

# Northside Employee Guide (Summarised)

## Payroll & ConnX

- Bi-weekly pay cycle: Monday (Week 1) to Sunday (Week 2).
- Payments post on the following Wednesday.
- Access ConnX with Northside email for personal details, payslips, leave, and timesheets.
- Scan this QR code and bookmark ConnX on your mobile:



## Work Hours & Timesheets

- Contracted hours are auto-paid; submit timesheets for overtime, additional hours or casual hours in ConnX by cycle end Sunday.
- Timesheets submitted after Sunday will be processed in the following pay cycle.

## Rest Breaks

- Unpaid meal break: 30-60 mins within first 5 hours.
- Paid rest breaks: 15 mins for 4+ hours, additional 15 mins for 7+ hours worked.

## Leave Policies

- Request leave via ConnX; provide notice (4-6 weeks for annual leave) as specified.
- Enter leave in ConnX and other platforms (Turnpoint etc.) as soon as practicable.
- Medical evidence required for personal leave beyond 2 days or adjacent to weekends/holidays.

## End of Year Shutdown

- Northside closes for a holiday period; some staff remains for essential support.

## IT Support

- CentreRed IT manages Northside IT issues.

- IT presence at Dickson Head Office: Monday, Wednesday, Friday.
- Email setup: [firstname.lastname@northside.asn.au](mailto:firstname.lastname@northside.asn.au) with two-factor authentication.

## Personal Expenses

- Reimbursements for work-related purchases to be requested from [payroll@northside.asn.au](mailto:payroll@northside.asn.au).

## Incident Reporting

- Report incidents and maintenance via online form. Please scan:



## Internal Communication

- Use Outlook, Teams, SharePoint, phone, or face-to-face depending on the context.

## Salary Packaging

- AccessPay, up to \$15,900 p.a. for living expenses; details in commencement emails.

## Employee Assistance Program (EAP)

- Free, confidential counselling through Benestar for employees and families. Please directly call 1300 360 364.

## Key Contacts & Links

- Reception: [reception@northside.asn.au](mailto:reception@northside.asn.au) | 02 6171 8000
- Finance: [accounts@northside.asn.au](mailto:accounts@northside.asn.au)
- Payroll: [payroll@northside.asn.au](mailto:payroll@northside.asn.au)
- HR: [hr@northside.asn.au](mailto:hr@northside.asn.au) | 02 6171 8017
- IT: [trax@centrered.com](mailto:trax@centrered.com) | 02 6239 4222
- ConnX (Payroll Platform): <https://connx2.cloud.micropay.com.au/Connx53951>
- Office 365: [www.office.com](http://www.office.com)