

### Parker Bridge Contacts

<b>Wellington Branch</b>		
Main Line: 04 472 4380		
<b>Recruitment Consultants</b>		
<b>Louise Reilly</b>	04 910 3888	<a href="mailto:louise.reilly@parkerbridge.nz">louise.reilly@parkerbridge.nz</a>
<b>Jack Rogers</b>	04 910 3881	<a href="mailto:jack.rogers@parkerbridge.nz">jack.rogers@parkerbridge.nz</a>
<b>Jack Carter</b>	04 910 3885	<a href="mailto:jack.carter@parkerbridge.nz">jack.carter@parkerbridge.nz</a>
<b>Samantha Read</b>	04 910 3883	<a href="mailto:samantha.read@parkerbridge.nz">samantha.read@parkerbridge.nz</a>
<b>Niamh Barber</b>	04 910 3886	<a href="mailto:niamh.barber@parkerbridge.nz">niamh.barber@parkerbridge.nz</a>
<b>Timesheets</b>		
<b>Laila Khan</b>	09 910 0775	<a href="mailto:laila.khan@parkerbridge.nz">laila.khan@parkerbridge.nz</a>

### Welcome to the Parker Bridge Team

This guide has been put together to provide you with information you might require while you are working for us as a temporary employee. It aims to answer some of the most frequently asked questions as well providing you with the relevant contact details. This will help to ensure you get the most out of your assignments with Parker Bridge.

### Who Are Parker Bridge?

Parker Bridge is a niche recruitment specialist, primarily focusing in the Accounting, Finance, Banking and Business Support sectors. We are privately owned and have been in operation since 1989, with offices in Auckland, Wellington and Thailand.

At Parker Bridge, we are passionate about the service we deliver and believe our dedication and commitment to providing a customer-first service sets us apart from other recruiters. We are excited about the opportunity to work with you.

### Office Hours

Parker Bridge is open from 8:30am–5:30pm Monday to Friday. If you need to contact us outside of these hours, we have a message service set up on our main phone line. Please leave a message and we will return your call once we are back in the office. The main phone number is **04 472 4380**.

### Office Location

Our Wellington Branch is located at **Level 3, Dell EMC Building, 5 Willeston Street, Wellington**. We are situated across the road from Frank Kitts Park, opposite Tony's Tyre Service.

### Working Together

Temping can be a very rewarding and challenging work experience. As a temporary employee you will benefit from flexible work hours, varied work environments and opportunities to learn and develop a diverse range of skills.

We work together with you to deliver a personal experience every time. We help to find you employment opportunities that work best for you and in return ask you to help us out in some small ways too...

- Keep us up-to-date with your current situation and call in regularly in regards to your availability. We know how costly mobile calls can be, so send us a text or call the office and we are more than happy to call you back.
- Keep us informed with any situations that you feel we might need to be aware of. For instance, if a client indicates a possible permanent position that may exist for you – call us so we can advise you of the best course of action.
- We ask you to be completely professional, trustworthy, honest and reliable. Your personal presentation should also be of the highest standard when you're working on an assignment for us.

### What We Do For You

**Employment Opportunities** – As Parker Bridge recruits both permanent and temporary staff, if, at any stage you would like to consider permanent employment then please let one of our consultants know.

**High Level Support** – Our consultants are committed to providing you with the highest level of support during your time with us as a temp. We are happy to offer you:

- Efficient response times.
- Targeted and proactive job searches.
- Best pay rates.
- Skill assessments.
- Pre-interview preparation.
- Interview feedback and de-briefs.
- Ongoing communication.
- Guaranteed confidentiality.

**Ongoing Work** – We endeavour to keep you working as much as possible in enjoyable roles that utilise your skills and abilities.

**Appraisals** – We offer all of our long term temps the opportunity for appraisals to discuss progression in current roles, future goals and a service check to ensure that we are doing everything we can for them!

**Temp of the Month Award** – We want to reward those candidates who are always exceeding expectations and continually adding value to our clients. We know how important it is to look after staff and we want to acknowledge all of our outstanding team. Our clients are able to nominate our temps for this award. Winning candidates receive a certificate and prize.

**Temporary Staff Reviews/Performance Management** – We send out a staff assessment to your line manager regularly during long term assignments or at the end of your completed assignment if less than one month. We know how important it is for you to get constructive feedback for your development and will always communicate any feedback that we have received either verbally or through our staff assessments.

**Post Placement** – Keeping in touch is important for us and we take the time to check in with you on day one and then regularly for any long term temp or contract assignment.

