

Employee data sheet

First Name	
Family Name	
Date of Birth	
Job Title	
Gender	
Mobile Number	
Address	
Suburb	
State and Postcode	
Email address	
Emergency Contact name	
Emergency Contact Phone number	
Email address	
Start Date	
Payroll Cycle – Weekly/Fortnightly/Monthly	
Casual / Ordinary Hours	
Rate \$ per hour	
Superannuation Fund name	
Superannuation Fund ABN	
Superannuation Fund USI	
Superannuation Fund membership number	
Tax file number	
Employment Basis / Casual / Part time / Full time	
Claiming tax free threshold Yes/No	
Does employee have a HELP Debt Yes/No	
Employee wants Extra tax withheld Yes/No – Amount	\$
Bank Account BSB:	
Bank Account Number:	