

<b>SOURCING</b>	<b>NOTES</b>	Done
Choose which way you are going to find Staff	<i>Job Agency, Advertising, Word of mouth</i>	
Have a Farm "Bio" on hand	<i>A quick summary of your operation what you do and where you are.</i>	
<b>DOCUMENTATION &amp; FORMS NEEDED</b>	<b>NOTES</b>	Done
Contract of Employment	<i>Formal offer of employment – details award, job description, hourly rate and conditions.</i>	
Time Sheet	<i>Review and update for new staff member – check tax rate and hourly rate</i>	
Farm Policies	<i>Safety/Vehicle Use/Accommodation/Communications/Food Provision/Accident and Emergency Policy</i>	
Authority to deduct amounts from wages	<i>if any variance to amount new form must be signed</i>	
Tax File Number Declaration Form		
Machinery Procedure forms for induction to Machines /equip		
Induction Documents	<i>Captures contact/banking/next of kin/superannuation/medical history/health insurance/drivers licence and visa details</i>	
<b>INDUCTION OF STAFF</b>	<b>NOTES</b>	Done
Orientate Staff to Region	<i>Quick tour of town once off bus. Offer Maps of farm in relation to nearby towns, Farm Maps.</i>	
Orientate Staff to the Farm	<i>Farm buildings, accommodation &amp; workshop.</i>	
Carry out Paper Work	<i>Ensure all documents are read, signed and returned. Take copies of visa, passport, Drivers Licence</i>	
Post off Tax File Number Declaration form	<i>File with current staff file and note start date</i>	
<b>MONITOR STAFF</b>	<b>NOTES</b>	Done
Wages	<i>No Pay slip returned no pay. Deduct regular costs Document Superannuation.</i>	
Performance	<i>Check hours worked against actuals – discuss with partner/husband. Document any issues in a diary. Encourage staff to reach goals if they have any.</i>	
<b>DISCHARGE</b>	<b>NOTES</b>	Done
Request Final Payslip	<i>Ensure enough time to get discharge done, have letter of reference template on hand if needed, consider exit interview.</i>	
Pay wages and complete PAYG Summary Form	<i>Can be sent immediately to ATO</i>	
File finalised Documents	<i>Document finish date, final tax and file the PAYG summary carbon with TFN dec carbon in current employee file for year</i>	

