



Hiring Employees

Your checklist for setting up for employment for the first time

Process required;	Completed
1) Register – the business needs to register for PAYG Withholding. We can take care of this for you, we just need to know the date you're employing from and the amount of PAYG (tax) you expect to withhold from wages per year.	<input type="checkbox"/>
2) Get insured – Call Workcover (1300 651 387) and get an insurance policy in place with them.	<input type="checkbox"/>
3) Figure out the rates – If you're employing under an award (http://awardfinder.fwo.gov.au/) or under an individual employee contract – you'll need to learn what rates of pay, penalties, allowances, etc they're entitled to.	<input type="checkbox"/>
4) Get them to fill out a TFN declaration form and Superannuation Choice Form .	<input type="checkbox"/>
5) Set the payroll, employee, and payrun template up in Xero (or your preferred payroll software provider)– we can do this for you if you choose.	<input type="checkbox"/>
6) Start processing pays when appropriate.	<input type="checkbox"/>
7) Report and pay Superannuation within 28 days of the end of each quarter. You can do this through Xero (this requires a Premium subscription package starting at \$65/month), or any other superstream enabled payroll solution, or alternatively through the ATO business portal at https://bp.ato.gov.au/ .	<input type="checkbox"/>
8) Report and pay PAYG Withholding with the BAS each quarter (or monthly, depending on your withholding).	<input type="checkbox"/>

Once you've completed the initial set up, any additional employees can be added by following steps 3 to 8 inclusive.

Please contact our office on (07) 55 562 600 if you have any questions or would like guidance in relation to your payroll record keeping.
