



**EMPLOYEE INFORMATION**

Company Name: .....

|                             |  |
|-----------------------------|--|
| First Name:*                | Surname:*  |
| Address:.                   | Phone:   |
|                             | E-mail   |
|                             | Date of Birth:   |
| Start Date (with company):* | Gender (tick):* <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other |
| Emergency Contact Name:     | Emergency Contact Mobile:  |

| <b>BANK ACCOUNT DETAILS (only complete second &amp; third bank account details if applicable)</b> |            |
|---|------------|
| Main Bank Account:*   |            |
| Second Bank Account:  | Amount: \$ |
| Third Bank Account:   | Amount: \$ |

| <b>TAX INFORMATION</b>  |            |
|---|------------|
| IRD Number:*  | Tax Code:* |
| Child Support (done through IRD, not personal arrangements):* | Amount: \$ |

| <b>APPOINTMENT INFORMATION</b> |   |
|--------------------------------|---|
| Position:*                     | Tenure (tick one):* <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual |
| Pay Group:                     | Department:   |

| <b>WAGE OR SALARY DETAILS (only complete either/or – not both)</b> |                 |                          |                          |
|--|-----------------|--------------------------|--------------------------|
| Salary (per year):*  | \$              |                          |                          |
| Wage (hourly rate):*   | \$              |                          |                          |
| Days per week:*  | Hours per day:* | No standard hours (tick) | <input type="checkbox"/> |

| <b>KIWISAVER (tick option applicable to employee)*</b>  |  |
|---|--|
| Does your employee contribute to KiwiSaver? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what percentage eg 4%:   |  |
| What percentage does the company contribute (please tick)? <input type="checkbox"/> 3% <input type="checkbox"/> 4% <input type="checkbox"/> 8%  |  |
| Please note: All new employees (based on start date above) will automatically be opted in to KiwiSaver for 2 weeks, unless they are exempt – refer to KiwiSaver website for list of exemptions. Is your employee exempt? Yes <input type="checkbox"/> No <input type="checkbox"/> |  |

| <b>OTHER ALLOWANCES OR DEDUCTIONS</b> |  |
|---------------------------------------|--|
| Allowances (eg tools, travel):*       |  |
| Deductions (eg staff purchases):*     |  |

|                  | Bank Account Number | Amount | Reference |
|------------------|---------------------|--------|-----------|
| WINZ:*           |                     | \$     |           |
| Dept of Courts:* |                     | \$     |           |
| Other:*          |                     | \$     |           |

| <b>LEAVE ENTITLEMENT (tick option based on your agreement with your employee):*</b> |  |  |
|---|--|--|
| <input type="checkbox"/> 20 Days  | <input type="checkbox"/> Average hours Accrued | <input type="checkbox"/> 8% included with pay (applies to casual employees only) |
| <input type="checkbox"/> Other? Give details:                                       |  |  |

