

EMPLOYEE REGISTRATION FORM – Full Time Employees Only

Provide details for each Full Time 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:	Start Date:
Position:	Finish Date:
Gross Base Weekly Pay Rate*: \$	Fixed Weekly Allowances**: \$

Employee Details:	
First Name:	Surname:
Postal Address:	Postcode:
Email Address:	DOB:
Phone Number:	Start Date:
Position:	Finish Date:
Gross Base Weekly Pay Rate*: \$	Fixed Weekly Allowances**: \$

Employee Details:	
First Name:	Surname:
Postal Address:	Postcode:
Email Address:	DOB:
Phone Number:	Start Date:
Position:	Finish Date:
Gross Base Weekly Pay Rate*: \$	Fixed Weekly Allowances**: \$

Employee Details:		
First Name:	Surname:	
Postal Address:	Postcode:	
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Gross Base Weekly Pay Rate*: \$	Fixed Weekly Allowances**: \$	

Employee Details:		
First Name:	Surname:	
Postal Address:	Postcode:	
Email Address:	DOB:	
Phone Number:	Start Date:	
Position:	Finish Date:	
Gross Base Weekly Pay Rate*: \$	Fixed Weekly Allowances**: \$	

Checklist:

- *Gross Base Weekly Pay Rate reported is **NOT** to include any allowances
- ** Fixed Allowances include tools and special industry allowance. These will be added to the Gross pay reported to establish a Daily Rate of Pay for TasBuild reporting
- Are staff paid normal hours of 38 or 40
- Does this include RDO's? Yes No
- Attach a current pay slip for each employee
- If any employees had any unpaid breaks in employment between their start and finish date, please note below. Note: workers compensation is not an unpaid break

Employee Name:	Dates of Unpaid Break in Employment: