

## A Guide for Employees

# Why you should keep your info updated at work

Life is full of changes. Whether moving to a new city, updating your phone number, or taking on a new role at work, these milestones are life markers and personal and professional growth. But amid the excitement of these transitions, one key task often gets overlooked—keeping your details updated with your employer. Here's why staying proactive is a good practice and essential for you and your employer.

### Benefits for Employees

#### Streamlined Payroll Administration

Outdated details can create unnecessary delays, such as errors in processing your salary or benefits. Accurate information ensures your pay cheque lands in the correct account without hiccups.

#### Safeguarding Financial Future

Keeping your details current allows you to comply with regulatory obligations like superannuation, ensure regular contributions to your fund, maximise compounding interest over time, and secure a more financially stable future.

#### Staying in the Loop

Employees who update their contact details may stay informed about crucial updates, policy changes, and continued access to financial statements (even after leaving the organisation).

### Benefits for Employer & Funds

#### Compliance with Regulations

Under Australian employment law, employers have strict obligations to maintain accurate records for payroll, tax, and employee benefits. Updated details reduce compliance risks and ensure smooth auditing processes..

#### Efficient Crisis Management

Up-to-date emergency contact information allows employers to act quickly in critical situations. Whether it's a workplace accident or an urgent notification, having correct next-of-kin details can make all the difference.

#### Operational Efficiency

Whether sending payslips, communicating essential updates, or managing benefits like health insurance, accurate employee details reduce inefficiencies and administrative burdens.

## Key Personal Details to Keep Current

To ensure smooth communication and enable employers to meet their obligations, employees should keep the following details updated:

- **Name and Date of Birth** - Provide your full name exactly as it appears on official documents such as your driver's license and passport
- **Current Residential Address**
- **Personal Contact Number** - Your mobile number is preferred as this helps employers and Superfunds reach you easily for any critical information or updates
- **Personal Email Address** - It's best to avoid using your work email
- **Emergency Contact** - Next of Kin, including their name and contact information



### How to Stay Updated

It's simple! Here's what you can do:

- Notify HR or your line manager when any of the above details change.
- Use relevant employee portals or self-service platforms to update information in real-time.
- Conduct a diarised annual review of your personal details on file and confirm that they remain accurate.

