

HIRING EMPLOYEES CHECKLIST

01

Decide on type of employee

Understanding what business needs, what types of job requirement and know the difference between an employee and independent contract.

02

Assess employment impacts and costs

Consider potential costs you can pay for employees, find pay rates and conditions, tax, worker insurance and superannuation obligations.

03

Recruit an employee

Advertise and offer a job, check the employee can work in Australia, worker licences and qualifications.

04

Prepare for your new employee

Induct your new employee, request TFN declaration and super information from employee, register PAYG tax withholding, STP and superannuation guarantee.

05

Pay your employees the rights amount

Pay employees more than minimum wages and relevant awards, provide pay slip, and keep up to date with pay rates

06

Pay superannuation and tax

Contribution super on time, check if you need to pay fringe benefits tax or payroll tax.

07

Keep required records

Keep records your employment for 7 years, tax and superannuation payment for 5 years.

08

Report payment, tax and super to ATO

Report payment, tax and super to ATO via STP software. By 14 July each year, you need to finalised declaration so your employees can access their income tax return

09

Know the rules around ending employee

Understand dismissal, notice and final pay when ending employment.