



PAYROLL INFORMATION DURING COVID-19: UPDATE 1

25 March 2020

In addition to yesterday's payroll information, please be aware that daily timesheets still need to be completed. These are needed regardless of whether you are or are NOT working during this time.

For employees that complete electronic timesheets (SAP Portal), and still have access to Delta systems from home - this can be done as normal each week. If you don't have access to Delta systems, please use a paper timesheet.

For employees that use paper timesheets, please keep all timesheets in a safe place at home for processing at a later date. We are looking at the best way for you to get your timesheets to our administration staff and will update on this next week.

Please note, all mandatory fields, including employee number, name, location and date it applies to, needs to be filled out on each individual paper timesheet.

Also, please note that the first six digits of the 'staff working' WBS code is 989000-XXXX (enter Business Unit). This was incorrect in the previous memo. Apologies for any confusion this may have caused.

Please don't hesitate to contact Janette Mann or John Llewellyn, if you have any queries.

Regards

A handwritten signature in black ink, appearing to read 'Mike Costelloe', written in a cursive style.

Mike Costelloe
Chief Executive Officer
027 463 0520