



## Guide For New Hires

Quick guide To Onboarding Paperwork

# Welcome to the Redland City Council

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**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.



 07 3829 8231

 [recruitment@redland.qld.gov.au](mailto:recruitment@redland.qld.gov.au)

# Accessing Your Onboarding Portal (OURspace)

1 First, you will need to **set your password** [here](#).

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.

3a

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



You are invited to view the message from our CEO!

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**.

**For You Today**

1 Your Onboarding Checklist  
**Provide Personal Details**  
Review your personal details and enter...  
Due in 5 days

**Organisational Updates**

A message from the Chief Executive Officer

Welcome message from the CEO

**Your Onboarding Checklist**

Onboarding Data Collection

Provide Personal Data  
Complete this task to proceed Due in 5 days

Provide Additional Data  
Complete the previous task to unlock Locked

Complete e-Signature  
Complete the previous task to unlock Locked

**Explore Onboarding Guide**

Know Your Key People  
1 person recommended

**Name Information**

Title\* Ms

First Name\* Redlands Middle Name Last Name\* Test

**Biographical Information**

Date of Birth\* 01 Nov 1995

Country of Birth Australia

**National ID Information**

Country\* Australia Card Type\* TFN - Tax File Number Tax File Number\* Is Primary\* Yes

Add

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.



1a

## Personal Information

Preferred Name Redlands		Previous Surname 
Gender Unknown	Nationality* No Selection	Language spoken at home* No Selection
Are you from a non-English speaking background? No Selection	Do you identify as Aboriginal or Torres Strait Islander? No Selection	Do you have a disability? No Selection
Ethnicity No Selection	Native Preferred Language* No Selection	

1b

## Email Information

Email Type*	Email Address*	Is Primary*
Personal		Yes
<button>Add</button>		

1c

## Phone Information

Phone Type*	Phone Number*	Is Primary*
Mobile (Business)		Yes
<button>Add</button>		

1d

## Home

Address Type*	Home
Country*	Australia
Address Line 1*	
Address Line 2	
Postcode*	
City*	
State*	

## > Primary Emergency Contact

2

**Add**

## Part 1: Provide Personal Details – Updating Your Job Information

1. Under Employee Licence, click **Add**.
2. Fill in any Licence details (Driver's Licence, Operating Licence etc).
3. Click on the box "Show 5 more fields" to continue entering your information.
4. Upload a photocopy of your licence by clicking **Upload** or by dragging the file into the box as displayed.
5. Click **Continue**.

Job Information ✓

Employment Details

Hire Date\*

18 Nov 2022

1 Employee Licence

Add

Continue

2 Employee Licence

Country\* No Selection

Document Type\*

Licence or Document Title

Licence or Document Number

Special Conditions 1

Special Conditions 2

Additional Medical Conditions (if any)

Document Expiry Date\* dd MMM yyyy

Medical Certificate Expiration Date dd MMM yyyy

I hereby declare and acknowledge that the above information is true to the best of my knowledge\*

Show 5 more fields

3

Medical Certificate Expiration Date dd MMM yyyy

I hereby declare and acknowledge that the above information is true to the best of my knowledge\*

Issue Date\* dd MMM yyyy

Issuing Authority

Issue Place

Validation (to be updated by the manager only) No Selection

Attachment\*

Upload

4

No attachments uploaded

To upload files, drop them here or use the "Upload" button.

Show 5 fewer fields

5 Add

Continue

# 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.

## Warning

Warning : Please review the Bank and other details before submitting. Click "Proceed" to continue.

4

Correct

Proceed

## Compensation Information ✓

### Details

Add

Continue

## Confirmation

Select Confirm to submit your data. If you need to make any changes to this data after you submit it, contact HR.

Confirm

Cancel

## Your Onboarding Checklist

### Onboarding Data Collection

Provide Personal Data  
Task successfully completed

Provide Additional Data  
This task isn't applicable for you.

Complete e-Signature  
Complete this task to proceed

### Compliance Tasks

Superannuation Standard Choice  
Complete this task to proceed

Tax File Number Declaration  
Complete this task to proceed

### Explore Onboarding Guide

Prepare for Day 1  
All you need to know and do

Know Your Key People  
1 person recommended

## Compensation Information ✓

### Payment Information

#### Details

Pay Type\*

Main Payment Metho...

Payment Method\*

Bank Transfer (05)

Bank Country\*

Australia (AUS)

Account Owner

onb1 test1

BSB\*

012-004 ANZ

BSB\*

012-004

Account Number\*

123123


Currency

AUD (AUD)

## 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.


 **Success**

The form is submitted.  
The forms have to be e-signed to complete the process. Submit all the forms to proceed to the e-Signature step.

