

Employment Self-Audit

Date	
Business trading name	
Legal entity	
Type of entity	<input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Other:
Nature and industry of the business and its clientele	

Pay and Conditions

	Yes	No	I don't know
1. Do you know the name of each Modern Award (Award) or Enterprise Agreement (Agreement) that applies to your employees, if any?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do you keep a copy of each relevant Award or Agreement at the workplace and is it available to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you paying the correct rate of pay in accordance with the relevant Award or Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you reviewed your pay rates since the last national wage increase on 1 July?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you know the Award or Agreement classification level of all your employees?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are you paying the correct casual loading for casual employees in accordance with the relevant Award or Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are you paying the correct overtime rate and at the applicable times in accordance with the relevant Award or Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you paying penalty rates for Saturday, Sunday, Evening and/or Public Holiday work in accordance with the relevant Award or Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you reviewed the allowances in the relevant Award or Agreement that are applicable to your employees and checked if there has been any increase since 1 July?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you provide the correct meal and rest breaks to employees in accordance with the relevant Award or Agreement and if no, are they correctly compensated (where applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are casuals and part timers rostered and paid for the minimum engagement period required under the relevant Award or Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered mostly 'No' or 'I don't know' to these questions, you would benefit from a confidential Workplace Central Workforce Appraisal.

Payslips

	Yes	No	I don't know
1. Do you issue a payslip to each worker within one day of the payment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do your payslips contain the following information?			
– Employer’s Australian Business Number (ABN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Employer’s legal/trading name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Employee name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Date of payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Pay period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Gross and net pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– If the employee is paid an hourly rate:			
▪ the ordinary hourly rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ the number of hours worked at the hourly rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ the total dollar amount of pay at that rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Number of hours, if paid hourly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Ordinary hourly rate of pay if paid hourly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Salary (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Separately identifiable entitlements i.e. loadings, allowances, bonuses, incentive-based payments or penalty rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Deductions, including:			
▪ the amount and details of each deduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ the name, or name and number, of the account the fund/account the deduction was paid into	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Name and/or number of superannuation fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Amount of superannuation paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Rate of pay that applied on the last day of employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered ‘No’ to any of the above questions you are in contravention of the Fair Work Act 2009.

National Employment Standards (NES)

	Yes	No	I don't know
12. Are you familiar with the 10 minimum standards of the NES?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you comply with the NES in terms of:			
– Notice of Termination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Personal/Carers Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Compassionate Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Redundancy pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Long Service Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are you aware of your obligations in relation to:			

National Employment Standards (NES)	Yes	No	I don't know
– Flexible working arrangements	<input type="checkbox"/>	<input type="checkbox"/>	
– Parental leave	<input type="checkbox"/>	<input type="checkbox"/>	
– Community Service Leave	<input type="checkbox"/>	<input type="checkbox"/>	
15. Do you give all new employees a Fair Work Information Statement and record how this is done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered 'No' or 'I don't know' to any of the above questions you may be in contravention of the Fair Work Act 2009.

Record Keeping	Yes	No	I don't know
16. Do you keep a personnel file for each employee and keep records relating to their employment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Do you provide employees with a written letter of engagement and/or contract of employment stating their terms and conditions of employment (such as their status i.e. full-time/part-time/casual), and keep a copy on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Do you record the employee's Award or Agreement classification level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Do you record the dates, types and amounts of leave of employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Do you have adequate templates for employment including leave applications, new employee forms, change of details, super choice, timesheets, written authorities, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Do you accurately record the hours of work of employees who are entitled to penalty rates, overtime or are paid an hourly rate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Do you keep records detailing how a termination of employment took place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Do you keep records of Superannuation amounts paid and when it was paid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Do you have a written agreement for part time employees written in accordance with the relevant Award or Agreement (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Did you know you are required to keep time and wages records for 7 years?	<input type="checkbox"/>	<input type="checkbox"/>	

If you answered mostly 'No' or 'I don't know' to the above questions you may benefit from a free consultation with a Workplace Central expert.

General	Yes	No	I don't know
26. Do you have an Individual Flexibility Agreement in place for employees paid a flat hourly rate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Do you have an Employment Contract in place which clearly states what the salary is intended to cover for employees paid a salary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Do you have documented company policies and procedures so employees know what is expected of them and what effective action can be taken where they do not meet required standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

