

Welcome to Spark

A handy guide for contractors



A warm welcome

As a contractor we pay you the respect you deserve - treating you like one of the Spark family.

At Spark, we understand that life as a contractor can be rewarding but also stressful; with uncertainty around pay, contract renewals and all the intricacies of moving from one company to the next.

The answers to these frequently asked questions will help make your assignment straightforward and enjoyable.

Frequently asked questions

What are the different types of contractor?

You can work as a Spark contractor in one of three different ways:

PAYG Contracting: You become an employee of Spark for the duration of your contact assignment(s). We will require you to provide us with your tax, super, banking and personal details as well as completing the required forms and contracts.

Managed Contracting: If you work through a management company you elect to be paid through a GST registered business that is not your own. Typically these are payroll management companies that specialize in salary packaging to optimize your tax throughout your contracting career

PTY Contracting: You are the nominated representative of a GST registered business. To take up this option the business will need to provide certificates of currency for Workers Compensation Insurance, Professional Indemnity and Public Liability insurances as well as Business registration documents and banking details. Please note we do not recognise sole traders.

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PAYG Contractors need to supply:

A signed and completed Payroll Registration Form (supplied by One Vendor, on behalf of Spark Recruitment).

- Tax File No and you will be required to complete a Tax Declaration for the ATO
- Bank Account details
- Superannuation details or complete the 'Super Choices' form

PTY Contractors need to supply:

Company documentation

- Certificate of incorporation or business name registration
- Tax office confirmation of your Australian Business Number (ABN)
- Certificate of Currency for the company's Workers compensation insurance (or comparable policy)
- Certificate of Currency for the company's Public Liability and Professional Indemnity insurances

Bank account details

Please provide your company bank account details to allow us to process by direct credit. Note that we cannot remit payments to an account in the name of an individual. The account must be in your company's name.

Payroll registration form

You will need to complete and return your Payroll Registration Form (supplied by One Vendor on behalf of Spark Recruitment).

How are timesheets processed?

Timesheets can be **downloaded** from the Spark website or if our client has accepted our e-timesheet solution you can enter your hours via our **online e-timesheet portal**. Your online access password will be emailed to you, once you become a Spark contractor.

Timesheets need to be approved before they can be processed.

You must submit your timesheet to Spark by **4pm on a Tuesday** to ensure prompt payment. Spark accepts timesheets via email, fax (02) 80791120 or online, subject to our client's requirements. Please retain the original timesheet for your records.

Tax Invoice (PTY Contractors and Managed Contracting)

PTY Contractors are also required to supply a "Tax Invoice" on your company's letterhead to be faxed to us with your timesheet. If you are working through a payroll management company we will also need a tax invoice. The invoice must clearly show the name of the worker, the week ending date, the fee rate, hours worked and invoice amount.

Timesheets not accompanied by a complying "Tax Invoice" cannot be paid.

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When will I get paid?

We try to ensure that you are paid accurately on time, every time.

If you have your approved timesheet us by **4pm on a Tuesday** you will be paid by EFT by the end of the week. PTY contractors and those working through management companies must also send a corresponding tax invoice in order for us to process payment.

Pay cycles will vary between weekly or fortnightly subject to the client assignment you are working on. Please ensure you provide Spark with up-to-date account details.

When is Superannuation paid? (PAYG Contractors only)

Super is paid into your nominated account on a quarterly basis. Please ensure Spark has your current account details.

Will my contract be renewed?

We recognise that one of the most stressful aspects of working as a contractor is the uncertainty surrounding renewals.

Spark tackles this issue at least 4 weeks prior to your scheduled contract end date. We are here to ensure you know where you stand and can assist in making the transition to your next contract period as seamless as possible.

Alternatively if your contract is coming to an end we will work with you to find your next Spark assignment.

I've got more questions – who do I speak to?

For questions big and small, please don't hesitate to contact your Spark Candidate Manager. They'll be able to help with details of your role, start times and locations, pay queries and other issues.

Not sure who your Candidate Manager is? No problem, just phone **(02) 8090 7788** or email hello@sparkrecruitment.com.au and the right person will be in touch with you shortly.

*We'll treat you like one of the
Spark family and make sure you're
paid on time, every time*