

Any queries please call the employee line  
(02) 8355 2420 or email [admin@eirgroup.com.au](mailto:admin@eirgroup.com.au)

Not needed back on the same site the next day?  
TEXT us on **0400 394 073** (TEXT ONLY as this is a computer). The  
earlier you can let us know, the earlier we can get you on another  
job!

## EMPLOYEE TIME SHEET & DAILY REVIEW



*When you need GREAT people*

**pay@eirgroup.com.au**

You will receive an email confirmation to say it has been  
received. No email confirmation = not received

### EIR EMPLOYEE MUST DO's to get PAID :)

1. Have your supervisor check, sign & initial your time sheet everyday.
2. No supervisor signature means **NO pay**
3. Make sure you or the supervisor notes the task(s) you performed each day.
4. Email or send picture of your time sheet by 9:00 AM every Tuesday or you will not be paid till next week to [pay@eirgroup.com.au](mailto:pay@eirgroup.com.au)
5. Send your timesheet every week, if you send it after 21 days of your shift payment will be delayed.

### Client/ Customer Instructions, PLEASE:

1. Sign off daily the EIR Employee's start time and finish time.
2. Print your name next to your signature in the space provided.
3. Initial the appropriate column of the Daily Performance Review relating to EIR employee performance.
4. Note task performed by EIR employee each day.

EIR GROUP EMPLOYEE TO COMPLETE								CLIENT/CUSTOMER (PCBU) TO COMPLETE		Daily Performance Review Supervisor initial required in one column only		
Day	Date	Start Time	Break - lunch	Finish Time	Total hours Worked	Job Site/ Address	Client / Company Name	Signature of supervisor	Name of Supervisor please print clearly	Above Expectation	To Expectation	Below Expectation
Mon			30									
								EIR task performed:				
Tues			30									
								EIR task performed:				
Wedns			30									
								EIR task performed:				
Thurs			30									
								EIR task performed:				
Fri			30									
								EIR task performed:				
Sat			30									
								EIR task performed:				
Sun			30									
								EIR task performed:				

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received

TOTALS

**YOU are responsible for having your time sheet signed DAILY - NO signature NO PAY!!**

**Please Send a copy of your time sheet to [pay@eirgroup.com.au](mailto:pay@eirgroup.com.au) before 9 am Tuesdays thanks**



*When you need GREAT people*

#### HOW TO GET WORK

1. Keep EIR updated with your availability. We send a text out every weekend asking if you are available. IF YOU DO NOT RESPOND we take you off our available list.
2. Turn up on time and ready to work! On the days you work for us you will receive an SMS in the morning to make sure you are up/going to work. You MUST reply to this SMS so we know you are going to your job. If you do not reply we replace you WITHOUT PAY!
3. **YOUR PERFORMANCE** on site determines how much work **YOU Get**.  
We get daily feedback on how you are working so the better your performance, the MORE WORK YOU GET.
4. The more willing you are to TRAVEL, the more work we can give you. Our jobs sites are located everywhere.
5. You can choose to be ON CALL for the next day. We call you at 6am the morning of the job, if a job comes in. LEAVE YOUR PHONE ON LOUD in the mornings you are on call as more often than not, new jobs come in!

#### HOW TO GET PAID

1. Have your time sheet signed **DAILY** by the site contact/customer - **NO signature means NO PAY AND NO EXCEPTIONS**. EIR does not chase signatures. You will have to get the signature from the customer, or have them email us to confirm your hours. VERBAL CONFIRMATION is not accepted.
2. Pay week runs from Monday to Sunday each week.
3. Pay day is every Friday around midday (noon/12 O'clock)
4. Completed time sheets with your NAME on it must be received by EMAIL NO LATER than 9:00 AM Tuesday.  
You can scan them or send a clear photo (BY EMAIL) to [pay@eirgroup.com.au](mailto:pay@eirgroup.com.au)
5. Timesheets must be completed to indicate how long of a lunch break was taken. After 5 hours it is MANDATORY to take a lunch break. We expect you to take lunch!
6. Late timesheets or unsigned timesheets will not be processed that week.
7. Pay slips are sent to your email each week that you work.
8. Additional time sheets are available on our website [www.eirgroup.com.au](http://www.eirgroup.com.au)

#### HOW TO KEEP WORKING!

##### HOW TO GET ONGOING WORK WITH EIR

1. Let the site manager know your construction experience at the start of your shift as he may be able to give you more work based on your experience.
  2. There is always something to do on site, make sure you are always busy.
  3. If you cannot find something to do ASK the site manager for a list of tasks!
  4. Suggest what needs doing based on your skills.
  5. Ask at lunch time if you are needed back
- GET BUSY, KEEP BUSY and you will KEEP WORKING!**

#### WHAT ARE THE HOURS

1. Usually you have to be on site for 6:45 am and the day finishes around 15:30
2. Saturday usually finishes earlier.
3. Rates of pay vary depending on the hours you work and if on weekends. These are as stated at your registration.
4. After 5 hours it is mandatory to take a lunch break. We expect you to take lunch!

#### HOW DO YOU FIND THE JOB

1. The details of the site address will be sent to you by text.
2. Look up the site the night before the job.
3. If using public transport you can go to [www.transportnsw.info](http://www.transportnsw.info) & this website will help plan your route and the time it will take and when to be where.
4. If you are close to the site but cannot find it, call the site contact for directions.
5. You should never be late, but if you are, tell the site AND EIR before your scheduled start time.

#### WORKING SAFE

##### SAFETY IS EVERYONES RESPONSIBILITY

Report all unsafe practices to your site manager or call us directly.

Remember you must complete a site induction before you start work on site

**IF IT IS NOT SAFE DO NOT DO IT!**