





Guide For New Hires

Quick guide To Onboarding Paperwork

Welcome to the Redland City Council



We are excited that you have joined us!

This Guide provides step by step instructions on how to access our Onboarding Portal (OURspace) and fill out your Onboarding Paperwork.

If you still require assistance after using this Guide, please do not hesitate to contact the Recruitment Team.





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recruitment@redland.qld.gov.au

Accessing Your Onboarding Portal (OURspace)

- 1. Click the link in your welcome email to reset your password.
- 2. Type in your new password twice and click Submit.
- 3. You will be taken to the Login page.



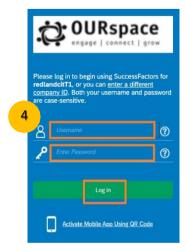
You can also access this page from the Welcome email (3a). Type in your username (from your welcome email) and your new password. Click **Log in.**

4. You can now log into **OURspace** (Council's HR System) and complete your onboarding tasks.

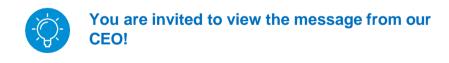
1 First, you will need to set your password here.



Next, sign in to the Onboarding Home page here. To sign in use the ID redlandstest@yopmail.com and your newly set password.



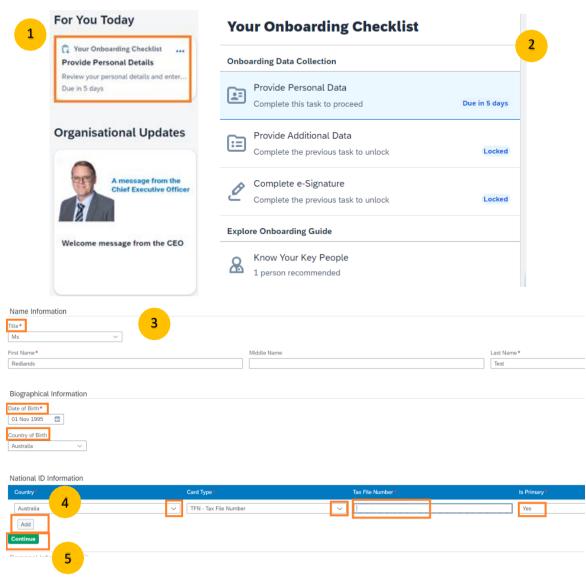
Welcome To Your OURspace Dashboard - Part 1: Provide Personal Details



- 1. Click on the **Provide Personal Details:** Provide your details to get onboarded tile.
- 2. Then you could view your onboarding Checklist

Identity:

- 3. Please fill in your Name Information, Biographical Information, Date of Birth, Country of Birth.
- 4. Under National ID Information, please click **Add** to enter your Tax File information (please enter Country, Card type, Tax File Number).
- 5. Click on Continue.



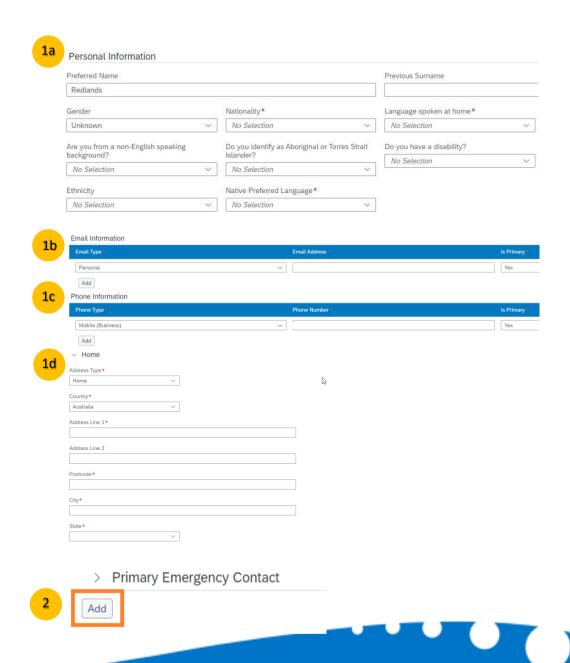
Part 1: Provide Personal Details - Updating Your Personal Information

- 1. Please complete the following fields:
 - a. Personal Information (If you were known by a different name, please upload any relevant documents in this section)
 - b. Email Information
 - c. Phone Information
 - d. Home Information
- 2. Under Primary Emergency Contact, click Add.
- 3. Fill in the Primary Emergency Contact details.
- 4. Click Continue.



If you wish to modify your completed fields look for the pencil icon.





