

BRL - CANDIDATE SUMMARY CHECKLIST FOR TEMPS ON ASSIGNMENT

- #1. Call or Text Building Recruitment Temp Department if you are unable to attend work at the earliest opportunity. **Contact Temping Division on 0800 EMPLOY (367569)**
- #2. **Guarantee implementation** - Where a client has utilised a guarantee against you and it had been accepted by Building Recruitment Ltd; you are not entitled to payment of the first 2 hours of work where you have stated that you are capable of doing the tasks required and are deemed unable to perform the tasks, where you have arrived late for the assignment and your work performance is considered unacceptable, where you do not have the correct or compliant PPE gear required for the assignment, these are some examples: *unable to complete the tasks required, unable to meet the skill level required, do not have correct qualification or licence.*
- #3. Ensure you receive site Health & Safety Induction prior to starting work. Attend tool box meetings and monitor and be aware of the Health & Safety Awareness board daily. Inspect your PPE gear on a regular basis and report to **our Temping Consultant** and **Site Supervisor** immediately if there is a defect and that you require replacement equipment. If the equipment is not replaced and you are unable to complete the assignment you will not be entitled to remuneration until rectified.
- #4. Notify the Temping Division from Building Recruitment Ltd and the Site Supervisor immediately of any event of any **near miss/accidents** involving yourself whilst on assignment. Please **call or text your Temp Consultant at Building Recruitment.**
- #5. Temp Staff are responsible for completing timesheets and sending to supervisor for sign off. It is the supervisors' responsibilities to have timesheets approved.
- #6. Ensure meal breaks are deducted from hours, total the hours for each day and enter a final total at the bottom, if you have been confirmed that overtime is payable please fill out the overtime section if applicable.
- #7. Timesheets are to be completed as follows: if you worked eight and half hours this documented as 8:30 not 8.5. Please be aware we work to 15 minutes blocks. Ensure your supervisor has emailed your timesheet(s) to **temps@buildingrecruitment.co.nz** no later than 9:30am Monday. Any issues or questions please contact the **Temping Division on 0800 EMPLOY (367569).**
- #8. Failure to provide an accurate and signed off timesheet on time will result in the pay run being missed; your pay will be processed with the following week's pay run.
- #9. Payroll will be processed and paid into your account by **Wednesday.**
- #10. Give Building Recruitment Limited 2 days' written notice if on short term employment if you are no longer available for assignment. Failure to do so may result in your last 2 days pay being forfeited.
- #11. When on an assignment longer than 2 weeks, please provide 5 days' written notice that you are no longer available for assignment. Failure to do so may result in your last 5 days pay being forfeited.