



Payroll News

Easter Payroll 2002

Please be advised that due to the Good Friday Public holiday, timesheets must be faxed to our city office by 10am Thursday, 28th of March. The fax number is (02) 9251 7332.

Your pay will be available as normal the following Wednesday, 3rd of April. If you have any questions please don't hesitate to contact your consultant.

To avoid confusion and ensure prompt processing, your timesheet must include your name at the top, the correct working hours and a signature to verify this by your boss and yourself. More helpful information can be found in your temp booklet.

As you may be aware, we have implemented a new procedure in regards to your timesheets. A notice was given out recently to advise that we are no longer including a new timesheet each week with your pay slip. We ask that you now photocopy the original timesheet and use this as your master copy to take with you to your bookings and duplicate for extra copies. Alternatively you may find a copy of the timesheet off our website found at:

www.quayappointments.com.au/timesheets.htm
Just follow the prompts to either download in a zipped MS Word format or open it from the website and save straight into MS Word.



TALKING TEMPS

Issue 33 March 2002

Temporary Of The Month - March 2002 Congratulations to Michelle Hughes

Michelle's reliable and speedy nature towards her work is coupled with her 110% effort making her a fabulous employee. We have received fantastic feedback from her boss and she thoroughly deserves this award. Michelle displays the attributes of a temp who is loyal, hard working and committed to her role. Well done!

Michelle will receive a \$50 gift token from David Jones

Highly Commended List

Cheers to the following three candidates who will receive a double movie pass

Jacob Sife - For his recent "Top Performer for the Week" award. Jacob is a highly motivated salesperson who achieves his set targets!

Kate Griffiths - Not only is Kate a hard worker but she thrives in her busy environment! Her "ready to tackle all tasks" attitude has resulted in positive comments about herself.

Maria Carter - Great feedback and consistent across the boards, Maria has been extended in her role due to her dedication and efforts.

Parable Of The Pencil

The Pencil Maker took the pencil aside, just before putting him into the box. "There are 5 things you need to know." He told the pencil, "Before I send you out into the world. Always remember them and never forget, and you will become the best pencil you can be."

"One: You will be able to do many great things, but only if you allow yourself to be held in someone's hand. Two: You will experience a painful sharpening from time to time, but you'll need it to become a better pencil. Three: You will be able to correct any mistakes you might make. Four: The most important part of you will always be what's inside. And Five: On every surface you are used on, you must leave your mark. No matter what the condition, you must continue to write."

The pencil understood and promised to remember, and went into the box with purpose in its heart. Now take the place of the pencil. Always remember them and never forget. And if you do, you will become the best person you can be.

Allow this parable on the pencil to encourage you to know that you are a special person and only you can fulfil the purpose to which you were born to accomplish. Never allow yourself to get discouraged and think that your life is insignificant and cannot make a change.

Author Unknown



Introducing Temp Team 2002 (minus Sharlene Yule - see back) - from top left: Eileen Opilas, Pam Ramasamy, Irene Salaivao, Morag Malloy & Kelly Kingsley. From bottom left: Vanessa Fong & Debbie Thompson

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: As a part of our continuous
: process to enrich our quality and
: service to our clients and
: candidates, you will soon be
: receiving a Temp Survey. We
: ask that you please complete and
: return this in order for us to
: review our procedures and
: implement strategies to improve
: our methods. We thank you in
: advance for your feedback and
: assistance with this.
:

March Birthdays

Diana Low, Gai Sturtridge, Danielle Shennan, Mark Burnett, Andrew Squires, Neelam Bhagwat, Eric Lalan, Maria Saccalan (Fausto), Wendy Hart, Cynthia Lowe, Pablo Osses, Prem Sharma



March Recipe Spot

Toffee Umbrellas

Makes 12

Ingredients:

- 1 1/2 cups caster sugar
- 1/2 cup water
- 1 1/2 tablespoons brown vinegar
- 2-3 drops pink food coloring
- 6 ice block sticks
- 2 tablespoons hundreds and thousands



Method:

1. Lightly grease a 12 hole mini muffin pan
2. Combine sugar, water and vinegar in a medium pan. Stir over a low heat until sugar is dissolved; brush down sides of pan with a pastry brush dipped in hot water to remove any sugar from the side of the pan
3. Boil, uncovered, for about 15 mins or until a small amount of sugar syrup, when dropped into cold water will "crack". This gives a good, hard toffee. If a stick-jaw toffee is preferred, boil for 10 to 12 mins, or until a small amount of sugar syrup, when dropped into cold water, forms a soft ball between fingers.
4. Remove from heat; add a few drops of food coloring. Pour mixture into a heatproof jug; allow bubbles to subside. Pour evenly among prepared pan holes.
5. Cut the ice block sticks in half crossways. Place the sticks, cut-side down, into the centre of toffees when mixture is firm enough to hold stick upright; sprinkle with hundreds and thousands. Allow to set.

Source: Woman's Day, Mar 25 2002

March Quote

A vacation is a sunburn at premium prices.

Hal Chadwicke



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

Get To Know Your Consultant!

Over the next few issues of *Talking Temps*, we will feature our consultants in order for all of you to get to know them a bit better. This month's feature interview is Sharlene Yule, Team Leader Commercial Desk, City Branch. Sharlene has 11 years recruitment experience, relocating recently from her home in New Zealand.



Favourite Food - Thai

Favourite Sport - Rugby, All Blacks of course. Also likes to play netball

Favourite Film - Lord of the Rings

Favourite place in Sydney - London Pub, Balmain on a Sunday afternoon

Favourite holiday destination - Anywhere you'll find surf, sand and a good cocktail

Best Advice ever given - Always Remember Your Manners, A please and a thank you can go a long way

What do you love most about your job - Every day is different, being able to help people whether it be candidates or clients and making a difference

What makes a great Quay Temp - Reliable, Flexible and a "Can-do" attitude. PS. Remembering to send timesheets in on time!

Something to think about...

Your work clothes contribute significantly to your professional image so it's important to be aware of what you wear. Make sure you convey the image that suits both you and your career best.

Does your appearance tell people that you are self-assured, efficient and creative? Or does it give the impression that you are scatty, lacking in confidence or introverted? When it comes to first impressions and impressing your peers, your working wardrobe requires careful thought.

Source: <http://www.handbag.com>

March Funny ...

A man gets this real fast sports car and he's is flying down the road at about 80 mph. After a couple miles a cop pulls out on to the road and turns on his siren. The man pulls over and waits for the officer to give him a ticket. The officer comes up to his car and says "I have been waiting for you all day". The man says "Well I got here as fast I could".

Current Temp News

Gone Travelling ...

- Alexandra Sheriff
- Craig Gunn
- Lynsey Drew

Congratulations to Kevin Dunne on the new addition to his family - baby Jamie

Congratulations to Sianita Santoso on the arrival of her baby Jordan James

Gone back to University ...

- Anne O'Grady
- Gerhard Jordaan

Found Perm Work ...

- Jennifer Morris

Best Wishes to Maria Saccalan who recently got married!

Who are expecting the pitter-patter of little feet shortly ...

- Seema Radhakrishnan
- Christine Timmins
- Amanda Hodder
- Cherry Boutros



Having a great laugh in chorus line mode is Pam Ramasamy (Parramatta Team Leader, second from left) visiting at Rail Infrastructure Corporation at Homebush West.

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