

EMPLOYEE REGISTRATION FORM – Hourly Employees Only

Casual, Part-Time, Contract and Labour Only Sub-Contractor Employees

Provide details for each Hourly paid current and previous employees, employed by the business.
 Please ensure you answer all questions and review the checklist at the end of the form.

Employer Details:	
Business Name:	Registration No: C _____

Employee Details:		
First Name:	Surname:	
Postal Address:	Postcode:	
Email Address:	DOB:	
Phone Number:	Status*:	Start Date:
Position:	Hours**:	Finish Date:
Current Base Hourly Pay Rate***: \$	Fixed Allowance****: \$	

Employee Details:		
First Name:	Surname:	
Postal Address:	Postcode:	
Email Address:	DOB:	
Phone Number:	Status*:	Start Date:
Position:	Hours**:	Finish Date:
Current Base Hourly Pay Rate***: \$	Fixed Allowance****: \$	

Employee Details:		
First Name:	Surname:	
Postal Address:	Postcode:	
Email Address:	DOB:	
Phone Number:	Status*:	Start Date:
Position:	Hours**:	Finish Date:
Current Base Hourly Pay Rate***: \$	Fixed Allowance****: \$	

Employee Details:		
First Name:	Surname:	
Postal Address:	Postcode:	
Email Address:	DOB:	
Phone Number:	Status*:	Start Date:
Position:	Hours**:	Finish Date:
Current Base Hourly Pay Rate***: \$	Fixed Allowance****: \$	

Employee Details:		
First Name:	Surname:	
Postal Address:	Postcode:	
Email Address:	DOB:	
Phone Number:	Status*:	Start Date:
Position:	Hours**:	Finish Date:
Current Base Hourly Pay Rate***: \$	Fixed Allowance****: \$	

Checklist:

- *Status refers to whether the employee is casual, part time or contractor
- **Hours - provide total ordinary hours worked for employees from their start date up until the end of the month prior to completing this form i.e. completing the form in February provide hours up until the end of January (include finish date if the employee has been terminated)
- ***Current Base Hourly Pay Rate reported is **NOT** to include Casual Loading or any allowances.
- ****Fixed Allowances include tools and special industry allowance. These will be added to the Current Base Hourly Pay Rate reported to establish a Daily Rate of Pay for TasBuild reporting. Include allowances that the employee receives for the whole or greater portion of the time they are employed
- Attach a current pay slip for each employee