**Employee Handbook Information**

## Payroll Information

You will be paid weekly/fortnightly/monthly by electronic transfer to your nominated bank account. For all payroll related queries, please contact [payroll@email.com.au](mailto:payroll@email.com.au).

Payment is made on xx day of the week/fortnight/month.

## Hours of Operation

Our business normal trading hours are from 8.30am – 5.30pm (change as per your site) Monday to Friday.

Employees can access the site by way of swipe/key, which will be issued on your first day of employment.

## First aid officers and Fire wardens

The contact details of our first aid officers and fire wardens can be located on the lunch room noticeboard, or via our intranet.

Insert other key site/business information.