**5** **OK**

### For You Today

**1**

 **Your Onboarding Checklist** ...

**Complete your Tax Forms**

Provide your tax withholding information.  
Due in 6 days

### Organisational Updates






**A message from the  
Chief Executive Officer**



**Welcome message from the CEO**

### Your Onboarding Checklist

#### Onboarding Data Collection

-  **Provide Personal Data**  
Task successfully completed **Completed**
-  **Provide Additional Data**  
This task isn't applicable for you. **Not Applicable**
-  **Complete e-Signature**  
Task successfully completed **Completed**

#### Compliance Tasks

-  **Superannuation Standard Choice**  
Complete this task to proceed **Due in 6 days**
-  **Tax File Number Declaration**  
Complete this task to proceed **Due in 6 days**

#### Superannuation Fund Details

I choose for my super to be paid into

- ☐ My existing super fund  
I want my employer to pay into a super account I have already opened.
- ☐ My employer's default super fund  
I want my employer to open a new account for me in their default fund.
- ☐ My private self-managed super fund (SMSF)  
I am a member and a trustee responsible for managing the fund. I may have up to 6 members in the fund.

**Submit** Validate and Save

**4**

## Part 2A: Your Compliance Forms – Tax Declaration

1. 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**.
5. 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.

### For You Today

#### Your Onboarding Checklist




##### Complete your Tax Forms

Provide your tax withholding information.  
Due in 6 days



### Organisational Updates

#### Your Onboarding Checklist

##### Onboarding Data Collection

-  Provide Personal Data  
Task successfully completed **Completed**
-  Provide Additional Data  
This task isn't applicable for you. **Not Applicable**
-  Complete e-Signature  
Task successfully completed **Completed**

##### Compliance Tasks

-  Superannuation Standard Choice  
Task successfully completed **Completed**
-  Tax File Number Declaration  
Complete this task to proceed **2** Due in 6 days

##### Explore Onboarding Guide

##### Employee's Consent Statement

☐ I declare that the information I have given is true and correct. N.B. There are penalties for deliberately making a false or misleading statement.

3c

4

Submit

Validate and Save

### Employee's Personal Details

The pre-populated fields cannot be updated here. If required, you can update these fields using the Employee Profile page after the start date.

3a

#### Personal Information

Title	Other Title	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text" value="Test"/>
First given name	Other given names	
<input type="text" value="Redlands"/>	<input type="text" value="Please enter other given names"/>	
If you have changed your name since you last dealt with the ATO, show your previous name details.		
<input type="radio"/> Yes		
<input type="radio"/> No		
Date Of Birth (mm/dd/yyyy) *	Employee's E-mail Address	
<input type="text" value="01/11/1995"/>	<input type="text" value="redlandtest@yopmail.com"/>	

#### Employee Address

Address(Line 1)	Address(Line 2)
<input type="text" value="123"/>	<input type="text" value="Queenstreet"/>
Suburb/Town	State/Territory
<input type="text" value="BRISANE"/>	<input type="text" value="QLD"/>

### Tax File Number and Employment Details

3b

What is your tax file number (TFN)?

On what basis are you paid? \*

☐ Full time employment

☐ Part time employment

☐ Labour hire

☐ Superannuation or annuity income stream

☐ Casual employment

I am \*

☐ An Australian resident for tax purposes

☐ A foreign resident for tax purposes

☐ A working holiday maker

Do you want to claim the tax-free threshold from this payer? (Only claim the tax-free threshold from one holiday maker, except if you are a foreign resident in receipt of an Australian Government pension or allowance)

☐ Yes

☐ No

Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL), Financial Supplement (F) on your notice of assessment. \*

☐ Yes

☐ No

5

✓ Success

The form is submitted.  
The forms have to be e-signed to complete the process. Submit all the forms to proceed to the e-Signature step.

OK

## 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!*

The screenshot shows an email from 'Recruitment and Selection' with the subject 'Recruitment and Selection sent you a document to review and sign.' The email body contains the text: 'Dear Redlands Test, Your documents are ready to be signed. To get started, select the "View Documents" button below. Thank you, Redland City Council Human Resources'.

The interface includes several numbered steps:

- Step 2:** A yellow box highlights the 'REVIEW DOCUMENT' button.
- Step 3:** A yellow box highlights the 'I agree to use electronic records and signatures.' checkbox, which is checked. A yellow circle labeled '3a' is next to the 'CONTINUE' button.
- Step 4:** A yellow box highlights the 'Sign' button with a downward arrow.
- Step 5:** A yellow box highlights the 'ADOPT AND SIGN' button.

The interface also includes a 'Date' field with the date '24 November 2022'. Below the signature box, there is a 'Full Name' field with 'Redlands Test' and an 'Initials' field with 'RT'. The 'OR SELECT A SIGNATURE' section shows a preview of the signature and initials. The 'ADOPT AND SIGN' button is highlighted with a yellow box and a yellow circle labeled '5'.

