of the financial year is fast approaching. In order to assist our payroll division, could you please make sure that your correct contact details are up to date. This includes your change of address to make sure that you receive your Group Certificate. These will be sent out by the 14th of July, 2002.

Should you not receive your Group Certificate after this date, please contact your consultant immediately.

Please remember to notify us of your Tax File Number (TFN) as soon as you receive it. Working candidates have a 14 day grace period to provide us with a TFN before we send off your form to the Australian Taxation Office (ATO). Failure to do so will mean you may get taxed at the higher rate.

Further information may be found at the ATO's website: www.ato.gov.au Or by calling their help line on 13 28 61.

Failure to inform us of your TFN means we may not be able to issue you with your Group Certificate.

Helpful Timesheet Hint

Forgetting to put your name on your timesheet means unnecessary delays in processing your pay. Please remember to mark your name clearly on the top.



TALKING TEMPS

Issue 36 June 2002

GET TO KNOW YOUR CONSULTANT: PAM RAMASAMY

Pam has worked for Quay Appointments for 2.5 years and is currently the Team Leader at our Parramatta branch. She believes a great Quay Temp is one who is reliable, honest and friendly.



What Do You Love About Your Job: The joy of placing a candidate into the position they want and knowing that I have assisted to make a positive difference in their life

Favourite Music Group: I like R'n'B but if I had to pick it would be Ja Rule

Favourite Food: Chicken Bosciola

Favourite Beverage: White Wine

Movie You Most Relate To: Pay It Forward

Best Kept Secret in Sydney: Temesak Restaurant (Singaporean and Malaysian Cuisine) located in Parramatta

Sum Yourself Up in 3 Words: Ambitious, Positive and Down to Earth

Temporary of the Month - June 2002

Congratulations to Yogita Singh and Fa Mann

- City Temp Yogita has been temping with Quay for a long time and always raises her hand to do any extra work. She takes pride in her work duties and once she is given a set task, her "head down" attitude makes her an asset to her team. She has received excellent feedback and can always be counted on for her consistency. Fantastic Work Yogita!
- Parramatta Temp Fa has without fail proved to be a hardworking and loyal temp. She always receives great feedback from our clients and gives 110% all the time. She always goes that extra mile for us and her efforts are truly appreciated. Fa has been placed in an admin role but has also helped to co-ordinate a conference that our client is holding. Well done Fa and thanks for all your efforts.

Both Yogita and Fa will receive a \$50 Gift Token from David Jones - Happy Shopping!

Highly Commended List - City Temps

- **Mario Madera** - For his dedicated nature and commitment to his work, Mario is always willing to stay back and assist where he can.
- **Bess Wang** - For her helpful nature and customer service with a smile, Bess has become an invaluable part of her team.
- **Stephen Chanphakeo** - For his hardworking nature and taking on greater responsibilities.

Highly Commended List - Parramatta Temps

- **Julia Albania** - For her excellent performance in her work and being a highly valued employee in her team.
- **Natalie Osorio** - For her flexible and hardworking nature and always willing to go out on assignments at short notice.
- **Gauri Goswami** - For her reliable nature which led to her initial 3 week assignment being extended into a 3 month role

All Highly Commended Winners will receive double movie passes each - Well Done!



Quote for June

**Work is a necessity for man.
Man invented the alarm clock.
Dablo Dicasso**

Ask yourself why...

Why can't women put on mascara with their mouth closed?

Why are they called stairs inside but steps outside?

If croutons are stale bread, why do they come in airtight packages?

Why does mineral water that has trickled through mountains for centuries have a 'use by' date?

Why do toasters always have a setting that burns the toast to a horrible crisp no-one would eat?

What do people in China call their good plates?



**JUNE RECIPE SPOT
QUICK MINESTRONE**

Serves 4

INGREDIENTS

- 1 tbsp olive oil
- 1 brown onion, finely diced
- 1 clove garlic, finely crushed
- 1 250g pkt Heinz Pasta n' Vegies Italiane Mix
- 1 400g can diced tomatoes
- 1 1/2 litres water
- 3 tsps vegetable stock powder
- 1 400g can chick peas, drained
- Chopped Italian parsley, for garnish
- Shredded Parmesan cheese, for garnish

METHOD

1. Heat oil in large saucepan and cook onion and garlic over low heat for 5 minutes or until onion is soft.
2. Add Heinz Pasta n' Vegies Italiane Mix, tomatoes, water, vegetable stock, bring to the boil, reduce heat and simmer for 10 minutes.
3. Add chick peas and cook for a further minute. Serve topped with parsley and Parmesan. Delicious enjoyed with crusty bread.

Source: www.foodinaminute.com.au

Want to know more about Quay? Visit www.quayappointments.com.au



(Left) A very happy temp was Parramatta's Temp of the Month for May David Keys with Parramatta Consultant Krystal Andrews



Hard at work in the S.I.T Call Centre are Demis Kyriacou and Rob Overton



(Above) Looking for Permanent Work? Give the Perm Division a call! From top right clockwise, Charles, Nadine, Bianca and Siubhan are waiting to take your call!



(Above) Mario Madera celebrating his birthday last month at NRMA. The celebrations will continue on this month as he is one of June's Highly Commended Temps! Well done!

Who said training doesn't pay off? Why not take advantage of Quay's free training facilities and improve your computer skills in Word, Excel, PowerPoint and Access. Call your consultant today and make an appointment that could boost your job prospects!

(Right) And a big Bon Voyage to City Temp Team Leader Kelly Kingsley, who is taking a break for 3 months and is going travelling around Europe. We wish her a safe journey and look forward to seeing her again when she returns later in the year.



JUNE BIRTHDAYS



Kate Bennett, Cherie Hocking, Beatriz Lopez, Deirbhle Lyons, Claire Stammel, Tuaina Taumaa, Kate Griffiths, Seles Gunaratnam, Philip Hyde, Linda Lai, Sarah Nelson, Aaron Petersen, Belle Harris, Julieka Dastor, Paul Burton, Cyrene Kaluza, Luke Strachan, Anna Winterstein, Paula Bishop, Heidi Dunn, Jason Lee, Fidiana Yap

****News Alert **News Alert ****

Best Wishes to the following temps who leave Quay to go travelling - Elizabeth Freeman, Louise Gilbert, Sylvia Costeloe, Barbara Byrne and Alison Healy

Congratulations to Jaydene Kana who has found work in the UK

Good Bye to Zalman Samji who returns to Canada after completing his studies here

Well done Marilyn Goldsbrough who has recently started her new permanent contract

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INTERESTING FACTS ABOUT THE WORLD AROUND US ...

- Butterflies taste with their feet
- A snail can sleep for three years
- Elephants are the only animals that can't jump
- Our eyes are always the same size from birth, but our nose and ears never stop growing
- All polar bears are left handed
- TYPEWRITER is the longest word that can be made using the letters only on one row of the keyboard
- The cigarette lighter was invented before the match
- An ostrich's eye is bigger than its brain

