

7.3 Inducting new staff

PRODUCT
DISTRIBUTION
PROMOTION
PEOPLE
FINANCE
RISK
GROWTH

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When you have offered your new team member a job, and they have accepted, your responsibilities as an employer have only just begun. If you do not already have employees, you will need to consider

- > occupational health, safety and welfare
- > WorkCover
- > deducting tax from your employees' pay, and remitting it to the Australian Taxation Office
- > paying your employees' superannuation guarantee charges into a superannuation account

The first day

Your new employee is about to arrive for their first day on the job and you need to know both your and their rights and obligations to make the arrangement work smoothly.

If your employee is to start as an apprentice or trainee for a declared vocation then you will have to sign a Contract of Training before they start. If any special licences or permits are required you should have obtained these.

Putting the person at ease comes first. Whether this is their first or latest job, they will still have things to work through with you to make for a good relationship.

A formal induction program

Many employers, even small businesses, use a formal induction program to ensure that all new team members are inducted into a job in a systematic way. This can establish a good relationship, with clear expectations, from the beginning.

Begin by showing the new team member around, pointing out essentials—the location of toilets and fire extinguishers, for example. Advise them of basic personal arrangements, such as times for lunch and other breaks.

Employee records

Begin on the right footing by being organized. It will help if you keep a general record of the employee in a confidential file to help you locate details like contact telephone numbers and record any personal information your employee might provide in the course of employment. Employees have a right to see their personal file.

You may also need to provide each employee with a time book or time card which is filled in daily and signed off weekly, so that you and the employee can verify the amount of money due, and so that you can calculate the amount of tax to be deducted. Stationers can supply you with these materials.

Pay

You should already know whether an award applies, and if so, what is the correct award rate for the job and qualifications of the employee. Award rates can be obtained through the Department for Administrative and Information Services (DAIS) Workplace Services Division or Business SA. You should set the same pay day each week or fortnight as in the Award and give your employee a pay envelope or payslip that records the gross and net pay and details of all deductions made.

If the employee is a member of a union you may be requested to make deductions for this. Ask the relevant union for their advice. Talk to the United Trades and Labour Council if you want more information about how union membership will work for you and your employee.

Ensure that the employee signs for each pay in the time book and record sheet. Make sure that all absences are properly accounted for in the records and that any leave loading and overtime are calculated and set out as required.

Most small business book keeping packages include payroll features or have payroll extensions. Speak to your accountant about the package that is best suited to your requirements. Alternatively, you may wish to use an outsourced payroll service.



Tax and superannuation

If the new team member does not have a Tax File Number then you should give them the appropriate form together with the Tax Declaration form. These may be obtained from your local Post Office as well as from the Australian Taxation Office (ATO).

The ATO will help you with all enquiries and send out the necessary forms and information on deductions, tax credits, annual Group Certificates and reports required.

You are required to make payments to an approved superannuation fund at the legislated rate. The ATO has a Superannuation Guarantee Help Line (13 10 20) for enquiries about Superannuation Guarantee.

If you wish to enter into any additional employer and employee superannuation funds you should consult your trade association or a specialist before making any offers to the employee.

WorkCover

You must insure your employee against industrial accidents and injury through an approved workers' compensation insurer. Payment of this is by premium according to the gross salary paid to an employee. You should contact the WorkCover Corporation for information as to your obligations. The approved insurer will also send you information and forms on request and you should do this as soon as the employee starts, or before if possible.

Websites

Office of the Employee Ombudsman
(www.employeeombudsman.sa.gov.au)

Office of the Employment Advocate (www.oea.gov.au)

Department of Administrative and Information Services,
Workplace Services Division (www.eric.sa.gov.au)

Australian Taxation Office (www.ato.gov.au)

Business SA (www.business-sa.com.au)

Government telephone numbers

Traineeships and apprenticeships 1800 673 097

Wages and awards 1300 365 255

WorkCover 13 18 55

Tax instalment deductions 13 28 66

Superannuation guarantee 13 10 20

Other useful telephone numbers

Business SA 8300 0000