

Welcome to Limelight People!

We're thrilled to have you join us and wish you a successful, rewarding placement.

This guide outlines everything you need to know about your contract, payroll, timesheets, and important onboarding steps.

If you ever have any questions, reach out to your Limelight consultant or email us at timesheets@limelightpeople.com.au.

Your Contract & Payroll: Geoffrey Nathan Australia (GNA)

Geoffrey Nathan Australia (GNA) is our trusted payroll and employment partner. Once you sign your PAYG contractor agreement with Limelight People, we'll share your details with GNA, who will then contact you directly to complete your onboarding and employment setup.

GNA Will Provide:

- A tailored employment contract
- Salary payments and payslips
- Employer insurances
- Superannuation (paid monthly, reported quarterly)
- Optional salary packaging (eligibility applies)

Payslip requests or payroll questions: payslips@gnaustralia.com.au

Packaging Eligibility: You must earn a minimum of \$60/hr (incl. super) and be working away from your usual home base. If just under this rate, exceptions may apply.

Pay Schedule: GNA pays fortnightly typically by COB Thursday or Friday.

Timesheets: Astute Payroll

We use Astute Payroll to manage timesheets for all contractors.

You'll Receive:

- Astute login credentials during your first week
- Instructions via email from Limelight

Submitting Your Timesheets:

1. Log in to Astute
2. Enter your start and finish times
3. Add a note if needed
4. Click Submit

Astute calculates pay rates based on your shift details, no need to do this yourself.



Deadline: Submit and have your timesheet approved by 11AM Tuesday. Public holidays may delay this by 24 hours. Missed approvals will delay payment.

Paper Timesheets – NT Gov and QLD Health contracts ONLY.

If your site requires paper timesheets:

1. Complete and have them signed by your manager fortnightly
2. Enter hours in Astute
3. Attach the signed paper timesheet in Astute
4. Submit for approval
5. Only applicable to NT Gov and QLD Health contracts

Important: No electronic submission = no payment.

Need to Make a Change?

- Incorrect timesheet? Contact your approver or email timesheets@limelightpeople.com.au
- Need a new approver? Confirm with them and email us
- Password issue? Use Astute's password reset or contact us

Astute Help Centre: <https://astutepayroll.zendesk.com/hc/en-au/categories/360002511312-Employees>

OH&S & Compliance

- Complete the OH&S induction via GNA and review safety materials in the Astute portal before starting.
- Make sure your workspace meets WHS standards. Visa and pre-employment checks are also required.

During Your Assignment

- Your Limelight consultant will check in regularly.
- Contract extension discussions typically begin 4 weeks before your end date.
- Expect a feedback survey near the end of your placement; we'd love your thoughts!