

# Welcome to Targetbase Insourcing and Congratulations on your New Role

Here are some of the things you need to be aware of to help you ease into your role quicker.

As a representative of Targetbase Insourcing we know you will carry yourself and conduct your business in a professional manner. Google is very focused on Team Collaboration and you have been selected because of your unique skills and experience as well as your ability to collaborate and be part of a Team.

Your contact during your Onboarding will be Nick Maclay, Managing Director for Targetbase. His email is [nickm@targetbaseinsourcing.com.au](mailto:nickm@targetbaseinsourcing.com.au).

Once your Onboarding is completed your contact will be Sue Hope who is Joint Director for Targetbase and your Account Manager email [sue.a.hope@targetbaseinsourcing.com.au](mailto:sue.a.hope@targetbaseinsourcing.com.au) mobile +61 (0) 409 536 401.

Your contact for all things related to Pay, Leave & Expenses is Amali Wijayasinghe email [amali@targetbaseinsourcing.com.au](mailto:amali@targetbaseinsourcing.com.au) mobile is +61 (0)401 460 851

Sanjeev Wijayasinghe is our Governance and Compliance Manager. If you feel you have been unfairly treated in any way you can talk to Sanjeev email [sanjeev@targetbaseinsourcing.com.au](mailto:sanjeev@targetbaseinsourcing.com.au) mobile is +61(0) 412 817 068

You will also receive an email ID for Targetbase before you are onboarded. This should be used for all your correspondence relating to your role with the Targetbase Team. The website is <https://www.targetbaseinsourcing.com/> It gives you access to information on expenses, leave and other relevant information.

Google Email ID (LDAP) for Targetbase Account Managers

Nick Maclay [maclay@google.com](mailto:maclay@google.com)

Sue Hope [hopes@google.com](mailto:hopes@google.com)

Suasti Lye [suasti@google.com](mailto:suasti@google.com)

## **Onboarding With Google**

All onboarding is carried out on a Monday morning. You will need to report to Google Reception by 8.45 am Ground Floor, 48 Pirrama Road, Sydney NSW 2009

## **What You Need Before Your Onboarding**

Google require all staff to be certified on Google values before they attend Onboarding. This is in the form of online certification which you must complete by Close of Business on Friday prior to your first day and onboarding session. This will be sent to your personal email address. If you have not received the Google notifications for certification by Thursday morning of the week prior to your start date you should escalate this to Sue Hope. Ensure you bring Photo ID with you to the Onboarding as you will need to be formally identified so your Google Badge can be created.

You will also receive an email ID for Targetbase before you are onboarded. This should be used for all your correspondence relating to your role with the Targetbase Team.

Targetbase has some clear rules on use of expenses and travel so please make sure you are aware of these before you get started.

## **Your Google email ID (LDAP) and Workstation**

Once you are onboarded you will be given a Chrome Book as well as a Google ID. You must conduct all email correspondence related to your work from this device and ONLY using your Google ID. You cannot use your Google ID from another device. You will be blocked by Google if you attempt to do this and it may require us to get you reinstated. You can also visit TechStop located on Level 5 for any other parts you need in order to do your role.

**The Google Office**

You will be seated with the Team you are going to work with closely during your contract. Many of these individuals will be Targetbase employees and other agency staff along with Full Time Google employees. You will also have access to some of the benefits that Google offer such as meals and coffee/tea etc.

As a Vendor Contractor you do not need to complete timesheets. You will need to keep your Targetbase contact (Sue Hope) aware of the projects you are working on. You also need to ensure that if you are asked to perform any work that is outside of the scope of your Letter of Offer/Contract that you ask the Googler to reach out to your Targetbase Contact first before you start any duties outside of your contract.

**Money Matters**

Your wages will be paid monthly in arrears within the first 5 business days of every month. Please also ensure that you complete all the necessary paperwork including the nomination of your Superannuation Fund so we can divert your Superannuation payments to the right account. This information is required for us to complete our due diligence prior to you starting and to set you up in our Accounting system.

**Leave & Expenses**

We use the Zoho app for expenses and leave. It is mobile based allowing you to easily capture and download your expense receipts for submission from your laptop or mobile. You can also get an updated view on your leave balances from the Zoho leave module.

You are entitled to 20 days of annual leave in Australia. You will need to submit leave requests and take all your leave within your 12-month contract cycle. Please ensure that you submit your annual leave request well in advance. Amali must be informed if you are sick, the same day before 10 am and a Sick Leave request should be submitted on the first day you return to work.

Before you book any travel or incur a claimable expense, please ensure you read the guidelines on the Targetbase site as to expenses which are claimable (based on Google guidelines). You can access these guidelines from your Login to your Targetbase website using your sign-on.

This document is a high level overview of what is available to you and what is also expected from you in the role. You do need to log in to your Targetbase Signon and ensure you read the guidelines and rules which have been laid out by Google.

If you still have questions during the onboarding process please do not hesitate to email Nick Maclay or Sue Hope.

**Welcome to the Targetbase Team**