Payroll

Employment Data Form

SECTION 1 – Employee Details		
Surname:	First Names:	Gender: Female / Male / Non-binary Prefer not to answer
Address:		Postcode:
Postal Address:		Postcode:
Commencement Date:	Date of Birth:	Telephone No:
Preferred email for Electronic Pay slip:		
Previous Local Government Employment (only if service is continuous)		
Name of Organisation:		Dates of Employment
Name of Organisation:		Dates of Employment

Payroll Deductions
The option exists for staff to have deductions from their fortnightly payroll for a number of areas including Medical/Health Funds, Social Club, and Union Fees etc. Should you wish to organise a payroll deduction please see the Finance Officer – Payroll.

SECTION 2 – Banking Information	
Account Name:	
Bank:	Branch:
BSB:	Account No:
Note: Your pay can be distributed to more than one account. Please see the Payroll Officer if you wish to exercise this option.	

SECTION 3 – Next of Kin/Emergency Contact Details	
Next of Kin/Emergency – Contact Name:	
Contact Number/s:	Relationship:

SECTION 4 – Completed Documentation Submitted	
☐ Tax File Number Declaration Form	☐ Super Forms
☐ Proof of Identity	☐ Verification of Right to Work in Australia
Employee Signature:	**Date:**

SECTION 5 – To be completed by Finance Officer - Payroll		
Payroll No:	Pay classification Code:	
Nar. No	Position Code:	Dept. Code:
☐ Confirm Bank Details ☐ Employee Attribute ☐ Notification Preferences	☐ Superannuation Forms Completed ☐ Add Emergency Contact ☐ Work Pattern	☐ Timesheet Created ☐ Leave Scale # ☐ Position
Finance Officer Signature:		**Date:**