

Our Clients

At AIVA & Co we service many businesses from a variety of industries, we are proud to list the following clients:

- NASA
- Intel
- Shell
- 7-Eleven
- META
- Apple
- Netflix
- Uber
- Booz-Allen-Hamilton

Our mission, vision & values

Mission Statement:

AIVA & Co's mission is to help our clients build and develop sustainable, profitable businesses.

Vision Statement:

Our aim is to be:

- Known for high quality outcomes
- Known for growth strategies

Values:

- Respected
- Trusted Advisors
- Experts
- Flexible

Your employment

Your employment with AIVA & Co is essentially governed by your contract of employment, AIVA & Co Policies, in conjunction with this Manual. The following section provides general information regarding your pay, conditions and our expectations of you.

Payroll

Your pay cycle is fortnightly. Our pay cycle runs from Monday to Sunday over a two-week period and pays are processed on Tuesdays, fortnightly. Depending on which bank you use, some people may be able to access their pay on Thursdays because this is the day payroll is actually processed.

Pays will be automatically deposited electronically into the bank account details provided to AIVA & Co.

Taxation payments are automatically deducted from your salary. Superannuation payments are paid into your nominated fund.

Changing Pay Details

Please advise the Resource Management Officer via email should you wish to change any pay details like changing or closing your bank account. Please ensure you notify us prior to the date you wish for the change to be effective by. Your payroll contact is the {Insert Position Title} and all requests for changes should be made via email.

Hours of Work

Office/Business hours are generally between 9am to 5pm Monday to Friday. Your hours of work will depend on business needs and the requirements of the work you are assigned.

Your manager will work with you to establish your standard hours of work and break times.

AIVA & Co adopts a common sense approach to managing work hours.