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## Are you hiring? New employee paperwork essentials

Here are important items of paperwork to have in place *before* your new employee even starts on their first day. Here's some examples:

### Signed Employment Agreement

This details many important things like rate of pay, start date, type of agreement, wages or salary, hours and place of work, overtime conditions and much more. If you need to create an agreement here is a link to a free government approved "Employment Agreement Builder"  
<https://eab.business.govt.nz/employmentagreementbuilder/startscreen/>. Your employee needs to have time to take it away to review it before signing so get this done well before their first day on the job.

### Tax Code declaration Form – IR330

Have your employee sign and return this to you before they start – this will let you be able to set them up in your payroll system in advance.

<https://www.ird.govt.nz/resources/b/f/bf9db1804ba3cfc08a6ebf9ef8e4b077/ir330.pdf>

### KiwiSaver Forms

Give your employee the KS3 form which outlines their options for KiwiSaver:

<http://www.ird.govt.nz/resources/7/9/79bcde004ba3ce468008bd9ef8e4b077/ks3.pdf>.

As their employer you can't advise your workers about KiwiSaver – they need to seek independent advice – a good place to start is as [www.sorted.org.nz](http://www.sorted.org.nz)

Also give them the KS10 opt out form:

<http://www.ird.govt.nz/resources/c/7/c78f20004ba3cef2845fbd9ef8e4b077/ks10.pdf>

Have them sign and return the KS2 KiwiSaver Deduction form too:

<http://www.ird.govt.nz/resources/5/3/53e716004ba3cee683fdbf9ef8e4b077/ks2.PDF>

### Other New Employee Tips

If you want to see what else you need to do here's a handy link to the Ministry of Business, Innovation and Employment website which has some great advice and checklists for setting up a new employee:

<https://www.business.govt.nz/hiring-and-manage/managing-people-day-to-day/how-to-set-up-a-new-employee/>

*This document is provided only as a guide. Users of this material are expected to seek advice with regards their own specific circumstances before acting on anything they read.*