|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 \* |  |