

Marlin HR

Employee Information Form



Bold fields are mandatory

Name	
Title	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Preferred Name	<input type="text"/>
Employee Code	<input type="text"/>
<i>(Employee code must be unique, max 10 characters)</i>	

Address & Phone Details	
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Suburb	<input type="text"/>
State	<input type="text"/>
Postcode	<input type="text"/>
Phone	<input type="text"/>
Ext.	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

Emergency Contact Details	
Name	<input type="text"/>
Relationship	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Suburb	<input type="text"/>
State	<input type="text"/>
Postcode	<input type="text"/>
Phone 1	<input type="text"/>
Phone 2	<input type="text"/>

Personal	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Educational Qualifications <input type="text"/>
Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/>	Employee Referee <input type="text"/>
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced	Resident Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> De Facto <input type="checkbox"/> Separated	Working Holiday Maker <input type="checkbox"/> Yes <input type="checkbox"/> No
Dependants <input type="text"/>	

Classification	
Employment Type <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual	
Occupation	<input type="text"/>
Normal Dept	<input type="text"/>
Union	<input type="text"/>
Award	<input type="text"/>

Important Dates	
Date Joined	<input type="text"/> / <input type="text"/> / <input type="text"/>
	<i>(First day of work)</i>
Continuing Service	<input type="text"/> / <input type="text"/> / <input type="text"/>
	<i>(Commencement of continuous service)</i>

Tax Calculations	
Tax File Number <input type="text"/>	Claim Tax Free Threshold <input type="checkbox"/> Yes <input type="checkbox"/> No
Tax As <input type="checkbox"/> Resident <input type="checkbox"/> Non Resident <input type="checkbox"/> Working Holiday Maker	
Apply <input type="checkbox"/> Full Medicare Exemption <input type="checkbox"/> Half Medicare Exemption <input type="checkbox"/> + Help <input type="checkbox"/> + SFSS	
Reportable FBT Amount <input type="text"/>	(1st April - 31st March)
Tax Rebate Amount	<input type="text"/>
Tax Rebate Details	<input type="text"/>

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Pay Details	
Standard Pay Rate	<input type="text"/> (Per) <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Fortnight <input type="checkbox"/> Month <input type="checkbox"/> Year
Pay Frequency	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly
Normal Hours per Pay	<input type="text"/> (At <u>Standard</u> Pay Rate)
"Salaried Employee"	<input type="checkbox"/> (Pay Advice will show the Annual Salary amount instead of Standard Hours or Hourly Rate, as outlined in the Fair Work Australian guidelines. Check with your employers organization if you have any queries)
Normal Days Worked at <u>Standard</u> Pay Rate	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday

Primary Account: Wages Payment	
Payment Method	<input type="checkbox"/> Cash <input type="checkbox"/> EFT to Bank Account <input type="checkbox"/> Cheque
BSB	<input type="text"/> Account No. <input type="text"/> Account Name <input type="text"/>

Secondary Account: Savings Payment	
Savings Amount	<input type="text"/> (To be deducted from Net wages and deposited into different bank account to wages)
BSB	<input type="text"/> Account No. <input type="text"/> Account Name <input type="text"/>

Allowances	
	(Per Pay)
a.	<input type="text"/> \$ <input type="text"/>
b.	<input type="text"/> \$ <input type="text"/>
c.	<input type="text"/> \$ <input type="text"/>
d.	<input type="text"/> \$ <input type="text"/>

Deductions	
	(Per Pay)
a.	<input type="text"/> \$ <input type="text"/>
b.	<input type="text"/> \$ <input type="text"/>
c.	<input type="text"/> \$ <input type="text"/>
d.	<input type="text"/> \$ <input type="text"/>

Leave Entitlements	
	(Per Annum)
Annual Leave No Loading	Hours <input type="text"/>
Annual Leave with Loading	Hours <input type="text"/>
Long Service Leave	Hours <input type="text"/>
Personal Leave	Hours <input type="text"/>

Employer Contributed Superannuation	
Rate:	Compulsory (%) <input type="text"/> Additional (%) <input type="text"/>
Fund Name	<input type="text"/>
Scheme Name	<input type="text"/>
Fund USI	<input type="text"/>
Member No.	<input type="text"/>
Date Joined	<input type="text"/> / <input type="text"/> / <input type="text"/>
SMSF Name	<input type="text"/>
SMSF ABN	<input type="text"/>
SMSF ESA*	<input type="text"/>
SMSF BSB	<input type="text"/> A/C No. <input type="text"/>
*SMSF ESA is the Electronic Service Address used for payments.	

Notes