



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

Checklist

Employee Surname	Employee First Name	Employment Start Date
School	Department	Position Title

Description	Attached (Check to indicate)	Comments
Signed Letter of Offer		
Employee Contract - Signed		
Bank Account - Copy of Bank Slip or Screen Shot		
Tax Form (IR330) Completed and Signed		
Kiwisaver (KS2) Completed and Signed		
Identity verification – copy of passport		
Copy of visa (if applicable)		
Verified Qualifications (Must be attached if applicable)		

Date :	HR Name :	HR Signature :

Date :	Manager Name :	Manager Signature :

Please note if the information provided is not accurately completed, signed and attached - payroll will reject the application until the appropriate information is given, unless with valid reasoning.