



TIME AND WAGES RECORDS

Time & wages records – what information must be kept?

Employers must keep a time and wages record of their employees for 7 years. The record should be easy to access and written in English. Employers should also be aware that any Individual Flexibility Agreement must be kept in the same manner as a time and wages record.

What Specifically Must Appear in Employee Records?

Who & When

- The name of the employer and the name of the employee
- ABN (if any) of the employer
- Date the employee started employment

Type of employment, hours & rates of pay

- If the employee is full-time, part-time or casual.
- If the employee is permanent or temporary
- The employee's pay rate, including gross and net amounts paid and any deductions from the gross amount.
- Any loadings, monetary allowances, bonuses, incentive-based payments, penalty rates or other entitlements paid that can be singled out
- If a penalty rate or loading must be paid for overtime hours actually worked, the number of hours of overtime worked each day (if any), or when the employee started and finished working overtime
- Hours worked if the employee works casual or irregular part-time hours and is guaranteed a pay rate set by reference to a period of time worked
- A copy of the written agreement if you and your employee have agreed to average the employee's work hours.
- If you and your employee have agreed to an individual flexibility arrangement, a copy of that agreement, and, if the agreement is terminated, a copy of the termination.

Leave

Leave information for all types of leave, including:

- leave taken
- leave balance
- a copy of any agreement to cash out accrued leave, the rate of payment for the leave and when the payment was made.

Superannuation

Employees paid superannuation (excluding payments to a defined benefit fund):

- amount paid
- pay period
- date(s) paid
- name of super fund
- reason you paid super into the fund (eg. a record of the employee's super fund choice and the date that choice was made).

Termination of employment

Employee or employer terminates their employment:

- name of the person who terminated the employment
- how the termination took place - by consent, by notice, summarily or in some other way (need to include details).

Why do they need to be kept and what if kept incorrectly?

The Fair Work Ombudsman uses the time and wages records to find out what an employee is entitled to and whether they're getting those entitlements.

If the records are incorrect or not kept, Fair Work Inspectors may give the employer an infringement notice (where the employer has to pay a fine) or may take court action against the employer.

Employee privacy

Employee records are private and confidential. Generally, no-one can access them other than the employee, employer and relevant payroll staff.

However, Fair Work Inspectors (and union officials in some instances) may be able to access employees' records to determine if there has been a contravention of Federal workplace laws.



IndigoField
Industrial Relations

If you have any questions regarding this fact sheet or would like assistance regarding IR/HR/OHS contact IR Assist for more information:

p: 1300 393 519 | m: 0408826625 | e: info@irassist.com.au