



Upper Great Southern Family Support Association Inc

New Employee and Variations Form

Part A (Employee to Complete)

New Employee Change in Personal Details Date Change Effective From: _____

Name: _____

Address: _____

_____ Post Code: _____

Phone Number 1: _____ Phone Number 2: _____

Email: _____

Bank Details:

Bank Name: _____ Branch: _____

BSB – 6 digits: _____ Account Number: _____

Name in which account is held: _____

OFFICE USE ONLY

| | | | | | |
|--|--|---|------------|------------|--|
| Start Date | | <input type="checkbox"/> Change to contract details <input type="checkbox"/> Termination Date Effective From:..... Supervisor's Signature..... | | | |
| Termination Date | | | | | |
| Date of Birth | | | | | |
| Main Wage Expense A/c (Job 1) | | | | | |
| Employment Basis : | | | | | |
| Hourly or Salary | | | | | |
| Base Rate (Main Job) | | | | | |
| Pay Frequency | Fortnightly | | | | |
| Tax File No. | | | | | |
| Tax Scale | | | | | |
| Total Rebates | | | | | |
| Extra Tax per pay period | | | | | |
| Entitlements Tick below where applicable | | | | | |
| Wages Categories (tick casual or fixed) | Rate | Job Code | A/L | S/L | |
| Base Hrly Main Job | <input type="checkbox"/> Casual <input type="checkbox"/> Fixed | | | | |
| Base Hrly Job 2 | <input type="checkbox"/> Casual <input type="checkbox"/> Fixed | | | | |
| Base Hrly Job 3 | <input type="checkbox"/> Casual <input type="checkbox"/> Fixed | | | | |
| Base Hrly Job 4 | <input type="checkbox"/> Casual <input type="checkbox"/> Fixed | | | | |
| Base Hrly Job 5 | <input type="checkbox"/> Casual <input type="checkbox"/> Fixed | | | | |
| Deduction Categories: | | | | | MYOB updated <input type="checkbox"/> Date: _____ |
| PAYG | | | | | |
| Expense Category | | | | | Database updated <input type="checkbox"/> Date: _____ |
| Super Fund | | | | | |