TasBuild
Portable Long Service Scheme.

EMPLOYEE REGISTRATION FORM

FULL TIME EMPLOYEES ONLY

Provide *details* as set out below for each of the full time current and previous non-administrative employees employed by the business:

Normal Hours Paid (e.g. 38 or 40) _____ **RDO Incl?** **Yes** ☐ **No** ☐

Employee Name	Employee Address	Position	Date of Birth	Start Date	Finish Date (if none, leave blank)	Current gross base weekly pay rate	Allowances per week – fixed allowances (tool, special, industry, leading hand etc)
			…./…./…	…./…./…	…./…./…		
			…./…./…	…./…./…	…./…./…		
			…./…./…	…./…./…	…./…./…		
			…./…./…	…./…./…	…./…./…		
			…./…./…	…./…./…	…./…./…		
			…./…./…	…./…./…	…./…./…		
			…./…./…	…./…./…	…./…./…		

Provide extra pages if necessary.

Did any of the above full time employees have any unpaid breaks in employment between their start and finish date, and if so, please state the name of the relevant employee(s) and the unpaid break in employment (please note, payment of workers compensation is not considered to be an unpaid break):

Employee name	Unpaid break in employment

If you have any difficulties completing this form or have any questions about completing this form please feel free to contact our office on 6233 7670.

TasBuild
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EMPLOYEE REGISTRATION FORM

HOURLY EMPLOYEES ONLY (CASUAL / PART-TIME / CONTRACT)

Provide *details* as set out below for each of the hourly current and previous non-administrative employees employed by the business:

Employee Name	Employee Address	Position	Date of Birth	Start Date	Finish Date (if none, leave blank)	Employment status: i.e. part time, casual, contract	Hours up to ..../..../.... *See below	Current base hourly rate of pay *See below	Allowances per week – fixed allowances (tool, special, industry, leading hand etc)
			..../..../....	..../..../....	..../..../....				
			..../..../....	..../..../....	..../..../....				
			..../..../....	..../..../....	..../..../....				
			..../..../....	..../..../....	..../..../....				
			..../..../....	..../..../....	..../..../....				
			..../..../....	..../..../....	..../..../....				

Provide extra pages if necessary.

***HOURS** – provide total ordinary hours worked for employees from start date up until the end of the month prior to completing this form i.e. completing form in February provide hours up until end of January or finish date. PLEASE NOTE: include paid leave taken by employees.*

* ***CURRENT BASE HOURLY RATE*** - Include allowances that the employee receives for the whole or greater portion of the time they are employed. Do not include any "casual loading".

Did any of the above hourly employees have any unpaid breaks in employment between their start and finish date, and if so, please state the name of the relevant employee(s) and the unpaid break in employment (please note, payment of workers compensation is not considered to be an unpaid break):

Employee name	Unpaid break in employment

If you have any difficulties completing this form or have any questions about completing this form please feel free to contact our office on 6233 7670.