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| **EMPLOYEE REMUNERATION DETAILS FORM** |
| **Employer Organisation Name** \* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(🗸 tick)** **[ ]** New Employee **Start Date** \* \_\_\_/\_\_\_/\_\_\_ \* New - mandatory fields for new employees **(🗸 tick) [ ]** Change of Details **Change Date** \*\_\_\_/\_\_\_/\_\_\_ Only enter organisation, date of change, Name & new details   |
| **EMPLOYEE NAME**  |
| First Name \* |  | Surname \* |  |
| Personal Email |  |  |
| **EMPLOYMENT & Payroll details**  |
| Employment Type \* | **[ ]** Casual **[ ]**  FT **[ ]** PPT **[ ]** Fixed Term **[ ]** Other - Please Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Pay Frequency \* | **[ ]** Fortnightly **[ ]** Monthly |
| Hourly Rate or Salary (excluding Super) | Gross Wages  | $ | Hourly Rate $ |
| Allowances |  | $ |  |
| Allowances |  | $ |  |
|  | TOTAL | $ |  |
| Annual Superannuation  |   | $ | Rate %  |
| Applicable Award & Level\* |  | Annual Leave Loading 17.5% \* **[ ]**  Yes **[ ]**  No |
| Position \* |  | Hours worked per week\* |
| Days worked eg Mon- Fri \* | **[ ]** Mon **[ ]**  Tues **[ ]** Wed **[ ]** Thurs **[ ]**  Fri **[ ]** Sat **[ ]** Sun |
| **SIGNATURES** |
| Employee \* |  | Date \* |  |
| Manager \* |  | Date \* |  |