# 

# New Employee Checklist

|  |
| --- |
|  |
| Employees to complete TFN Declarations and signed declarations to be  sent to the ATO |
| Obtain a workcover policy ([www.workcoverqld.gov.au](http://www.workcoverqld.gov.au)) |
| Draft up employment agreements for employees to sign |
| Set up employee details on the payroll system |
| Ensure that employee entitlements (eg annual leave and sick leave)  are being correctly accrued and recorded |
| Choose a default superfund for employees and get them to complete  superannuation nomination form. [Superannuation choice.pdf](http://www.ato.gov.au/content/downloads/SPR56761NAT13080.pdf) |
| Look at relevant awards to ensure compliance. ([www.fwa.gov.au](file:///C:\Users\IGibson\Documents\www.fwa.gov.au)) |
| Ensure compliance with National Employment Standards.  [10 National Employment Standards](%20%20%20%20%20%20http:/www.fairwork.gov.au/employment/national-employment-standards/pages/what-are-the-10-nes-entitlements.aspx) |
| Know and understand the Workplace Health and Safety rules  [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au) |