



ERMS: Creating an employment contract

It is important that new staff have their terms and conditions of employment set out in a written contract of employment.

Luckily, the ERMS portal provides ARA members with an easy method to creating Employment Contracts.

This process should roughly take 15 to 20 minutes. We recommend you have all the employee's details and the details of their employment with you so that it makes these steps easier.

The system will automatically save your progress as you go allowing you to go out of the document creation and return at a later date.

Step 1:

Select either a candidate or employee file that you want to create the employment contract for.

If you haven't saved your employees details, please click on the "Employee" tab and then "Add Employee".

The screenshot shows the ERMS portal interface. The top navigation bar includes 'Hiring', 'Employee Management', and 'Termination'. Below this is a secondary navigation bar with tabs for 'Candidates', 'Employees', 'Awards and Wages', 'Policies', 'Grievances', 'Forms', 'ER News', 'Tasks', and 'Alerts'. The 'Candidates' tab is selected, and a red arrow points to it. The main content area displays 'Candidates' with a search bar and filters. Below the search bar is an 'Add Candidate' button and a table listing 66 results. The table has columns for First Name, Last Name, ID, Position Title, WkDays in System, Status, and Branch. The first row shows a candidate with ID 1125, Status Current, and Branch TAS Demo Account. The bottom left corner of the screenshot shows the enableHR logo and contact information.

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NOTE: This step is also included in the hiring checklist.

Step 2:

Once in the relevant file, go to the documents tab and select “**Create a new document**”.

The screenshot shows the 'Candidate File' interface for John Doe. The 'Documents' tab is highlighted with a red box. A red arrow points to the 'Create a new document' button. Below the buttons, a table shows 'No records found.'

Type	Name	Updated	Status
No records found.			

This will allow you to create a complete Employment contract for the relevant employee and/or candidate.

Step 3:

Once in the document creation process, the Document Type will be “**Employment Contract**”

The screenshot shows the 'Document Creation' process for John Doe. The 'Select the Document Type' step is active, and 'Employment Contract' is selected in the drop-down menu, highlighted with a red box. The 'Next' button is also highlighted with a red box.

Make sure the correct document type is selected and continue by clicking “**Next**”.

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Step 4:

The next stage will allow you to select the correct Employment Agreement template for the relevant role. This will be dependent on whether the employee is to be a casual, full-time or part-time employee and whether or not they are covered by an Award.

Select the relevant template from the drop down and select “**Next**” to continue.

Document Creation: Start a new Employment Contract Home

John Doe

Creation Progress

- Select the Document Type ✓
- Choose the Template** ←
- Answer Questions

Select the Template

You are about to create an **Employment Contract** from a template.

Create the document using the selected template:

Please select a template...

Cancel **Next →**

Template Preview

Casual - Award Covered
Use this employment contract for casual employees that are covered by an award.

EMPLOYMENT CONTRACT

Step 5:

Once the template has been selected, you will then start the process of creating the Employment Agreement. This will involve you answering a number of questions to provide the details that go into the contract. Once you have provided the answers to each question, select “**Next Questions**” at the bottom of each page to go through the entire list.

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John Doe

Creation Progress

Employment Agreement - Casual - Award Covered - Cover Letter (QAV22102018).docx

Is this Employment Agreement for a new employee or an existing employee?

New Employee

Employment Agreement - Casual - Award Covered - Contract (QAV22102018).docx

Title: Employment Agreement - Casual - Award Covered for John Doe

What is the position title applied for?

Who should the employee return the signed Employment Agreement to?

By what date should the employee return the signed Employment Agreement?

What date will you commence employment?

Who should this person contact in relation to this Employment Agreement?

What is the phone number for the contact within the business that this person should contact in relation to this Employment Agreement?

Do you want to provide a copy of the Casual Conversion clause (if applicable) prior to commencement?

Do you want to use an electronic signature to execute the document on behalf of the employer?

Answers are saved automatically

Next Questions →

Step 6:

Once you have gone through and answered each question, it will take you to the finalisation step. This will allow you to review the answers you have provided and double check everything before finalising the Employment Agreement. It will also allow you to select to create it as a PDF or Word version if further amendments need to be made.

Step 7:

If you are happy with the responses provided you can select “**Next**” and it will finalise the document and save it against the Employees file. Once the Employment Agreement has been created you will be able to download the document, view the file or email it directly from the ERMS to the individual.

Employment Agreements are an important part in ensuring your employees are fully aware and understand the obligations and expectations they have as employees of your business. The ERMS service makes creating Employment Agreements quick and easy! It is a simple first step in ensuring the relationship between an employee and employer is clear and simple to understand.

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**Australian
Retailers
Association**

For more information regarding the ERMS, or to discuss the ways in which we can assist your organisation, please contact the ARA Employment Relations Team on 1300 368 041.

About the Australian Retailers Association:

Founded in 1903, the Australian Retailers Association (ARA) is Australia's largest retail association, representing the country's \$310 billion sector, which employs more than 1.2 million people. As Australia's leading retail peak industry body, the ARA is a strong pro-active advocate for Australian retail and works to ensure retail success by informing, protecting, advocating, educating and saving money for its 7,500 independent and national retail members throughout Australia. For more information, visit www.retail.org.au or call 1300 368 041.

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