

Welcome to PRA!

Congratulations on your recent contract with PRA and thank you for choosing to continue your career in contracting with us. Over the next few days we will be sending you the following documents for signing:

PAYG Contractor

- ✓ **Two copies of your contract.** Please sign both copies, keep one for your own records.
- ✓ **Tax File Declaration (TFN) Form.** Please complete in duplicate.
- ✓ **Super Choice Form.** Please complete your fund details or specify our default fund.
- ✓ **Bank Account Details Form.** Please complete the details of the bank account where you want your pay deposited.

Please return one copy of the Contract, both copies of the TFN form, the Super Form and the Bank Account form in the envelope provided.

Pty Ltd Company

- ✓ **Two copies of your contract.** Please sign both copies and keep one for your own records.
- ✓ **Bank Account Details Form.** Please complete the details of the bank account where you want your pay deposited.
- ✓ Please return one copy of the Contract and the Bank Account form in the envelope provided. In addition, would you please include a copy of the following:
 - ✓ **Certificate of Registration**
 - ✓ **Certificate of Currency for Workers' Compensation Insurance**
 - ✓ **Certificate of Currency for PI/PL Insurance**

Pay Process

A copy of our Time Sheet is available on this website. Please print out, complete and email to timesheets@pra.com.au or fax to 02 8234 3555 by 5pm on the Monday following the week worked. Your time sheet must be signed by your authorising manager.

All PRA contractors are paid on a monthly basis which is processed on the 25th of each month. Funds will be available in your account by midnight of that day. A pay schedule is also enclosed for your convenience.

Contact Us

Please contact your Consultant for any job or contract related matters.

Please contact our Contractor Administrator on + 61 2 8234 3519 for any matters relating to time sheets, your pay, your Super and any other administrative matters.

We wish you the best of luck with your new contract and if there is anything at all we can do to make you more successful in your current role please do not hesitate to get in touch.