



KEANE CONSULTING PAYROLL – FAQS

WHY IS THERE A KEANE CONSULTING PAYROLL SERVICE?

Our business philosophy, based on Owen's (the owner of Keane) experience as a contractor himself, is to provide as much value to contractors as possible. This aligns with our company values of being people focussed, authentic, and reliable. As such, providing a payroll and salary packaging service to our contractors enables us to act as a **"one stop shop"**, simplifying the process of administration and engagement. Our key driver is to deliver a quality service, that meets all legal and compliance requirements, and most importantly, provides our consultants with flexibility, ease of mind and fair value.

IS IT COST EFFECTIVE TO USE KEANE CONSULTING PAYROLL?

An important part of our service to you is our transparency regarding fees, margins, and other arrangements. For Keane Consulting contractors, we have costed this service to be competitive in the marketplace so as to provide as much value to our contractors as possible.

- If you wish to utilise the Keane Consulting Payroll service we offer several options to suit your needs and financial budgeting requirements.
- Our basic payroll service includes super, PAYG and regular monthly pay according to our standard schedule. It also includes the ability to salary sacrifice additional super, and some other, low cost, allowable items.

We also recognise that you may need more out of your payroll service, and with this in mind we have designed the service such that you have access to premium additional payroll and salary packaging features if you choose to add them. In most cases you will find your total cost including your selected features comes in under par for comparable packaging features available in the market. Ultimately, the scope of payroll features you require will determine the final cost to you.



AUTHENTIC. CONTRACTING. PEOPLE. DEVELOPMENT.

WHO CAN ACCESS KEANE CONSULTING PAYROLL?

Keane Consulting Payroll primarily services Keane Consulting contractors. However, we understand that from time to time there is movement in the IT industry and that it may be inconvenient to change providers, therefore we have made this service available to any contractor, whether engaged via Keane Consulting or through a different organisation. Pricing is slightly different due to the additional administrative effort involved in managing a contractor not currently engaged through Keane Consulting. If this is your situation, please speak to a Keane Consulting Payroll consultant to advise the options under your particular circumstances.

I AM A KEANE CONSULTING CONTRACTOR – DO I HAVE TO USE KEANE CONSULTING PAYROLL?

No. If you have an existing payroll service provider, own your own company, or work for or through another company, you do not have to use Keane Consulting Payroll. However, we will establish an agreement whereby contract documentation and associated invoices from the other entity will be sent to Keane Consulting Payroll to be processed on a pass-through basis.

WHAT ABOUT INSURANCE?

Keane Consulting, and its subsidiary, Keane Consulting Payroll, maintain the required levels of public indemnity, professional liability, and workers compensation insurance in each relevant state, which applies to all our contractors.

WHAT IS THE RELATIONSHIP BETWEEN KEANE CONSULTING AND PROPAYROLL?

Keane Consulting has engaged ProPayroll to provide proprietary software which has been locally designed and developed specifically for the employment agency market. ProPayroll also provide the backend software, administration and processing support as well as the technical payroll consulting support and advice to our contractors, all from Canberra!

CAN I BE PAID WEEKLY, FORTNIGHTLY OR MONTHLY?

The answer to this is yes ... depending on the service you require the cost to you will reflect the complexity of your requirements and also the funding arrangements that are put in place if payment is required in advance of client payment. You may, for example, select to add a weekly pay feature to your setup for a short time while you establish yourself in your new role, and then you may wish to turn off the feature and revert to monthly pay after a short time, which is a more economical option for you. The choice is yours.

HOW DO I GET STARTED AND WHAT DO I NEED?

If you are interested in using Keane Consulting Payroll to provide your payroll service requirements simply let us know. We will put you in touch with a payroll consultant to help you transition to our payroll. This will include the standard employment and service engagement forms; TFN Declaration, Super Choice form, personal information form as well as your employment agreement and schedule. The payroll consultant will also confirm your exact requirements and make sure these become part of your standard payroll package and engagement with us.

CAN I SALARY SACRIFICE A CAR, LAPTOP, SUPER ETC?

Keane Consulting Payroll can administer whatever payroll service you require, so long as it is ordinarily allowable under relevant income tax and FBT legislation. Some common items that are packaged include (so long as you meet eligibility requirements):

- Superannuation
- Vehicles (including leased vehicles as well as low-value 'made available' vehicles)
- Motorbikes (so long as usage is limited to commuting to and from your normal place of work)
- E-bikes (ask for further information)
- Living Away From Home Allowance
- FBT Exempt Items (laptop, smart watch, mobile phone handset, tablet)
- Infrequent reimbursements for 'otherwise deductible' items (the sort you would normally claim in your tax return, for example a one-off payment for a course related to your work)
- Tax deductible donations to charitable organisations.

CAN I DONATE TO CHARITY THROUGH MY PAY?

There are a couple of ways of doing this ... the short answer is yes, and we will have one of our payroll consultants support you to organise this.

HOW DO I CONTACT KEANE CONSULTING PAYROLL?

The best way is to email payroll@keane.com.au but you can still contact any of the Keane Consulting team via the usual channels.

