



Intern Connect

For Employers

Unsure of how much to pay an intern? Maybe you don't want the burden of taking care of on-boarding, payroll, superannuation, and all the other admin duties for new casual staff? Or maybe the thought of organising insurance for an intern seems too much of a hassle?

UTS has a solution— [Intern Connect](#).

How does Intern Connect work?

Through Intern Connect, the employment contract is made between Access:UTS and the student, making hiring an intern a lot easier.

1. Find a student

You first need to register your organisation and advertise your opportunity on [UTS CareerHub](#). Follow with your normal recruitment process and select a student. Otherwise, UTS Careers can also offer a shortlisting service, depending upon the candidate, and assist in finding you your next intern!

2. On-Boarding

Once you select your chosen student candidate, please complete this [form](#) and provide us information on the candidate who is selected. You can also hire multiple of students for a same role. Your student(s) will be contacted via email with a request to provide their TFN, bank details etc. We will then organise the contracts and payroll system for your new intern(s).

3. Communication

Our Careers team will liaise with you, students and the Access:UTS team throughout the entire process.

4. Timesheets

Students will be assigned access to the online portal for [saas.epayroll.com.au](#), where they will need to enter in the hours they worked. You will receive the timesheet fortnightly to cross-verify and approve the hours worked to make the payments. Access:UTS will pay your employee fortnightly into their specified bank account.

5. Invoicing

We will invoice you the amount including hourly remuneration, superannuation contributions and the UTS admin fee (\$2.20/hr per intern worked).

