

Welcome to Big Yellow Umbrella!

As a new employee, you will by now have your Employment Contract. Please read this document carefully and sign/return it to your manager by the agreed date.

As part of your Induction, you will need to access the OurCulture website. This online platform includes our Company Handbook, important policies, and other employment-related forms.

Please click the link below to access the website:

[Big Yellow Umbrella \(ourculture.work\)](https://ourculture.work)

You will then need to click on the **Company Handbook box**. Please ensure you read all information and then sign the Acknowledgement at the bottom of the page.

The next step is to click on the **New Employees box**. Please ensure you read and sign off on all sections. The forms that need to be completed by you include:

**Online forms to be submitted directly from this site:**

- Employee Personal Details Form.
- Employee Bank, Salary Sacrifice, and Superannuation Details.

**Forms are to be completed and emailed to Jane McIvor at [jane.mcivor@yellowumbrella.org.au](mailto:jane.mcivor@yellowumbrella.org.au).**

- Tax File Number Declaration.
- Superannuation Standard Choice Form.
- Staff Assets Form.
- Salary Packing Details Form.
- WHS Personal Emergency Evacuation Plan form
- Working with Children Checks, Police checks, and COVID-19 vaccination certificates.

During your employment, you may need to access the following forms. These forms are located in the **Leave, Timesheets, and Other Forms for Future Use box**:

- Leave application form and timesheet template.
- Finance Request Forms.
- Travel Claim Form
- Pay Yearly Calendar 2024.

All new staff are required to complete the Common Approach Online Training as part of the induction process. A box and login details can be found under New Employees. Please email me at [jane.mcivor@yellowumbrella.org.au](mailto:jane.mcivor@yellowumbrella.org.au) if you have any questions on the above.

Kind regards,



Jane McIvor

STRATEGIC FINANCE EXECUTIVE