Part 1: Provide Personal Details – Updating Your Job Information

Employment Details Hire Date* 1. Under Employee Licence, click Add. 18 Nov 2022 2. Fill in any Licence details (Driver's Licence, Operating Licence etc). **Employee Licence** Add 3. Click on the box "Show 5 more fields" to continue Continue entering your information. Employee Licence 4. Upload a photocopy of your licence by clicking Upload Special Conditions 2 Additional Medical Conditions (If any) Medical Certificate Expiration Date or by dragging the file into the box as displayed. Show 5 more fields 5. Click Continue. dd MMM yyyy No Selection No attachments uploaded To upload files, drop them here or use the "Upload" button.

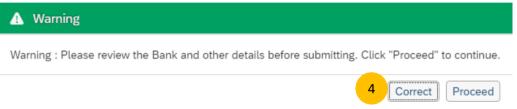
Part 1: Provide Personal Details- Updating Compensation Information

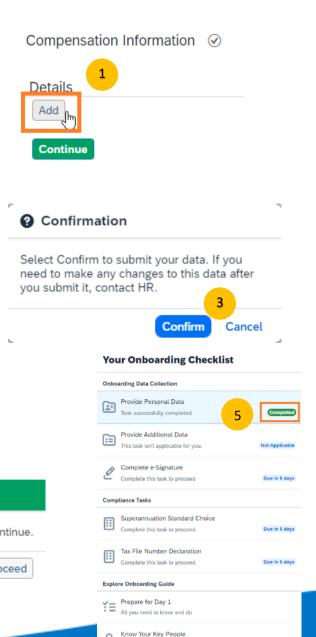
- 1. To update your bank details, under the Compensation Information select **Add**.
- 2. Once completed click Continue.
- 3. You have now completed Part 1. Help Us Lean About You. You will be asked if you are sure you would like to submit your paperwork. If you are happy, please click **Submit**. Or select Save Draft (3a) to complete at a later time.
- 4. You will receive a Warning Message asking you to review your details click **Proceed** to confirm or **Correct** if you need to modify your details.

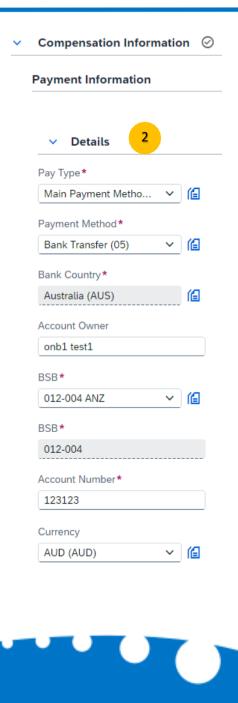
You will now return to the OURspace homepage. A second tile entitled **Your Compliance Forms** will appear on your homepage.



Please refresh your page if necessary.





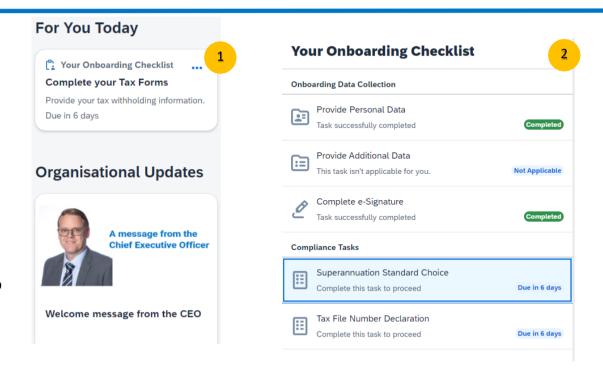


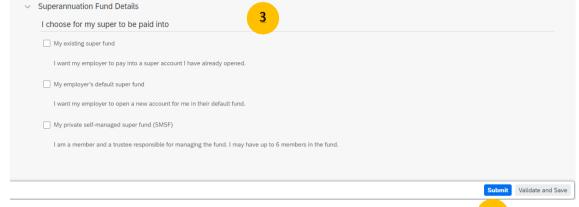
Part 2B: Your Compliance Forms - Superannuation

- 1. Click on the tile on your homepage entitled **Complete**Your Tax Forms: Provide your tax withholding
 information.
- 2. Select Superannuation Standard Choice
- 3. Select your fund type and fill in any appropriate details.
- 4. Click Submit.
- 5. Your form has now been submitted. Click **OK** to proceed to the e-Signature step.

You will return to the home page to complete your Tax File Number Declaration.



