I designed the HR onboarding process to use journey forms, enabling users to input their information in various categories. This comprises five distinct forms for collecting essential information: personal details, banking information, superannuation details, tax declarations, and reviews. These details serve as the basic information required to establish a new employee's profile.

Personal Details
1) Full Name - Employee's legal name (first name, last name).
2) Contact Information - Employee's current address, email, and phone number.
3) Date of Birth - Employee's birthday which is often needed for age verification and benefits eligibility.
4) Gender - Though this is becoming less common due to diversity, some organizations still require this information.

Banking Details
1) Account Name, Account Number, BSB
   Banking details are important for payroll processing. Basically, to facilitate payment of salary or wages to employees.

Superannuation Details
1) Employers are legally required to make superannuation contributions on behalf of their employees. Employers must contribute a percentage of an employee's earnings to their nominated superannuation fund.
2) Options to use either the company's or employee's preferred fund.
3) Details of employee's superfund - Fund name, ABN, USI, Member Name, Number

Tax Declaration
1) Helps employers meet their tax withholding and reporting obligations.
   a) TFN - serves as the unique identifier for each taxpayer in Australia.
      Use by employers to report employee's income, tax payments, and benefits to ATO.
   b) Residency status - For employees to withhold the correct amount of income tax. Different tax rates apply to residents and non residents.Employers to ensure employees have the necessary visas and work permits to legally work in Australia.

Review
       Allows users to review the information they've entered for accuracy and completeness before final submission. This can help correct errors or omissions, reducing the need for corrections and follow-up later.