



## 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.



 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](mailto:redlandstest@yopmail.com) and your newly set password.

# Welcome To Your OURspace Dashboard - Part 1: Help Us Learn About You



You are invited to view the message from our CEO!

1. Click on the **Help Us Learn About You: Provide your details to get onboarded** tile.
2. Select **Let us know about you** by clicking on **Start**.

## 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**.

The screenshot shows the onboarding process in the OURspace dashboard. It is divided into two main sections: 'For You Today' and 'Onboarding'.

**For You Today:** A tile titled 'Help Us Learn About You' with the text 'Provide your details to get onboarded' is highlighted with a red box and a yellow circle labeled '1'. Below it is an 'Organisational Updates' section featuring a 'Welcome Message from the CEO' with a photo of the Chief Executive Officer.

**Onboarding:** A green header bar is followed by the text 'Provide your details to get onboarded'. There are three main sections:

- 'Let us know about you' with a 'Start' button highlighted by a red box and a yellow circle labeled '2'.
- 'Let us know more' with a note: 'Provide additional details as part of your onboarding' and a status indicator 'Not available until other tasks are completed or not applicable'.
- 'Complete your e-Signature' with a note: 'Verify and e-sign the forms before submitting, if applicable' and a status indicator 'Not available until other tasks are completed or not applicable'.

**Name Information:** A section with a 'Title\*' dropdown menu (set to 'Ms') highlighted by a red box and a yellow circle labeled '3'. Below it are input fields for 'First Name\*' (containing 'Redlands'), 'Middle Name', and 'Last Name\*' (containing 'Test').

**Biographical Information:** A section with a 'Date of Birth\*' field (containing '01 Nov 1995') and a 'Country of Birth' dropdown menu (set to 'Australia') highlighted by a red box.

**National ID Information:** A table with columns: 'Country', 'Card Type', 'Tax File Number', and 'Is Primary'. The first row contains 'Australia', 'TFN - Tax File Number', an empty field, and 'Yes'. A red box highlights the 'Add' button below the table, and a yellow circle labeled '4' is next to it. A 'Continue' button is highlighted by a red box and a yellow circle labeled '5'.

# Part 1: Help Us Learn About You – 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
<input type="button" value="Add"/>		

**1c** Phone Information

Phone Type*	Phone Number*	Is Primary*
Mobile (Business)		Yes
<input type="button" value="Add"/>		

**1d** Home

Address Type\*  
Home

Country\*  
Australia

Address Line 1\*

Address Line 2

Postcode\*

City\*

State\*

> Primary Emergency Contact

**2**

# Part 1: Help Us Learn About You – 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

Employee Licence

**Add**

**Continue**

Employee Licence

Country\*  
No Selection

Document Type\*

Licence or Document Title

Licence or Document Number

Special Conditions 1  
No Selection

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

Issue Date\*  
dd MMM yyyy

Issuing Authority

Issue Place

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

Attachment\*

**Upload**

No attachments uploaded  
To upload files, drop them here or use the "Upload" button.

Show 5 fewer fields

**Add**

**Continue**

Compensation Information

# Part 1: Help Us Learn About You – 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.

The screenshot shows the 'Compensation Information' section of a web form. It includes a 'Details' section with an 'Add' button (callout 1) and a 'Continue' button (callout 2). Below this is a green 'Submit Paperwork Data' button (callout 3) with a warning message: 'Are you sure you want to submit your data? Once submitted, changes must be requested by contacting HR.' Below the warning are 'Cancel' and 'Submit' buttons (callout 3). Further down, there are 'Cancel', 'Save Draft' (callout 3a), and 'Submit' buttons. At the bottom, there is a 'Warning' message (callout 4) with 'Correct' and 'Proceed' buttons.

Compensation Information ✓

Details

1

Add

Continue

Submit Paperwork Data

3

Are you sure you want to submit your data?  
Once submitted, changes must be requested  
by contacting HR.

