



# FILEforce 09

Second Half

☎ 1300 300 395  
 📠 1300 305 395

- Pay periods are fortnightly in arrears. **NO CLIENT SERVICE REPORT = NO PAY.**
- (a) The pay period ends on the FRIDAY (marked with a box) at midnight.
  - (b) Client service reports are to be faxed to the office when the work has been completed.
  - (c) Pays are processed on Monday and available at banks Wednesday morning.
  - (d) All expenses must be approved by the Operations Managers

Claim Fridays are shown in box

Pay days are shown in *Italics*

Week numbers are shown in the right column

Public Holidays are shown in **larger font & bold**

### PROCEDURE FOR DAYS OFF:

**HOLIDAYS** PLEASE ADVISE AT LEAST 10 DAYS IN ADVANCE TO ARRANGE YOUR RELIEF IF NEEDED.

**SICKNESS** - call 1300 300 395 during business hours or Operations after hours.

Email Operations Manager ops@filing.com.au

URL : [www.filing.com.au](http://www.filing.com.au) [www.accessofficesystems.com](http://www.accessofficesystems.com)

### FORMS ON LINE

To print out more CSR's (Time Sheets) go to our website to **EMPLOYEE FORMS** then **TIME SHEETS** then print to your local printer or in the Client's Office.

Forms

### Phone Numbers

Harry Haxton	0411 192 600
Operations - Viv / Sandy	0413 628 459
Ops Mgr—Richard	0413 628 457
Operations—Jane	3848 0199
Operations—Jane	0413 628 462
Spare	0413 628 460
Spare	0413 628 459

### Office Address

80 Annerley Road  
**WOOLLOONGABBA QLD 4103**

### Brisbane Operations

187 Hyde Road  
**YERONGA QLD 4104**

### Sydney Office

Unit 7 / 5-7 Malta St  
**FAIRFIELD EAST NSW 2165**

Postal Address (All correspondence)  
 PO BOX 6179  
 FAIRFIELD GARDENS QLD 4103

July							August							September									
Sa	Su	M	T	W	T	F	Wk	Sa	Su	M	T	W	T	F	Wk	Sa	Su	M	T	W	T	F	Wk
				1	2	3	27	1	2	3	4	5	6	7	32				1	2	3	4	36
4	5	6	7	8	9	10	28	8	9	10	11	12	13	14	33	5	6	7	8	9	10	11	37
11	12	13	14	15	16	17	29	15	16	17	18	19	20	21	34	12	13	14	15	16	17	18	38
18	19	20	21	22	23	24	30	22	23	24	25	26	27	28	35	19	20	21	22	23	24	25	39
25	26	27	28	29	30	31	31	29	30	31					36	26	27	28	29	30			40
								10th Logan Show Day (Logan only) 12th Brisbane Show Day 28th Gold Coast Show Day (Gold Coast only)															
October							November							December									
Sa	Su	M	T	W	T	F	Wk	Sa	Su	M	T	W	T	F	Wk	Sa	Su	M	T	W	T	F	Wk
31					1	2	40	1	2	3	4	5	6	45				1	2	3	4	49	
3	4	5	6	7	8	9	41	7	8	9	10	11	12	13	46	5	6	7	8	9	10	11	50
10	11	12	13	14	15	16	42	14	15	16	17	18	19	20	47	12	13	14	15	16	17	18	51
17	18	19	20	21	22	23	43	21	22	23	24	25	26	27	48	19	20	21	22	23	24	25	52
24	25	26	27	28	29	30	44	28	29	30					49	26	27	28	29	30	31	01	
5th Labour Day (NSW only)															25th Christmas Day 28th Boxing Day								

**PROFESSIONAL SERVICE**

**Fax Number 1 300 305 395**

**EMPLOYMENT EQUALITY**

REMEMBER EACH CLIENT HAS:-

A UNIQUE contract number

And an UNIQUE TASK which is ALPHABETIC from A to ZZZ.

ONLY ENTER ONE TASK PER LINE AS THERE MAY BE DIFFERING BILLING RATES FOR TASKS. ALWAYS PUT YOUR TIME OF ATTENDANCE IN FULL - ALWAYS INCLUDE BREAKS OR WRITE "NO BREAK".