

EMPLOYEE ONBOARDING CHECKLIST

Casual Employees — 2024 Fair Work Updates

Note: Reflects the Closing Loopholes Act 2023 (effective August 2024): new casual definition, CEIS obligations, and regulated labour hire provisions.

Status key: Not started ▸ In Progress Completed

2024 FAIR WORK UPDATES — What's Changed

Task / Action Item	Responsible	Timing	Done
Employer obligations for re-issuing CEIS at 6 and 12 months confirmed	HR	Day 1	

PRE-START DOCUMENTATION

Task / Action Item	Responsible	Timing	Done
Fair Work Information Statement (FWIS) provided	HR	Day 1	

CASUAL RIGHTS & ENTITLEMENTS

Task / Action Item	Responsible	Timing	Done
Workers compensation entitlements explained	Manager	Day 1	

PAY, SUPER & PAYROLL

Task / Action Item	Responsible	Timing	Done
First payslip checked for accuracy (rate, loading, and super)	HR	Day 1	

WORKPLACE SAFETY & COMPLIANCE

Task / Action Item	Responsible	Timing	Done
Machinery or equipment induction completed (if applicable)	WHS	Day 1	

ONBOARDING ESSENTIALS

Task / Action Item	Responsible	Timing	Done
Workplace Bullying & Harassment Policy acknowledged	Manager	Day 1	

EMPLOYER ONGOING OBLIGATIONS

Task / Action Item	Responsible	Timing	Done
Review roster patterns for unintended regular and systematic engagement	HR	Month 12	