

# Mater Health Service Employee Payroll Details



**Privacy Disclaimer:** Personal information collected by Children's Health Queensland Hospital and Health Service is handled in accordance with the *Information Privacy Act 2009*. The personal information provided by you will be securely stored and made available only to appropriately authorised officers of Children's Health Queensland Hospital and Health Service (or its agents). Once you provide your personal details through this form, CHQ HHS will directly upload this information into the Queensland Health payroll system. We want to assure you that every precaution has been taken to ensure your personal information is being treated securely and privately. Personal information recorded on this form will not be disclosed to other parties without your consent, unless required by law.

**Congratulations on your appointment to the Lady Cilento Children's Hospital, Children's Health Queensland Hospital and Health Service (CHQ HHS). We are excited to have you on board and we look forward to working with you when you commence your employment.**

There are a few details we need to collect from you for payroll purposes. To ensure we accurately record this information, we ask you to complete all fields on this form.

Following upload into the Queensland Health payroll system, a payroll identification number (ID) will be generated which will be important for payroll related matters. Communication of your CHQ HHS payroll ID will be provided to you in the near future.

As you are supplying these details to us now, and you are not commencing employment with us until late November 2014, CHQ HHS understands that details can change. In the event this does occur now you have submitted your personal details please contact [CHQ\\_Workforce@health.qld.gov.au](mailto:CHQ_Workforce@health.qld.gov.au).

## Mater Employment Details

Payroll ID	Position Title	Classification
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Personal Details

Title	Family Name	First Name/s
<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Name (if applicable)	Date of Birth*	Gender
<input type="text"/>	<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>

## Visa Details (where applicable)

If you are not an Australian citizen, you must provide a certified copy of your passport and complete the Visa Details section of this form below accompanied by proof of residency as issued by the Department of Immigration and Border Protection.

Specify the type of Visa (e.g. Temporary Business (Long Stay) 457, Skilled Sponsored Migration 176, Employer Nomination 856, etc)	<input type="text"/>
Nationality	Passport Number
<input type="text"/>	<input type="text"/>
Visa Number	Primary/Secondary Holder
<input type="text"/>	<input type="text"/>
	Country of issue
	<input type="text"/>

By provide the above Visa Details, you are authorising Children's Health Queensland Hospital and Health Service to assess your current work right status and visa validity with the Department of Immigration and Border Protection.

## Banking Details

It is important that you confirm your BSB number and account number with your financial institution before completing this form. Valid account numbers have a maximum of nine (9) characters. ATM and credit card numbers cannot be accepted as valid account numbers.

### Main Account Details (for net pay)

The main bank account is where the balance of pay is distributed, after any specific redirections (i.e. fixed amounts to a nominated second bank account) have been made. For example, if a fixed amount of \$250 has been nominated for distribution to a secondary account (see below) each fortnight, any remaining fortnightly net payments owing to you are disbursed to your main bank account.

Financial Institution	Branch Name
<input type="text"/>	<input type="text"/>
Bank / State / Branch (BSB) Number	Account Number (maximum 9 characters)
<input type="text"/>	<input type="text"/>
	Account Name (eg: A M & S G Jones)
	<input type="text"/>

### Second Bank Account Details (fixed amount per fortnight)

Financial Institution	Branch Name
<input type="text"/>	<input type="text"/>
Bank / State / Branch (BSB) Number	Account Number (maximum 9 characters)
<input type="text"/>	<input type="text"/>
	Account Name (eg: A M & S G Jones)
	<input type="text"/>

**Fortnightly Amount**    \$



## Payroll Self Service: Your Payslip is online



[Payroll Self Service \(PSS\)](#) provides you with fast, easy and secure online access to your pay information and other services. To get your fortnightly payslip, you must register for PSS using a unique registration token sent via email or SMS after your first pay day. This is a personal security code of fifteen letters and numbers. PSS is accessible anywhere, anytime you have access to the intranet (QHEPS) or the internet - at work, at home or on your mobile device

Secure mobile phone number:  and / or

Secure email address:

### Address Details

#### Home Address

Address

Suburb  State  Postcode

Home Telephone Number  Mobile Telephone Number  Country (if other than Australia)

#### Postal Address (if different to above)

Address

Suburb  State  Postcode

### Emergency Contact Details

#### Primary Emergency Contact

Contact Name  Relationship (e.g. spouse, Mother, etc)

Address

Suburb  State  Postcode

Work Telephone Number  Home Telephone Number  Mobile Telephone Number

#### Secondary Emergency Contact

Contact Name  Relationship (e.g. spouse, Mother, etc)

Address

Suburb  State  Postcode

Work Telephone Number  Home Telephone Number  Mobile Telephone Number