

# Payroll

## Employment Data Form



### SECTION 1 – Employee Details

Surname:	First Names:	Gender:
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 Proof of Identity	Super Forms 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: