

Practical Wage & Record Keeping Checklist

Use this as a sense check. If items can't be confidently ticked, there is wage exposure.

Employment Foundations

- Correct Award identified for each role (e.g. Pastoral, Horticulture, Clerks etc.).
- Classification level set based on duties, not job title.
- Written employment contracts issued and Award referenced.
- Annual salary roles reconciled to Award entitlements.
- Flat hourly rates and day rates tested against Award entitlements.

Time & Attendance

- Hours are recorded for all staff, including salaried employees.
- Overtime and penalty rates clearly identifiable where it occurs.
- Records stored securely and accessible.

Payroll Settings

- Base rates aligned to current Award minimums.
- Overtime, weekend and public holiday penalties applied correctly.
- Allowances configured and paid where applicable.

Payslips & Records

- Payslips are accurate and issued on time.
- Records complete, compliant with Fair Work requirements, legible and retained for 7 years.

Super & Leave Entitlements

- Super calculated correctly on Ordinary Time Earnings.
- Leave balances accurate and documented.

Governance & Review

- Regular wage compliance reviews scheduled.
- Rectification process understood if issues are identified.



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