

# GOT A NEW JOB?

## a step-by-step guide

1



### Contract

Make sure to ask for a contract and check that it matches your expectations

2



### Tax & Pay Details

Check that the business has got your correct TFN and bank details

3



### Training

If required, you have the right to be trained in your role and that time must be paid.

4



### Payslips

You should receive a payslip no more than 24 hours after you are paid. Check that the amounts on it are the same as your contract.

5



### Safety & Culture

No job is worth more than your physical and mental health. If you notice something putting you at risk, ask for help.

We are here to help