## Health & Safety

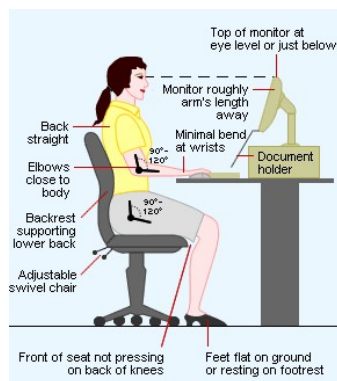
While you are working as a temporary professional for Parker Bridge you are a valued member of our team. As your employer, Parker Bridge has certain responsibilities under the Health & Safety in Employment Act and your safety is of prime importance to us. The nature of temp work means that you will more than likely be on a client's work site more often than you will be on ours. However, there are some main aspects of Health & Safety that apply to all employers across the board:

- Employers have a duty to provide and maintain a safe working environment at all times and have a general duty to take all practicable steps to ensure the safety of employees while at work.
- Employers should inform you of the emergency procedures for their workplace, any hazards you may be exposed to and the location of safety equipment before you commence work.

### What You Can Do

- Always follow safe work practices; **never take risks – the safe way is the only way!**
- Be aware of your surroundings and always be on the lookout for potential hazards such as poor lighting conditions, excessive noise, inadequate or poorly designed equipment such as office chairs and desks, unsafe cables, extreme temperatures etc.
- If you come across any unsafe situations then please report them immediately to your supervisor and to your Parker Bridge consultant.

- You are prohibited from working under the influence of drugs, alcohol or any prescribed drug which may affect your ability to work.
- Keep your work station as safe as possible:
  - Keep your posture straight and keep your eyes at screen level.
  - When typing keep your wrist position flat so that you are not bending your wrist.
  - Adjust your computer screen to keep the glare on your screen down to a minimum.
  - Adjust your desk so that things you often need are closest to you.
  - Get up and move around the office regularly.

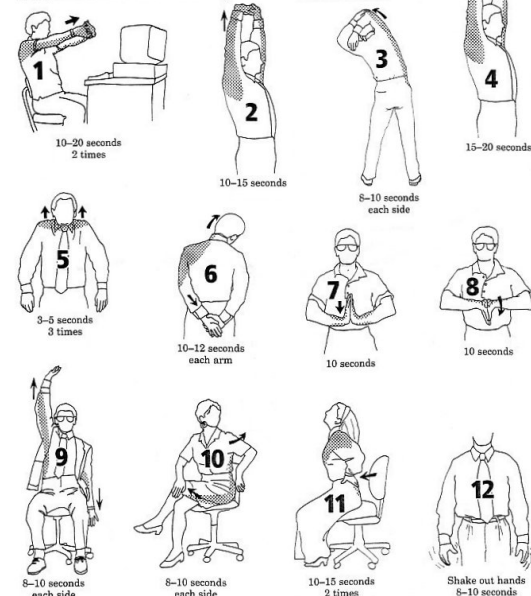


- It is important to take regular breaks and intervals in your work day as sitting for long periods at your desk or in front of a computer can be tiring and stressful. Try and get out of the office during your lunch break to get some all important fresh air, which will refresh your mind and body. The diagram gives you some examples of simple exercises you can do while at work that aim to improve your circulation and release any muscle tension.

### Computer & Desk Stretches

Approximately 4 Minutes

Sitting at a computer for long periods often causes neck and shoulder stiffness and occasionally lower back pain. Do these stretches every hour or so throughout the day, or whenever you feel stiff. Photocopy this and keep it in a drawer. Also, be sure to get up and walk around the office whenever you think of it. You'll feel better!



Stretching © 2000 by Bob and Jean Anderson. Shelter Publications, Inc.

### Office Equipment

- Only use equipment that you have been trained on.
- Make sure machine guards are installed and are being used.
- Keep long hair tied back, fingers and any jewellery away from moving equipment and parts.
- When using filing cabinets, open only one draw at a time.

### Lifting

- Always lift using your knees, do not bend your back.
- Do not lift excessively heavy objects, if in doubt ask for someone to help you.



### Timesheet Portal Quick Candidate Guide

#### Setting up your account

1. You can access Timesheet Portal here:  
<https://parkerbridge.timesheetportal.com/>
2. An activation email will be sent from Timesheet Portal to the email address you provided to Parker Bridge on registration. Click the link provided in the email.  
**NOTE – Please contact us if you can't remember what email you used to register with**
3. Choose your password. Use "Forgotten Your Password?" link to reset your password.

### Logging in and submitting your timesheets

4. This is what the landing page will look like:

#### NOTES

- A. **Home** – This is your dashboard that will give you a snapshot of your assignments and hours
- B. **Timesheet Management** – This will give you a list of all your existing or draft timesheets
- C. **My Timesheets** – This will take you back to the above page
- D. **Approval** – This is where you can change who approves your timesheet if you have more than one approver
- E. **Save Draft** – This button allows you to save a timesheet so you can come back to it later  
Please click the save button if you change any data on your timesheets
- F. **Submit** – This will submit your timesheet to your approver
- G. **Additional Info** – You can enter any notes you may have on this timesheet

### Accessing user guides for further help

1. Timesheet Portal have several user guides available for you

**NOTES**

- A. **Account** – Click on your account information to open a menu
- B. **Help Guide** – Click here to access Timesheet Portal's user guides

There will be other guides on this page which may not be applicable to you. Please use guides for **Timesheet Submission** and **Timesheet Management**.

