**EMPLOYER DETAILS FORM**

*(This information is collected for HR purposes only and will be stored under secure conditions. It will not be distributed without the consent of the employer.)*

New [ ] Amendment [ ]

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| **Parish/Congregation Details** |
| **Congregation/Parish Name** |  |
| **Trading Name** |  |
| **Address** |  |
|  |
| **Postcode** |  |
| **Is this different from your postal address?** | [ ]  **Y /** [ ]  **N** *If yes, please specify postal address below…* |
| **Postal Address** |  |
|  |
| **Postcode** |  |
| **ABN/WPN** |  |
| **Signature Name\*** *\*for PAYG Summary purposes* |  |
| **Position held of** **Signature Name**  |  |
| **Contact Email Address** |  |

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| **Payroll Details** |
| **Payroll Frequency** | [ ]  **Fortnightly** [ ]  **Weekly** [ ]  **Monthly** [ ]  **Other\*****\*Please specify:** |
| **UPCOMING PAYROLL DATES** | **PAY PERIOD DATES** |
| **1.**  |  | **From** |  | **To** |  |
| **2.**  |  | **From** |  | **To** |  |
| **3.**  |  | **From** |  | **To** |  |
| **Current Payroll Method** | [ ]  **EFT Transfer** [ ]  **Cheque** [ ]  **Other\*****\*Please specify:**  |
| **Current Payroll System** |  |
| **HR / Payroll Data easily accessible and extractable?** | [ ]  **Y** [ ]  **N** |
| **Employee Types to Include** | [ ]  **Pastors** [ ]  **Lay Workers** [ ]  **Paid Employees**[ ]  **International Assignment** [ ]  **Casual**[ ]  **Paid Volunteers** [ ]  **Volunteers** |
| **Employee Details in LAMP?** | [ ]  **Y** [ ]  **N** |
| **Names of Employees to****On-Board** | **Pastors** |  |
| **Lay Workers** |  |
| **Paid Employees** |  |
| **Volunteers** |  |

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| **Approving Managers** |
| **How many Approving Managers\* within organisation?***\*The Approving Manager is responsible for actioning employee leave requests, timesheets, and expense reimbursements.* |  |
| **Names of Approving Managers***If more than one, please fill out as many Approving Manager Details Forms as required.* | **Primary** |  |
| **Secondary***(optional)* |  |