

TIMESHEET POLICY

Timesheets are required to be submitted and approved weekly by midday Monday. It is your responsibility to make sure that your line manager approves your timesheet on time. If your timesheet is not approved on time it will be paid in your next payment cycle.

If you submit your timesheet in Expedo, you will get an email notification saying that the timesheet has been approved. You can also view the status of it in the portal.

If you send through your timesheet via email, please make sure to send it to timesheet@ayers.com.au or timesheet@lester.com.au. You should receive an automated email confirming that your timesheet has been received.

The Ayers Group Associated Companies

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| Ayers Payroll & Contractor Services PTY LTD | ABN 55 161 137 346 |

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