



## Welcome to the Red Source Personnel Team

Being a Red Source Personnel requires professionalism and your success as our employee is based on how well you adapt your skills, experience and personality to your work environment by demonstrating **flexibility, reliability** and an outstanding **work ethic**.

Please read all the information that has been supplied so that you are fully informed before you start work in your new position.

We hope this information pack will provide you with all details necessary to make the transition smooth and enjoyable. However, if there is anything at all that you are unsure of, please do not hesitate to contact one of our friendly staff at Red Source Personnel on **(08) 92257730**

### Tips for Employees:

#### Timesheets:

**Can be downloaded from our website [www.redsp.com.au](http://www.redsp.com.au)** or we can email of post one to you if required.

**Fill in your timesheet EVERY day to avoid mistakes**

**Make sure it is signed by your supervisor at the end of the week.**

**Fax or email a copy to Red Source Personnel by 10.00am every Monday morning.** Payroll is performed each Monday and pay is guaranteed into your bank account by the following Wednesday unless in the event of a long weekend when it will be then the following day.

#### Availability:

Please make sure you inform your Consultant if you are not able to attend or will be late for any assignment. The Consultant will then contact the client.

**Contact Details:** Red Source Personnel  
Level 3, 201 Adelaide Terrace  
East Perth 6004  
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Email: [info@redsp.com.au](mailto:info@redsp.com.au)  
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***Good luck and we look forward to a long and prosperous working relationship with you.***