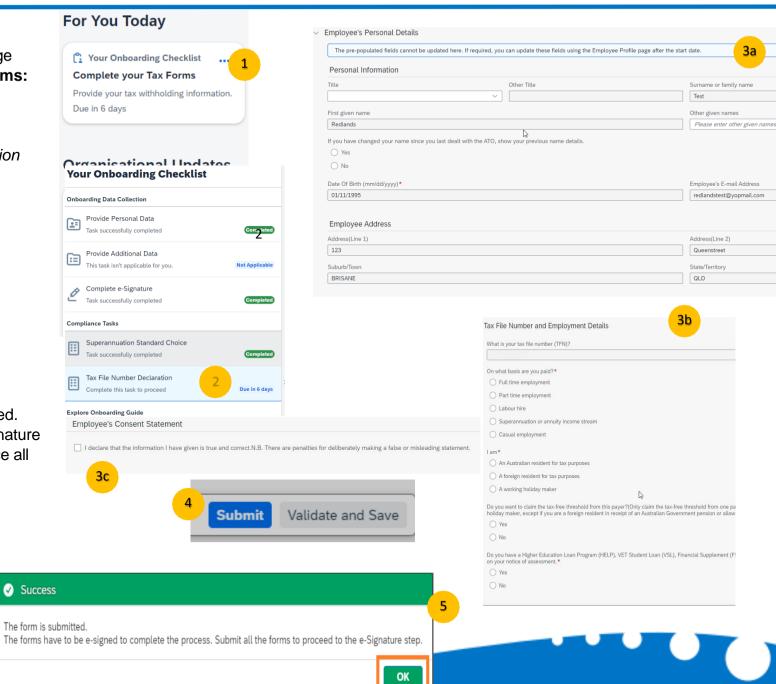




Part 2A: Your Compliance Forms - Tax Declaration

- Click on the tile on your homepage entitled Complete Your Tax Forms: Provide your tax withholding information.
- 2. Select Tax File Number Declaration
- 3. Fill in your:
 - a. Personal Details
 - b. Tax File Number and Employment Details
 - c. Employee's Consent Statement
- 4. Click Submit.
- Your form has now been submitted.
 Click **OK** to proceed to the e-Signature step. (This step is completed once all forms have been submitted.)

You will return to the home page to complete your E-Signature.



Part 2B: Your Compliance Forms - Completing Your E-Signature

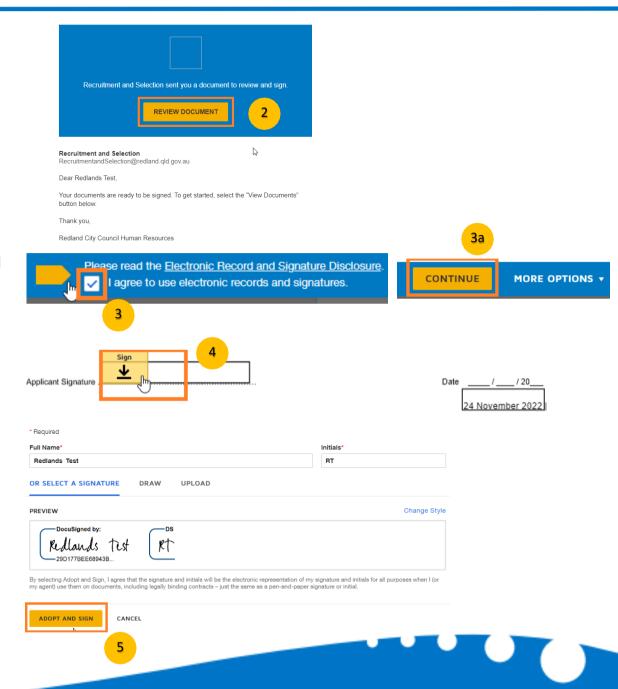
You will receive 2 emails from Redland City Council for signing.

The first form will be a **Medical Consent Form**, the second form will be your **Tax File Declaration** and **Superannuation Form**.

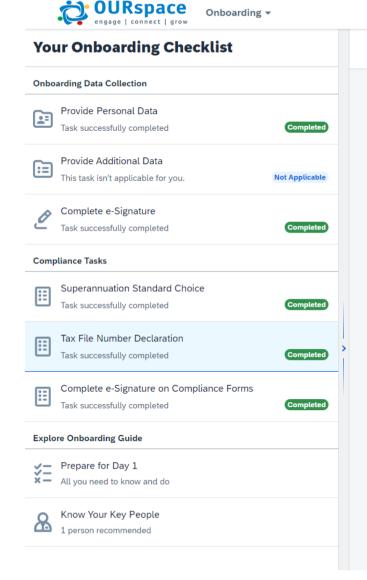
- 1. Open your email from Recruitment and Selection via Docusign.
- 2. Click on Review Document.
- 3. If you have not used DocuSign before, you will need to read and sign the Electronic Record and Signature Disclosure (tick the box). Click **Continue 3a.**
- 4. Read through the document and click on "Sign" if you are happy.
- 5. An automatic signature box will appear. Click **Adopt and Sign/Draw or Upload option.**
- 6. Click Finish and then click Continue.
- 7. Your form has now been signed and submitted.

Repeat this process for your second form (Compliance Forms).

You have now completed your onboarding documents!



After you completed all onboarding documents, you can view all your tasks as "Completed".







Well done!

You're one step closer to completing your onboarding. Please proceed to the next task.