

Outsource Your Short-Term Contractor Payrolling

West Australian-based
Streamlined and transparent
Secure, cost-effective and fast

SHORT-TERM PAYROLLING IS PERFECT FOR WHEN YOU NEED TO EMPLOY SHORT TERM CONTRACTORS FAST AND COST-EFFECTIVELY.

OUR SECURE, STREAMLINED AND SEAMLESS SERVICE CUTS THROUGH THE ADMINISTRATIVE RED TAPE AND GETS YOUR NEW CONTRACTORS ON SITE AND WORKING AS SOON AS YOU NEED THEM.

WHY CHOOSE MILLS RECRUITMENT

We are committed to your success and are always looking for ways to provide you with flexible, forward-thinking recruitment support in response to fast-paced changes that industry demands.

- We offer a complete end-to-end payroll service for your short-term contractors.
- With a fast turnaround, sometimes within the hour, we ensure your contractors are ready to commence as soon as you need them.
- Payroll is processed securely at one WA location and the team is always available for you.
- With more than 11 years' experience, our payroll team is backed by HR, Legal and IT practitioners armed with the latest information to ensure that you always receive the best possible service
- Our payrolling service is not a one-size-fits-all model. We appreciate that your business requirements are unique and tailor our service to meet your needs.

Our Promise to You

To be your trusted recruitment partner by bringing great people together through innovative people solutions.

Our Values - Trust Integrity and Respect - define us and how we've done business for the last 11 years

Our stakeholders know that we are a tenacious, forward-thinking team who act with Trust, Integrity and Respect at all times. This builds trust with our stakeholders, knowing that we operate transparently and honestly, treating everyone fairly and equally and only offering services we know we can deliver.

People come first

We never lose sight of the fact that people are the most important asset of a business and we're firmly focused on building ethical and trusted partnerships for sustainable success.

Uncompromised Client Service

You can be assured of prompt and professional attention to your unique recruitment requirements. We work as a team and use every tool at our disposal to ensure your satisfaction.

The Process for Stakeholders

You, the Employer

- You are the employer utilising the Mills Payroll Service to process payments for your Short-Term contractors and you are responsible for all workplace inductions and instructions.
- Simply provide us with all of the relevant employee or contract terms and conditions.
 - Employee: provide CV and award terms and conditions eg Hourly rate, relevant award, penalties.
 - Contractor with ABN registration: A copy of authorised invoice to be paid.
- Submit authorized and signed timesheet in line with payroll deadlines.
- Payroll processing timeframe is flexible, either in line with your business timeframe or Mills' weekly payroll processing.
- Remember to inform Mills Payroll Services of any changes to terms and conditions of employment for your contractor.

The Contractor

- Is to complete the standard payroll documents e.g., Tax file number, superannuation, bank detail and, personal data supported by CV.
- The contractor will liaise with you, the employer, if there are any queries regarding the contractor's payment and you will then inform Mills Payroll Service of required adjustments.

Mills Payroll Service

- Provides the payroll service to remunerate the Employer's Short Term Contractors.
- Ensures contractor payments are made on time, accurately and in line with terms and conditions provided.
- Will inform you of any discrepancies or queries regarding contractor terms and conditions.
- Provides reports as required.
- Ensures all legislative payments are made on time e.g., Superannuation, tax.
- It must be noted that short-term contractors would not normally accumulate leave entitlements as their status is either "casual" as per relevant award or "Contractor" with ABN registration.

Industry Expertise

We are committed to bringing great people together through flexible, innovative, forward-thinking recruitment solutions driven by extensive industry knowledge.

Let us help you today.

- Accounting & Finance
- Engineering
- Project Delivery
- Executive
- Legal
- Local Government
- Trades & Labour



Darryl Mills
Director



Samantha Ruddy
Finance Manager



Ashley Cunningham
Payroll & Office
Administrator

Don't wait any longer - start outsourcing today!

Get your short-term contractors started by simply contacting Darryl Mills today.

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