BYFIELDS BUSINESS ADVISERS

EMPLOYING STAFF READY RECKONER

LABOUR ASSESSMENT.

- Assess the economics
- Required tasks & skillsets
- Timing commencement, part/full time, & term
- Contractor vs employee

RESEARCH COSTS

- Recruitment fees
- Wages, super guarantee, overtime, penalty rates, with/without keep
- Workers comp insurance
 - Time investment
- (admin/training/management)

RECRUITMENT

- Advertise vs recruitment agency
 - Prepare detailed job description
- Qualifications/licenses/police clearance
 - Visa considerations
- Interview, assess, formal offer

INITIAL RECORDING

- Withholding tax registration
 - TFN declaration
- Super choice form/stapled super
- Payroll software & STP setup- Workers comp policy

ENGAGEMENT

- Seek HR assistance
 - Which award?
- Employment contract (agree on hours etc.)
 - Code of conduct
- Accommodation & other agreements
 - Induction, procedures, safety

ONGOING RECORDING/ REMUNERATION

- Timesheets, leave
- Periodical payments (withhold tax) & recording on STP
 - Super guarantee & Superstream compliance
- Payroll calculations including bonus, overtime, penalty rates, & keep

ANNUAL REPORTING

- Fringe Benefits Tax
 - Payroll tax
- STP Finalisation
- Workers Comp assessment

PERFORMANCE

- Probation review
- Annual performance & remuneration review
- Training / skills
- development program

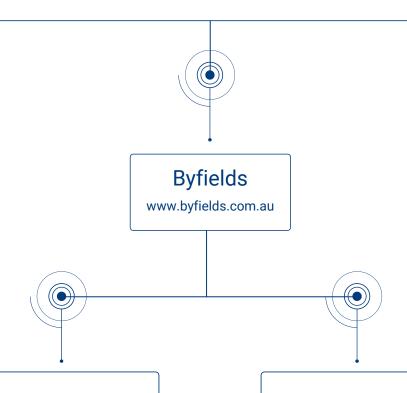
ENDING ENGAGEMENT

- Termination proceduresFinal pay entitlement,
- calculation & reporting





EMPLOYING STAFF AND NEED HELP?



BYFIELDS ACCOUNTANT

Assist with higher level decision making and strategy including discussions around labour assessment, contractor vs employee, research costings, recruitment, performance and evaluation, remuneration policies, & terminating engagements.

Additionally, assistance with complex initial setups, choice of STP software, ongoing obligations, review & assistance with annual reporting obligations, including workers comp assessment.

BYFIELDS BOOKEEPING

Initial recording and registrations;

- STP/payroll software
 - TFN declarations
 - PAYG withholding registration

Ongoing recording /remuneration;

- Timesheets, leave
 - Superstream compliance
- Payroll calculations including bonuses, overtime, penalty rates, keep

ADDITIONAL ASSISTANCE



HR assistance with policies and procedures to ensure you are compliant and an employer of choice

- Code of conduct
- Employment contract
- All other agreements
- Other consulting

PROCESSWORX

www.processworx.com.au 08 9318 9896



Workers compensation insurance policy.
Contact your insurer or a broker below.

AVISO WA

www.avisowa.com.au 08 6274 0500

COUNTRY WIDE

www.cwib.com.au 08 6279 2300