



Fact Sheet

Welcome to PayTopper

PayTopper is Schlam's employee referral program. PayTopper is designed to reward our employees for helping source suitable and highly skilled candidates to join our team. We are looking to drive the engagement of high quality, long term and talented employees to Schlam People Solutions.

Do you know someone in your professional network that has the skills and attitude we are looking for at Schlam? We want to hear from you!

If they are interested in a career with Schlam People Solutions, you will need to submit their resume through the [PayTopper Referral Form](#). Then simply wait for the recruitment process to finalise, and once they are hired and commence employment for more than three months, you will be notified of when payments will start.

There is no limit to referrals; the more you refer, the more you could earn!

What positions are eligible?

Schlam People Solutions is seeking skilled candidates for the following critical roles:

- Heavy Duty Mechanics
- Boilermaker/ Welders
- Auto Electrician
- High Voltage Electricians

These positions will be subject to change and in response to current employment market pressures.

A list of eligible role vacancies can also be found on schlam.com

To encourage employees to refer new talent for critical roles to Schlam, the referring employee (referee) will receive a monetary reward based on a tiered bonus system once their qualified referred candidate is employed and subsequently commences. Payments will be made twice yearly.

Upon successful submission of the [PayTopper Referral Form](#), the recruitment team will assess the eligibility of the referral and the suitability of the referred candidate.

Eligibility - Employees

Employees who are eligible for PayTopper are those who are:

- Currently in a trade-based role working for Schlam People Solutions
- Employees need to be employed by Schlam when the referred candidate commences employment

Exclusions

Employees who are not eligible for PayTopper are those who are:

- Employees at a supervisor level
- Employees working in Schlam Head Office, Payload Solutions, HR or Recruitment.

PayTopper[®]

Fact Sheet

Eligibility – Referred Candidates

Candidates who are eligible to be referred should:

- Discuss the referral with the Schlam employee [referee] before participating
- Be willing to have their resume put forward by the Schlam People Solutions employee
- Be suitably qualified for the role they are being referred for
- Be eligible to work in Australia
- Be willing to undertake all pre-employment recruitment checks including a medical
- Not have already applied for work with Schlam in the last six months

How much do I get paid?

The bonus is calculated on the billable hours worked by the referred employee in the set 6-month period x the level of the referral [Level 2, 3 or 4]

Level 1 That's you

Level 2 Direct Referrals = \$0.50 per hour worked

Level 3 People your direct referrals have referred
= \$0.40 per hour worked

Level 4 = \$0.30 per hour worked

Please refer to the [PayTopper Pay Chart](#) for a detailed breakdown of your earning potential. Payments will be calculated and paid twice yearly.

What is the application process?

1) Complete the PayTopper Referral Form

Employees with access to the Above Rewards Portal can find more information at above.schlam.com.

2) The candidate is screened & interviewed

Upon successful submission of the PayTopper Referral Form, the recruitment team will assess the eligibility of the referral and the suitability of the referred candidate. Interviews will be conducted, and the candidate will enter the recruitment and onboarding process if successful.

3) The referral is reviewed and approved

The referral is reviewed and approved by your Business Unit Manager. Once the employee has been employed for three months, you will enter into the PayTopper program. Your manager will provide the next steps on how to finalise your payment.

4) Start receiving payments!

You will receive twice-yearly payments based on billable hours worked by your referred candidate, calculated on a tiered bonus system.

Conditions

Schlam reserves the right to vary or cease the operation of the PayTopper referral program at any time without prior notice. Schlam also reserves the right to determine whether the referred candidate qualifies the employee for PayTopper. The following conditions also apply;

- Referrer must complete the PayTopper Referral Form and a resume must be submitted
- Candidate must remain employed for at least three months
- If more than one person refers the same candidate, the incentive will be awarded to the referee who completed the referral form first
- If the candidate's employment is terminated, the referral payments will cease

For further information, please consult the Human Resources team via humanresources@schlam.com