

New Employee Checklist

(NZ)



PERSONAL INFORMATION

(to be completed by the employee)

| | | | |
|-----------------------------|---|-------------|--|
| First Name | | Middle Name | |
| Last Name | | | |
| Date of Birth | | | |
| Personal Email Address | | | |
| Address | | | |
| | | | |
| City | | Postal Code | |
| Phone Numbers | | | |
| Emergency Contact | | | |
| IRD Number | | Tax Code | |
| KiwiSaver Contribution Rate | <input type="radio"/> Ineligible (explain) _____ <input type="radio"/> Opting out (KS10 required; we will apply 3% if KS10 not supplied) <input type="radio"/> 3% <input type="radio"/> 4% <input type="radio"/> 8% | | |
| Bank Account Number | | | |

EMPLOYEE'S DOCUMENTATION CHECKLIST

- [IR330](#) (PAYE)
- [KS2](#) (KiwiSaver deduction form) or [KS10](#) (Optout request)
- Proof of work eligibility (NZ or AU passport or birth certificate, Work Visa)
- Proof of bank account number

You will be automatically enrolled in KiwiSaver unless you are under 18, over 65, a casual worker or on a work permit/visa. If you are eligible for automatic enrolment and DO NOT wish to contribute to KiwiSaver you MUST submit form KS10 no later than the 56th day after you start work. If we do not receive your KS10 we CAN NOT stop contributions even if you check the box above.

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EMPLOYMENT INFORMATION

(to be completed by the employer)

Personal Information sheet also required

| | | | |
|---|---|---|--|
| Employee's Name | | | |
| Job Title | | Employee Type | <input type="radio"/> Permanent <input type="radio"/> Temporary <input type="radio"/> Contractor |
| Region of Employment (for Anniversary Day) | | Standard hours per week | |
| First day of employment | | Payroll Frequency (e.g., Monthly, Fortnightly) | |
| Pay Rate: \$ | | Per | <input type="radio"/> hour <input type="radio"/> week <input type="radio"/> fortnight <input type="radio"/> month <input type="radio"/> year |
| Vacation Policy: | <input type="radio"/> No vacation (owners only) <input type="radio"/> 8% with each pay (casual workers only) <input type="radio"/> 4 weeks Annual Leave (standard minimum) <input type="radio"/> Other _____ | | |
| Sick Leave Policy: | <input type="radio"/> None (rare) <input type="radio"/> 5 days (standard minimum) <input type="radio"/> Other _____ | | |
| Special Benefits or Allowances | | | |
| Special Deductions | | | |
| ESCT Rate | <input type="radio"/> 10.5% (up to \$16,800) <input type="radio"/> 17.5% (up to \$57,600) <input type="radio"/> 30% (up to \$84,000) <input type="radio"/> 33% (over \$84,000) | | |

EMPLOYERS DOCUMENTATION CHECKLIST

- Employment Agreement
- IR330 (PAYE)
- KS2 (KiwiSaver enrolment) or KS10 (Optout notification)
- Proof of work eligibility