

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 & FBT considerations
- Interview, assess, formal offer

ENGAGEMENT

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

INITIAL RECORDING

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

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 procedures
- Final pay entitlement, calculation & reporting

EMPLOYING STAFF AND NEED HELP?

Byfields

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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

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