DNA
DURBAN NORTH ACCOUNTANTS

PAYROLL - NEW EMPLOYEE ONBOARDING FORM

Complete on screen, save, and email back to your consultant

Please complete this form for every new employee added to payroll. Fields marked with an asterisk (*) are required before the employee's first pay run.

EMPLOYEE PERSONAL DETAILS

Full Names *		**Surname ***	
ID Number *		**Date of Birth ***	
Residential Address *			
Cell Number *		**Email Address**	
Income Tax Number			

EMPLOYMENT DETAILS

Job Title / Position *		**Start Date ***	

Employment Type: ☐ Full-Time ☐ Part-Time ☐ Fixed-Term ☐ Temporary

Basic Monthly Salary *		**Probation Period (months)**	

WORKING DAYS & HOURS

Working Days (e.g. Mon - Fri) *		**Hours per Week ***	
Start Time *		**End Time ***	
Lunch / Break Duration			

STATUTORY & BENEFITS

Retirement / Provident Fund: ☐ Yes ☐ No

Fund Name (if yes)		**Contribution %**	

Medical Aid Member: ☐ Yes ☐ No

Scheme Name (if yes)		**Number of Dependents**	

BANKING DETAILS

Bank Name *		**Branch Name**	
Account Number *		**Branch Code**	

Account Type: ☐ Cheque / Current ☐ Savings

SUPPORTING DOCUMENTS REQUIRED

- ☐ Certified copy of ID
- ☐ Proof of banking details (bank confirmation letter or stamped statement)
- ☐ Proof of residential address
- ☐ Signed employment contract

HOW TO SUBMIT THIS FORM

Please upload your documents through our Client Portal, or as advised by your consultant.