

# EMPLOYING STAFF READY RECKONER

## LABOUR ASSESSMENT

- Assess the economics
- Required tasks & skillsets
- Timing - commencement, part/full time, & term
- Contractor vs employee

## RESEARCH COSTS

- Recruitment fees
- Wages, super guarantee, overtime, penalty rates, with/without keep
- Workers comp insurance
- Time investment (admin/training/management)

## RECRUITMENT

- Advertise vs recruitment agency
- Prepare detailed job description
- Qualifications/licenses/police clearance
- Visa considerations
- Interview, assess, formal offer

## ENGAGEMENT

- Seek HR assistance
- Which award?
- Employment contract (agree on hours etc.)
- Code of conduct
- Accommodation & other agreements
- Induction, procedures, safety

## INITIAL RECORDING

- Withholding tax registration
- TFN declaration
- Super choice form/stapled super
- Payroll software & STP setup
- Workers comp policy

## ONGOING RECORDING/ REMUNERATION

- Timesheets, leave
- Periodical payments (withhold tax) & recording on STP
- Super guarantee & Superstream compliance
- Payroll calculations including bonus, overtime, penalty rates, & keep

## ANNUAL REPORTING

- Fringe Benefits Tax
- Payroll tax
- STP Finalisation
- Workers Comp assessment

## PERFORMANCE

- Probation review
- Annual performance & remuneration review
- Training / skills development program

## ENDING ENGAGEMENT

- Termination procedures
- Final pay entitlement, calculation & reporting

# EMPLOYING STAFF AND NEED HELP?

**Byfields**

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## BYFIELDS ACCOUNTANT

Assist with higher level decision making and strategy including discussions around labour assessment, contractor vs employee, research costings, recruitment, performance and evaluation, remuneration policies, & terminating engagements.

Additionally, assistance with complex initial setups, choice of STP software, ongoing obligations, review & assistance with annual reporting obligations, including workers comp assessment.

## BYFIELDS BOOKEEPING

Initial recording and registrations;  
- STP/payroll software  
- TFN declarations  
- PAYG withholding registration

Ongoing recording /remuneration;  
- Timesheets, leave  
- Superstream compliance  
- Payroll calculations including bonuses, overtime, penalty rates, keep

## ADDITIONAL ASSISTANCE

HR assistance with policies and procedures to ensure you are compliant and an employer of choice

- Code of conduct
- Employment contract
- All other agreements
- Other consulting

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08 9318 9896

Workers compensation insurance policy.  
Contact your insurer or a broker below.

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[www.avisowa.com.au](http://www.avisowa.com.au)  
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