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# New Employee Checklist

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| **[ ]**  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%3A%5CUsers%5CIGibson%5CDocuments%5Cwww.fwa.gov.au)) |
| [ ]  Ensure compliance with National Employment Standards.  [10 National Employment Standards](%20%20%20%20%20%20http%3A/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) |