

PERSONNEL FILE COMMENCEMENT CHECKLIST

MANAGERS – PLEASE NOTE

This is a 'must do' checklist

1. **The list contains the minimum critical items required prior to an employee commencing.**
2. It is to be completed as part of the induction process.
3. It is your responsibility to ensure that all documentation is completed.
4. It is your responsibility to ensure that originals are sighted.
5. It is your responsibility to ensure copies of relevant items obtained are initialed and dated by you.
6. It is your responsibility to ensure that you check and sign off on each area below.

EMPLOYEE NAME: _____

DATE: _____

Documentation Required	Manager (Initial and date)	Audit check: Employment Services Co-ordinator (Initial and date)
RECRUITMENT		
Confidential application form for employment		
Curriculum Vitae with referee contact details		
EMPLOYMENT AND INDUCTION		
Employment Agreement (signed and each page initialed) – Position description attached		
Letter of Offer and welcome		
IR330 Tax Form (<i>completed and signed</i>)		
Birth certificate or passport (<i>copy taken</i>)		
Permit to Work / Residency Visa sighted, copy taken and initialed and dated (<i>if applicable</i>)		
Police Vetting Form (<i>signed</i>)		
Bank Deposit slip or bank statement provided		
<u>Certified</u> Copy of qualifications/practicing certificate		
Personal particulars sheet completed		
PAYROLL ADMINISTRATION		
Masterfile loading form completed		
Pay rates confirmed via email or memo from HR Manager (attach copy)		