New Employee File Set-up Check List

Employee: _____

- ☐ Employee Information form completed (information requested from MYOB Payroll software)
- ☐ Letter of appointment created & sent
- ☐ Employment Contract created (please note www.redoffice.co.nz has a free contract writer link under resources)
- ☐ Employment Contract signed
- ☐ IR330 Tax code declaration completed
- ☐ Kiwi Saver info pack provided (http://www.kiwisaver.govt.nz)
- ☐ Employee loaded onto MYOB Payroll
- ☐ Drivers check completed and loaded online (see note below)
- ☐ Employees bank details loaded onto online banking system (not required if you are exporting bank payment schedules into online banking software from MYOB Payroll)

This list is a suggestion of information that should be kept for each new employee. File this information under each employees own file. All future HR paperwork can be filed in these files.

Tax code declaration.
This can be downloaded at http://www.ird.govt.nz

Kiwi Saver
With Kiwi Saver it is important that all employees are given an information pack on their commencement of employment with you.

Drivers license check
If your employees are likely to drive company vehicles it is strongly recommended for vehicle insurance purposes that companies register with Drivers Check which is a government initiative. It is easy to use and cost effective. You can register and get an account which enables you to check employees have full, current licenses. The service will email notification of disqualification.

We continuously update the Red Office website to ensure our payroll information remains up to date. For more suggestions on payroll visit www.redoffice.co.nz/resources.