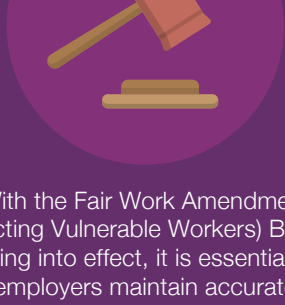


Record keeping and pay slip obligations.



With the Fair Work Amendment (Protecting Vulnerable Workers) Bill 2017 coming into effect, it is essential that employers maintain accurate employee records.



Records must be kept for a period of seven years.

What needs to be kept?



Employee name



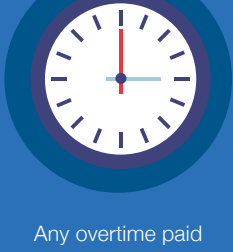
ABN



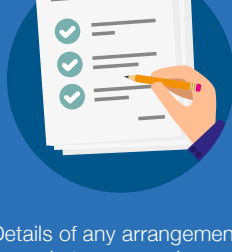
Type of employment



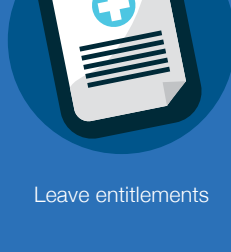
Employee start date and end date



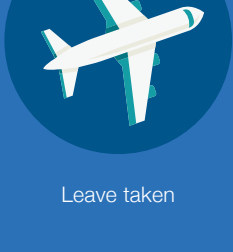
Any overtime paid



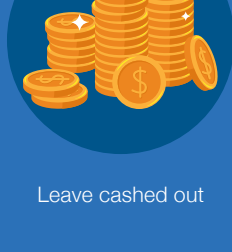
Details of any arrangements made to average hours



Leave entitlements



Leave taken



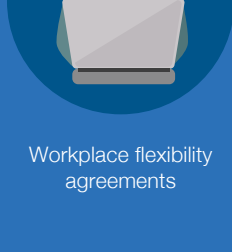
Leave cashed out



Full details of superannuation contributions made including the name of the fund, time period and amount



All details of termination including the party who initiated termination and how much notice was provided



Workplace flexibility agreements



Guarantees of annual earnings given to employees

Who can request employer records?



Former employees



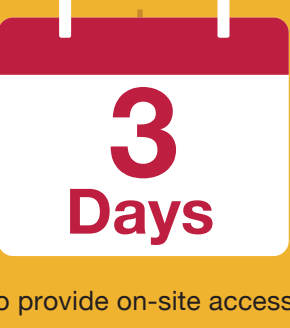
Fair Work inspectors



In some cases, union officials have the right to request records



If an official request is made, an employer has:



to provide on-site access

or



to post a copy of the records

Pay slips.

Employers must issue a pay slip within one working day of paying an employee, and these can be either electronic or a hard copy.

What needs to be in a pay slip?



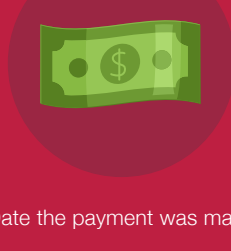
Employer's name and ABN



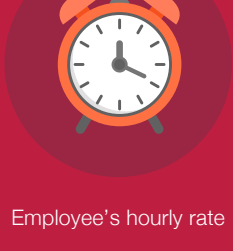
Employee's name



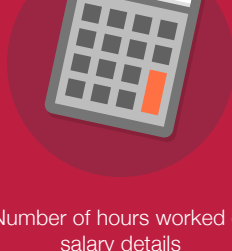
Pay period dates



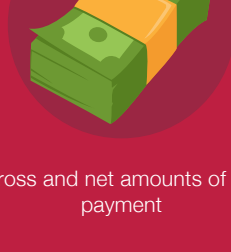
Date the payment was made



Employee's hourly rate



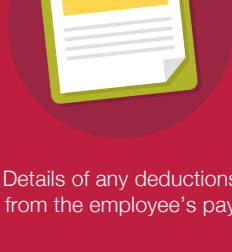
Number of hours worked or salary details



Gross and net amounts of the payment



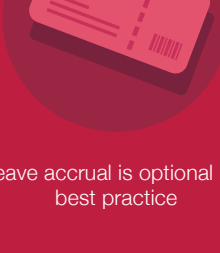
Bonuses, loadings, allowances, penalty rates, incentive-based payments or other separately identifiable amounts



Details of any deductions from the employee's pay



Details of any superannuation contributions made on behalf of the employee



Leave accrual is optional but best practice

As of September 2017:



Penalties for non-compliance of record keeping have increased.



Employers who cannot give a reasonable excuse must disprove wage related claims in court.