



# EMPLOYEE ONBOARDING PROCEDURE

FEBRUARY 15, 2016

## STEPS FOR EMPLOYERS SETTING UP A NEW EMPLOYEE

### 1. SELECT EMPLOYEE TYPE

Employees get different entitlements depending on their type of employment.

Find out about these types of employees:

[Full-time](#)

[Part-time](#)

[Casual](#)

[Shiftworkers](#)

[Daily hire and weekly hire](#)

[Probation](#)

[Outworkers](#)

### 2. PREPARE EMPLOYEE CONTRACT

Find out what an [employment contract](#) is and how its terms must meet the legal minimums.

Check to see if an employment contract complies with the legal minimums.

View and download Letter of Engagement [templates and guides](#).

### 3. DETERMINE RATE OF PAY

Use [The P.A.C.T \(Pay and Conditions Tool\)](#) to calculate base pay rates, allowances and penalty rates (including overtime.)

### 4. TAX FILE NUMBER DECLARATION FORM

Payee must complete a [Tax File Number Declaration Form](#) and submit to payer for lodging with the Australian Tax Office. See more instructions for lodging [here](#).

[www.keepingcompany.com.au](http://www.keepingcompany.com.au)

Keeping Company Pty Ltd • ABN 306 0892 5597

40a Birmingham Street, Alexandria NSW 2015 • PO Box 6154, Alexandria NSW 2015

[service@keepingcompany.com.au](mailto:service@keepingcompany.com.au)

1300 533 787

Liability limited by a scheme approved under Professional Standards Legislation

## 5. SUPER CHOICE FORM

The [standard choice form \(NAT 13080\)](#) is for use by both employers and employees.

More information for Employers:

- [SuperStream](#)
- [Employer checklist – A step by step guide to preparing for SuperStream](#)
- [Superannuation \(super\) standard choice form – instructions](#)

## 6. FAIR WORK INFORMATION STATEMENT

Employers have to give every new employee a copy of the [Fair Work Information Statement](#) (the Statement) before, or as soon as possible after, they start their new job.

## 7. OBTAIN PERSONAL DETAILS

Use the [Employee Personal Details Form](#) to collect the following information

Name

DOB

Address

Emergency Contact

Personal Email

Start Date

Type of Employment

Rate of Pay

Bank Details

## 8. XERO SET UP

Set up new employee in [Payroll](#) on Xero and select leave types.

[www.keepingcompany.com.au](http://www.keepingcompany.com.au)

Keeping Company Pty Ltd • ABN 306 0892 5597

40a Birmingham Street, Alexandria NSW 2015 • PO Box 6154, Alexandria NSW 2015  
service@keepingcompany.com.au  
1300 533 787

Liability limited by a scheme approved under Professional Standards Legislation