

EMPLOYMENT RECORD KEEPING CHECKLIST

The Employment Record Keeping Checklist is an aid to audit what records employers are required to keep under the *Fair Work Act* and the *Fair Work Regulations*.

Failure to comply with the record keeping obligations of the *Fair Work Act* and the *Fair Work Regulations* may result in fines being imposed by the Fair Work Ombudsman. Failure to keep superannuation records may also breach superannuation law.

In addition to items in the checklist, it is also recommended that employers consider additional record keeping requirements that may be contained in contracts of employment, awards, agreements, policies, and other legislation such as superannuation, migration, taxation, workers compensation, and OH&S.

Type of Record		Tick & Date
Basic Employment Details		
1.	The name of the employer	<input type="checkbox"/>
2.	The name of the employee	<input type="checkbox"/>
3.	The nature of the employee's employment (e.g. part-time, full-time, casual)	<input type="checkbox"/>
4.	Whether the employee's employment is permanent, temporary or casual)	<input type="checkbox"/>
5.	The employer's Australian Business Number (ABN)	<input type="checkbox"/>
6.	The employee's commencement date	<input type="checkbox"/>
Pay & Hours of Work		
7.	The rate of remuneration paid to the employee	<input type="checkbox"/>
8.	The gross and net amounts paid to the employee	<input type="checkbox"/>
9.	Any deductions from the gross amount paid to the employee	<input type="checkbox"/>
10.	The details of any incentive-based payment, bonus, loading, penalty rate, or other monetary allowance or separately identifiable entitlement paid	<input type="checkbox"/>
11.	If the employee is a casual or irregular part-time employee who is guaranteed a rate of pay set by reference to a period of time worked, the record must set out the hours worked by the employee	<input type="checkbox"/>
12.	If the employee is entitled to be paid an incentive-based payment, a bonus, a loading, a penalty rate, or another monetary allowance or separately identifiable entitlement, then the record must set out details of the payment, bonus, loading, rate, allowance or entitlement	<input type="checkbox"/>
13.	Any agreement to average the employees hours of work	<input type="checkbox"/>
Overtime		
14.	The number of overtime hours worked by the employee during each day or when the employee started and ceased working overtime hours - if a penalty rate or loading (however described) must be paid for overtime hours actually worked by an employee	<input type="checkbox"/>
Leave Entitlements		
15.	Any leave that the employee takes	<input type="checkbox"/>
16.	The balance (if any) of the employee's entitlement to that leave from time to time	<input type="checkbox"/>
17.	Request for leave including supporting documentation such as medical certificates and statutory declarations	<input type="checkbox"/>
Cashed Out Leave		
18.	Copy of any agreement to cash out the leave	<input type="checkbox"/>
19.	The rate of payment for any amount of leave that was cashed out	<input type="checkbox"/>
20.	When any payment was made for the cashed out leave	<input type="checkbox"/>
Superannuation Contributions		
21.	The amount of the contributions made	<input type="checkbox"/>
22.	The period over which the contributions were made	<input type="checkbox"/>
23.	The date on which <i>each</i> contribution was made	<input type="checkbox"/>
24.	The name of any fund to which a contribution was made	<input type="checkbox"/>
25.	The basis on which the employer became liable to make the contribution, including: <ul style="list-style-type: none"> • a record of any election made by the employee as to the fund to which contributions are to be made • the date of any relevant election 	<input type="checkbox"/>
26.	Note: Employers who contribute a defined benefit interest in a defined benefit fund do not have to fulfil the reporting requirements relating to superannuation contributions	<input type="checkbox"/>
Individual Flexibility Agreement		

27.	A copy of the individual flexibility agreement	<input type="checkbox"/>
28.	A copy of any notice or agreement terminating the flexibility arrangement	<input type="checkbox"/>
Guarantee of Annual Earnings		
29.	A copy of the document providing the guarantee	<input type="checkbox"/>
30.	A copy of the document recording the date of any revocation of the guarantee (where applicable)	<input type="checkbox"/>
Termination of Employment		
31.	Whether the employment was terminated: <ul style="list-style-type: none"> • by consent • by notice • summarily • in some other manner (specifying the manner) 	<input type="checkbox"/>
32.	The name of the person who acted to terminate the employment	<input type="checkbox"/>
33.	The written notice to the employee informing them of their last day of employment	<input type="checkbox"/>
Transfer of Business		
34.	At the time of transfer, the old employer is required to transfer to the new employer each employee record concerning a transferring employee	<input type="checkbox"/>
35.	Despite 34, for such transferring employees after the transfer, the new employer must ask the old employer to provide them with the employee's records. The old employer must give the records to the new employer	<input type="checkbox"/>
Flexible Work Arrangements		
36.	A written request for flexible working arrangements	<input type="checkbox"/>
37.	The date the employer received the request for flexible working arrangements	<input type="checkbox"/>
38.	The employer's written response to the request for flexible working arrangements	<input type="checkbox"/>
39.	A written request to extend parental leave beyond 12 months	<input type="checkbox"/>
40.	The date the employer received the request to extend parental leave beyond 12 months	<input type="checkbox"/>
41.	The employer's written response to the request to extend parental leave beyond 12 months	<input type="checkbox"/>
42.	Any request to shorten a period of parental leave	<input type="checkbox"/>
Payslips		
43.	The employer's name	<input type="checkbox"/>
44.	The employee's name	<input type="checkbox"/>
45.	The period to which the pay slip relate	<input type="checkbox"/>
46.	The date on which the payment to which the pay slip relates was made	<input type="checkbox"/>
47.	the gross amount of the payment	<input type="checkbox"/>
48.	the net amount of the payment	<input type="checkbox"/>
49.	any amount paid to the employee that is a bonus, loading, allowance, penalty rate, incentive-based payment or other separately identifiable entitlement	<input type="checkbox"/>
50.	the Australian Business Number (if any) of the employer	<input type="checkbox"/>
51.	If an amount is deducted from the gross amount of the payment, the pay slip must also include the name, or the name and number, of the fund or account into which the deduction was paid	<input type="checkbox"/>
52.	If the employee is paid at an hourly rate of pay, the pay slip must also include: <ul style="list-style-type: none"> • the rate of pay for the employee's ordinary hours (however described); and • the number of hours in that period for which the employee was employed at that rate; and • the amount of the payment made at that rate 	<input type="checkbox"/>
53.	If the employee is paid at an annual rate of pay, the pay slip must also include the rate as at the latest date to which the payment relates	<input type="checkbox"/>
54.	If the employer is required to make superannuation contributions for the benefit of the employee, the pay slip must also include: <ul style="list-style-type: none"> • the amount of each contribution that the employer made during the period to which the pay slip relates, and the name, or the name and number, of any fund to which the contribution was made; or • the amounts of contributions that the employer is liable to make in relation to the period to which the pay slip relates, and the name, or the name and number, of any fund to which the contributions will be made 	<input type="checkbox"/>