|  |  |
| --- | --- |
|  |  |
| **CLIENT DETAILS** |  |
| BUSINESS NAME: |  |
| DATE REVIEWED: |  |
| NUMBER OF EMPLOYEES: |  |
| NUMBER OF CONTRACTORS FOR PAYROLL PURPOSE: |  |

EMPLOYEE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**File review**

Employee contact details and emergency contact complete

Fair Work Information Statement provided (declaration form from employee signed)

Superannuation Choice Form

Tax File Number declaration on file

TFN completed and lodged with ATO

Award or workplace agreement provided

Employee agreement signed

Duty statement signed

**Software setup review**

Hourly rate or annual salary correct per agreement or award

Base rate of pay: $

Pay cycle

Timesheets required

Superannuation fund details match super choice form

Tax File Number and all details match TFN Declaration

Earnings categories review

Deductions review and set up

Allowances review and set up – check against award

Entitlements review and set up

Salary sacrifice arrangements

Salary sacrifice written agreement held

Other

EMPLOYEE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Deductions review and set up

Allowances review and set up – check against award

Entitlements review and set up

Salary sacrifice arrangements

Salary sacrifice written agreement held

Other

CONTRACTOR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Software setup review**

Hourly rate correct per agreement

Superannuation

Superannuation fund details match super choice form

Superannuation processed through payroll

Voluntary withholding agreement

VWH %

Other