

# Extended Salary Packaging Services



RECRUITMENT HIVE<sup>™</sup>  
TECH SPECIALISTS

Details on Monthly, Fortnightly & Weekly payroll options, including Car Leasing, LAFHA, and Salary Packaging



## Hive Monthly Classic

### Includes

- ✓ Calendar month pays on the 5th of the month
- ✓ Detailed monthly pay slips
- ✓ Salary sacrifice for additional superannuation or work related FBT exempt items
- ✓ Free

### Free Monthly Payroll services

**Cost:** Free to all Contractors

**Payments made:** Close of business on the 5th of each month (for hours worked in the prior month), monies available in bank accounts typically no later than the 6th of each month. If the 5th falls on a week-end, payments will be made on the Friday preceding that weekend.

**Timesheet Deadline:** Close of business on the 4th of each calendar month, for the entire prior calendar month hours worked. All timesheets must be approved by Host-Client supervisor.

**Next payment if timesheet deadline is missed:** The next scheduled weekly pay run.

### Does not include

- ✗ Weekly or Fortnight pays
- ✗ Novated car lease salary sacrifice
- ✗ Living Away From Home Allowance

### Conditions

If the Host-Client requires contractors to enter hours worked into an internal timekeeping system (most do) for the purpose of verifying and paying Recruitment Hive invoices, Contractors are required to provide an approved Host-Client timesheet report for all hours worked in the preceding calendar month no later than the 4th of a month using the Astute payroll system. Failure to do so will delay a Contractor's pay until the next fortnightly pay schedule following the submission of the Host-Client approved timesheet;

The Host-Client internal timekeeping system (for most Clients) is the data of truth from which Recruitment Hive is able to invoice the Client from. If there is any discrepancy for the period between the Host-Client internal timekeeping system and the Recruitment Hive online timesheets (used to facilitate fortnightly pays), amendments will be added/subtracted from the Contractor's next pay.



## Hive Monthly Plus

### Includes

- ✓ Calendar month pays on the 5th of the month
- ✓ Detailed monthly pay slips
- ✓ Novated Car Leasing and LAFHA
- ✓ Salary sacrifice for additional superannuation and work related FBT exempt items
- ✓ 0.75% fee

### Monthly Plus Payroll services

**Cost:** 0.75% of Casual PAYG Contractors pay rate (including super).

**Payments made:** 5th of each calendar month (for hours worked in the prior month), monies available in bank accounts typically no later than the 6th of each month. If the 5th falls on a week-end, payments will be made on the Friday preceding that weekend.

**Timesheet Deadline:** Close of business on the 4th of each calendar month, for the entire prior calendar month hours worked. All timesheets must be approved by Host-Client supervisor.

**Next payment if timesheet deadline is missed:** The next scheduled weekly pay run.

### Does not include

- ✗ Weekly or Fortnight pays

### Conditions

If the Host-Client requires contractors to enter hours worked into an internal timekeeping system (most do) for the purpose of verifying and paying Recruitment Hive invoices, Contractors are required to provide an approved Host-Client timesheet report for all hours worked in the preceding calendar month no later than the 4th of a month using the Astute payroll system. Failure to do so will delay a Contractor's pay until the next fortnightly pay schedule following the submission of the Host-Client approved timesheet;

The Host-Client internal timekeeping system (for most Clients) is the data of truth from which Recruitment Hive is able to invoice the Client from. If there is any discrepancy for the period between the Host-Client internal timekeeping system and the Recruitment Hive online timesheets (used to facilitate fortnightly pays), amendments will be added/subtracted from the Contractor's next pay.



## Hive Fortnightly

### Includes

- ✓ Fortnightly pays processed on Thursdays
- ✓ Detailed fortnightly pay slips
- ✓ Novated car leasing and LAFHA
- ✓ Salary sacrifice for additional superannuation and work related FBT exempt items
- ✓ Opportunity to utilise Living Away From Home Allowance (if applicable)
- ✓ 1.25% fee. PLEASE NOTE: contractors who are paid \$60 per hour (including superannuation) or less are able to access Recruitment Hive's fortnightly pay cycle **at no charge**.

### Fortnightly Payroll services

**Cost:** 1.25% of Casual PAYG Contractors pay rate (including super).

**Payments made:** Every second Thursday, monies available in bank accounts, typically, no later than Friday.

**Timesheet Deadline:** Close of business Wednesday of the pay week. All timesheets must be approved by Host-Client supervisor.

**Next payment if timesheet deadline is missed:** The next scheduled weekly pay run.

### Does not include

- ✗ Weekly pays

### Conditions

The first fortnightly pay will be based on the contractors' start date and payment will be made based on the existing fortnightly payment schedule;

To obtain a fortnightly pay schedule a contractor must record hours worked on both the Host-Client's internal timekeeping system (if one exists) and Recruitment Hive's online timesheet system, which also requires Host-Client supervisor (one click) authorisation - via email.

Fortnightly pays occur every second Thursday. Recruitment Hive's online timesheets (authorised by a Host-Client supervisor) must be received prior to close of business Wednesday. Authorised timesheets received after this cut-off time will be paid the following week.

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## Hive Weekly

### Includes

- ✓ Weekly pays processed on Thursdays
- ✓ Detailed weekly pay slips
- ✓ Novated car leasing and LAFHA
- ✓ Salary sacrifice for additional superannuation and work related FBT exempt items
- ✓ 2.0% fee

### Weekly Payroll services

**Cost:** 2.0% of Casual PAYG Contractors pay rate (including super).

**Payments made:** Every Thursday, monies in bank accounts typically no later than Friday.

**Timesheet Deadline:** Close of business Wednesday. All timesheets must be approved by Host-Client supervisor.

**Next Payment if timesheet deadline is missed:** The next scheduled weekly pay run.

### Conditions

To obtain a weekly pay schedule a contractor must record hours worked on both the Host-Client's internal timekeeping system (if one exists) and Recruitment Hive's online timesheet system (which also requires Host-Client supervisor (one click) authorisation;

Weekly pays occur every Thursday. Recruitment Hive's online timesheets (authorised by a Host-Client supervisor) must be received prior to close of business on Wednesday. Authorised timesheets received after this cut-off time will not be paid until the following Thursday (a week later).

## Like to know more?

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