

# Intern Connect

## For Employers

### FAQ's

#### 1. How much do I pay an intern?

We will be able to provide you with the Award Interpretation for your advertised role. You will be required to provide the position description, including all the responsibilities and other necessary information about the role.

#### 2. Can you look after entire on-boarding, contract set up, payroll and other administrative duties on behalf of our company?

Yes, UTS's Intern Connect service takes care of contracts, on-boarding, payroll and superannuation –everything you would normally have to worry about when hiring an intern!

#### 3. Do you look after the insurance and worker compensation for my Intern Connect employee?

Yes, we look after the insurance and worker compensation for the interns and casual staff you hire through Intern Connect.

#### 4. Can we hire part-time or full-time employees with Intern Connect?

Unfortunately, this service is limited to casual employees.

#### 5. Will I still be the employer of my intern or casual staff in this case?

No, our UTS department, Access:UTS, who works in partnership with UTS Careers, will be the direct employer for your employee. However, you still need to provide an induction and are responsible for the safety of any interns who do work with you.

#### 6. How do you pay my employee?

Access:UTS will provide your employee with access to timesheetz.net, which they can use to fill out their

timesheets with the hours they worked for you. You will then need to approve those hours for your intern to receive payment. Each timesheet will need to be approved by 10am on the Tuesday of the pay week.

#### 7. When do my staff get the payment?

They will receive their payment on Thursday every fortnight.

#### 8. Do you charge for the Intern Connect service?

Yes, UTS will charge \$2.20 per hour worked by the intern or casual staff member, on top of their usual hourly rate.

#### 9. How do I pay UTS?

Access:UTS will send you an invoice for the wages paid to your intern while they worked with you. You will have several payment options through which you can reimburse Access:UTS.

#### 10. How do I find the candidate? How do I find the candidate?

Advertise your opportunity on [UTS CareerHub](#), view and select your chosen student(s) according to your usual recruitment practices. Once you are successful in selecting the student, please complete this [form](#) to provide us with information on the candidate(s) selected. We will then contact your chosen candidate(s) and organise the contracts and payroll admin for them.

#### 11. I only have unpaid internships?

Intern Connect is not available for unpaid internship. However, we are happy to help you source unpaid interns. We advertise all the unpaid opportunities on [UTS CareerHub](#) upon the faculty approval. Please register and add your opportunity with our useful [Advertising guide](#)

#### 12. I have already found my intern, what do I do?

Fill the Intern Connect [form](#).