CHECKLIST FOR EMPLOYING STAFF

Hoffman Kelly are not employment specialists. To ensure you comply with all your obligations a solicitor is the appropriate place to seek advice. However, this is a list of some, but not all matters that will be relevant to employing staff:

1. Determine whether your employee is covered by an award or not. If they are covered by an award, ensure you are meeting the conditions contained within. If you wish to vary items, you may need an individual flexibility agreement (your solicitor would do this).

2. If there is no award, then enter into an employment agreement with your employee/s that clearly defines all terms of employment, including providing any applicable internal policy documents, procedures, guidelines and workplace health & safety information (your solicitor would draft the employment agreement).

3. Provide a copy of the Fair Work Ombudsman Information Statement. Click Here to Download.

4. Ensure your new employee completes a TFN Declaration. Click Here to Download.

5. Ensure a Superannuation Standard Choice Form is completed. Click Here to Download.

6. Ensure you have an appropriate WorkCover (QLD) policy in place. Click Here for more Information.

7. Pay staff their wage as per your employment agreement / award. You are required to withhold tax on taxable payments to employees. Payroll functional bookkeeping products will be able to calculate automatically, however if a manual calculation is required, the ATO have an online calculator. Click Here to Use.

8. Report your wages and super information to the ATO as required by the Single Touch Payroll obligations. These commence 1 July 2018 for employers with 20 or more staff and start 1 July 2019 for those with 19 or fewer staff. Payroll functional bookkeeping products should be able to do this easily. Click Here for more Information.

9. Superannuation accrued on employees' wages is required to be paid at least quarterly and is due for payment within 28 days following the end of the quarter. Click Here for more Information.

10. In making superannuation contributions, all employers must now be SuperStream compliant. Click Here for more information on these ATO requirements & registrations.

More info?

Please visit our website to contact one of our expert staff members should you require further assistance.

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