**Other Notes:**

1. Enter time worked against each of the days. Please use the 24:00 hour clock when submitting your times.
2. Use the **Additional Information** field to enter any comments you wish to communicate to your Manager or Parker Bridge regarding hours you worked on a specific day.
3. If you have taken a **full day of annual or sick leave**, please leave the hours for that day blank. Enter AL or SL in the **Additional Information** field and include the total hours leave you have taken and inform your **Parker Bridge Consultant** as soon as possible.
4. If you have taken a **partial day of annual or sick leave**, please fill in **start time** and **finish time** and in the **Additional Information** field enter the total hours of leave you wish to take (e.g. 4 hours AL).
5. **If your current sick leave entitlement is 0.00, you may use your annual leave instead.** Identify in the Notes field (e.g. 4 hours AL in place of SL). Please refer to your employment contract for more information regarding sick leave accrual.
6. After clicking **Save**, Timesheet Portal will automatically calculate the total hours worked.
7. Click **Submit** when you have finished. If you have more than one Manager/Approver make your selection using the drop down box.
8. If your Manager/Approver **disagrees** with your timesheet, you will receive an automatic email alerting you that your timesheet has been **rejected**. Your **Parker Bridge Consultant** will then be in touch to discuss.

**For help please contact 09 912 0774 or  
payroll@parkerbridge.co.nz**

## Frequently Asked Questions

### **What happens if I have a problem during an assignment?**

Please contact your consultant for a confidential chat. We aim to offer support, advice and a solution as quickly as possible.

### **Who is my employer when I go out on temp assignments?**

Parker Bridge is your employer whilst you are on an assignment – so you must always keep us informed.

### **How do I submit my timesheet?**

You submit your Parker Bridge timesheet electronically via our online timesheet system (powered by Timesheet Portal). Once your consultant has confirmed your email address with you an activation email will be sent to you asking you to setup your account. If you have previously worked as a Temp or Contractor with Parker Bridge you will have already setup your account. You will be emailed a link to activate your assignment.

Every Friday you will be emailed reminding you that your timesheet is due in. Click the link in the email to login and then follow the links to submit your timesheet.

For more detailed instructions please visit our [Online Timesheets FAQ](#) or contact us on **09 912 0774**.

If your Manager/Approver does not want to use online timesheets, you can download a [hardcopy timesheet](#) from our website and fax or email through to the details on the form.

### **When is my timesheet due in?**

We need to receive your approved online timesheet ideally by Friday afternoon but no later than **MONDAY 11.00am** following each completed week of work. Submit your timesheets online via the [Parker Bridge's Timesheet Portal](#).

### **When will I be paid?**

Your pay will be deposited weekly into your bank account on Wednesday night, accessible to you Thursday morning. Please make sure that you have filled out the IRD form and bank account form with the correct details as the wrong information will delay your payment. Your pay slip will be posted to you.

### **Can I have my pay in advance? What happens if I have questions about my pay details?**

Unfortunately, we are unable to pay you in advance, however, if you have accrued any Annual Leave we are able to pay this out to you. You can contact your Parker Bridge consultant with any questions that you may have about this.

### **What is the Confirmation of Assignment Form?**

Upon acceptance of the temporary assignment, you will be provided with a written confirmation detailing your hourly rate, the organisation, location details, start time, date and any other applicable contact information.

### **What do I do if I change my personal details?**

Please let one of the Parker Bridge consultants know if any of your personal details change so we can update our records.

### **What do I do if I want to book leave or holidays?**

Use the Comments for Parker Bridge field on your weekly online timesheet to request leave. Please put the date you require leave and whether you would like it paid out of your annual leave (if you have any accrued). Also, please contact your consultant at Parker Bridge who will then liaise with the relevant contact at your temporary assignment organisation to get approval.

### **Who do I contact if I am sick or unwell?**

If you are sick and cannot attend work, please contact your consultant by 8.30am at the latest on that morning. The Parker Bridge hours of work are 8.00am–5.30pm so a consultant will be able to take your call. Should you call before 8.00am, please leave a voice message with the following details: your name, the company name, and the name of your line manager at the company. Your consultant will inform your Line Manager accordingly.



### What steps do I take if I need to leave an assignment early?

You must contact Parker Bridge as soon as possible if you need to leave an assignment before its end date. If you do not comply with the notice period given below Parker Bridge is entitled to deduct from your wages the amount that you would have earned in the period you are not working there. Please see Point 5 in your Employment Agreement for further details:

- a) Where the Assignment is up to **two** weeks duration, I will give the Company at least **48** hours notice of my inability to complete the Assignment; or
- b) Where the Assignment is over **two** week's duration, I will give the Company at least **five** days notice of inability to complete an Assignment.

### What happens when I come to the end of my assignment?

When submitting your final online timesheet, write in the Comments for Parker Bridge field **FINAL PAY**. This will allow our Accounting team to process any outstanding leave pay that you are entitled to and close off that assignment, ensuring you receive no more email notifications. Please provide your line manager with a progress report and where they can find saved and stored files.