

# New Employee Checklist



There is a lot to think about when you hire an employee for the first time. To help out, we've put together a checklist to assist you with managing your tax and reporting obligations when you have employees.

<b>BEFORE YOUR EMPLOYEE STARTS</b>
Register for Pay As You Go (PAYG) Withholding with the ATO
Have your employee complete a Tax File Number (TFN) Declaration and send it to ATO ( <a href="http://www.ato.gov.au/forms/tfndeclaration/">www.ato.gov.au/forms/tfndeclaration/</a> )
Find the right pay rate at <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a> and ensure that you pay in accordance with the Award including any allowances
Provide your employee with a Fair Work Information Statement - you need to adhere to the 10 National Employment Standards (these can be found at <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a> ). You may also have other obligations under Workplace Health and Safety.
Create an Employee Details Form to record the employee's address, emergency contact details, bank account details, etc and keep this on file
Provide an employment contract or engagement letter (refer to <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a> or your Solicitor)
Provide a position description and any other employee manuals or policies
Provide your employee with a Super Choice form
Register your business with the relevant super fund and setup your Business with Super stream.
Retain employee records - all employment documents (TFN Declaration, Super Choice form, employment contracts, etc) should be stored safely in a separate file
Register with the ATO for Single Touch Payroll (STP)
Setup your employee in your STP compliant payroll software ( eg Xero, MYOB etc)
Register for a WorkCover policy
<b>ONGOING TASKS</b>
Pay your employee weekly/fortnightly (refer to the relevant Award) and calculate tax to withhold
Pay your employee's tax on your quarterly or monthly BAS
Maintain payroll/record keeping system - eg an STP compliant or computerised payroll system (eg. MYOB, Quickbooks, Xero, etc)
Issue the employee with pay slips
Pay superannuation at least quarterly
Keep records of your employee's leave entitlements
Lodge your payruns through STP
<b>END OF YEAR</b>
Complete your year-end STP Finalisation
Submit wages details to WorkCover by 31 August each year