Cancel Submit

3a

Cancel Save Draft Submit

4

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

Correct Proceed

Compensation Information ✓

Details

Pay Type\*  
Main Payment Metho... ✓

Payment Method\*  
Bank Transfer (05) ✓

Bank Country\*  
Australia (AUS) ✓

Account Owner  
RedlandsTest

Bank Name\*  
012-010 ANZ ✓

BSB\*  
012-010

Account Number\*  
124668

Currency  
AUD (AUD) ✓

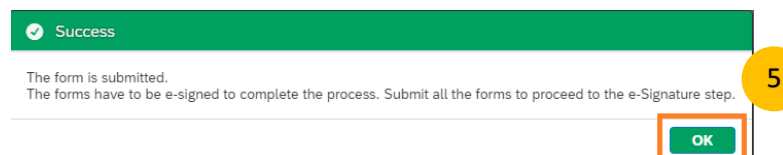
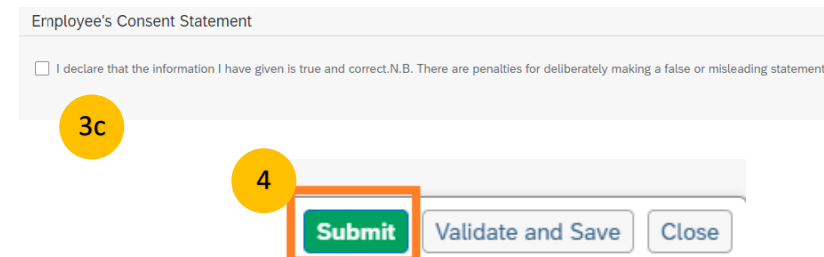
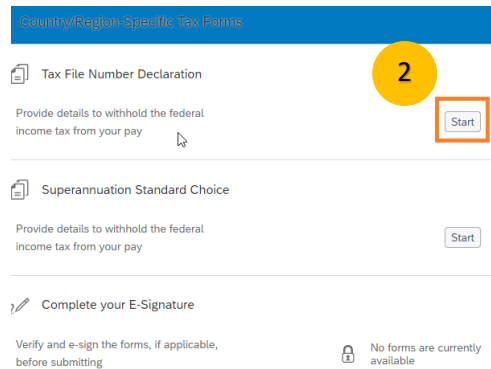
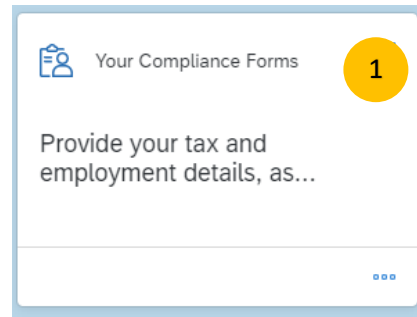
Add

Continue 2

# Part 2A: Your Compliance Forms – Tax Declaration

1. Click on the tile on your homepage entitled **Your Compliance Forms: Provide your Tax and Employment Details.**
2. Select *Tax File Number Declaration* by clicking on **Start**.
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 Superannuation Standard Choice.

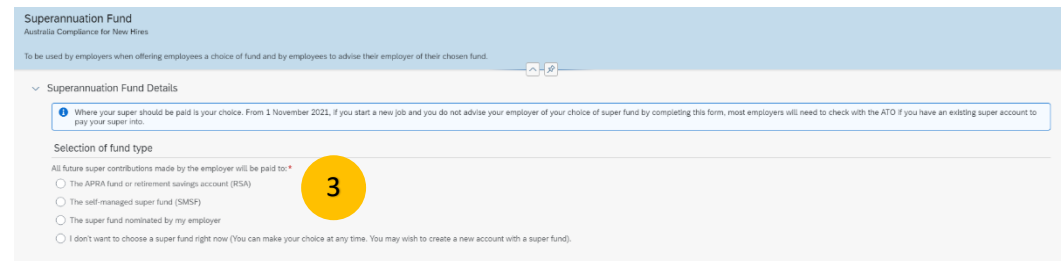
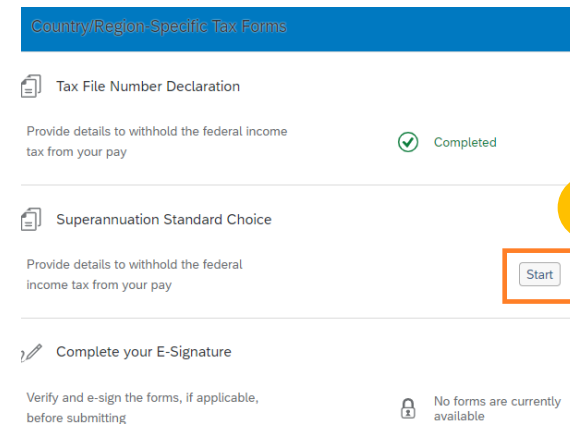
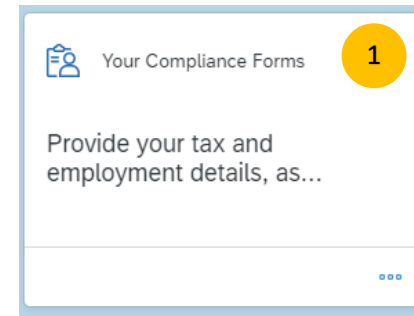
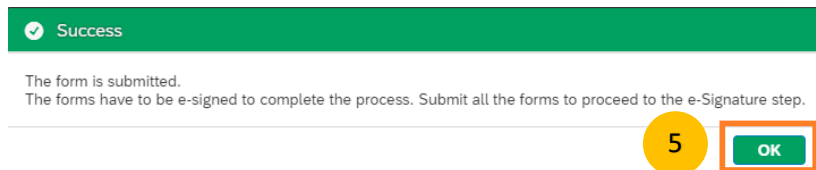




## Part 2B: Your Compliance Forms – Superannuation

1. Click on the tile on your homepage entitled **Your Compliance Forms: Provide your tax and employment details.**
2. Select *Superannuation Standard Choice* by clicking on **Start**.
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 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.**

*You have now completed your onboarding documents!*

Recruitment and Selection sent you a document to review and sign.

REVIEW DOCUMENT 2

Recruitment and Selection  
RecruitmentandSelection@redland.qld.gov.au

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

Please read the [Electronic Record and Signature Disclosure](#). I agree to use electronic records and signatures. 3a

CONTINUE MORE OPTIONS ▾

3

4

Applicant Signature

Date \_\_\_\_ / \_\_\_\_ / 20\_\_  
24 November 2022

\* Required

Full Name\* Redlands Test Initials\* RT

OR SELECT A SIGNATURE DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by:  
Redlands Test 29D177BEE68943B... DS RT

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts – just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

5