

TIME & WAGES **COMPLIANCE**



Time and Wages Record Keeping obligations are better known in the last few years than they have been in the past. Most employers are now aware (or should be), that a specific Award is applicable to their business/industry. Awards include entitlements which are legally binding and they include a lot more than just "minimum pay rates". In many cases there is more than one applicable Award to any given workplace. Your pay clerks or admin staff need to be aware of all of this in order to make sure that your time and wages records are correct.

The first step to getting the picture in your frame correct, is to check and be sure which Award(s) apply to which workers in your workplace. If you don't know, seek help.

The second is to review that Award for information on Time and Wages Record Keeping requirements; and also check the correct Industrial Relations legislation (either State or Federal) for its requirements on any other Time and Wages Record Keeping obligations. (Fact sheets are available from Workwise).

Getting Time and Wages Records into the frame is something that all employers—whether they are in the Federal or the State IR legislation are required to deal with. A picture is worth a thousand words and just one look at your Time and Wages Records picture by either a DOC or FWA Inspector will tell them everything they need to know about your operations. It will also tell them exactly where to start delving to find any possible errors in your processes.

It is more and more common these days for there to be some kind of written Agreement in place (Australian Workplace Agreement, Collective Agreement, Enterprise Agreement, Greenfields Agreements, etc) and these may work alongside the applicable Award and certainly work alongside current Industrial Relations Legislation.

It is no wonder that we increasingly hear from stressed and dis-heartened payroll staff who are struggling with getting the picture right. With all the years experience under our collective belts, even we have to stop to draw breath sometimes so that we can try to make head or tail of specific payroll queries. These queries are getting more and more complicated and convoluted. It would go a long way to assist your payroll staff that BEFORE you put staff on, that you ensure everyone is well aware of how your employment instrument translates to the employee's pay cheque and that this information is recorded as per your State or Federal obligations. Payroll staff are not islands and they can't and shouldn't work in isolation. Make sure they have avenues of support or training and that they are happy with those avenues.

The good news is that, as we reported in an earlier E-bulletin, 83% of employers inspected by FWA in the South West and Great Southern are getting it right!

For further information on anything you have read in this bulletin, please contact the Workwise Office nearest you for assistance and an appointment will be arranged.

Disclaimer: The information contained in this article is a summary only of the subject matter covered. Whilst Workwise endeavours to provide clients with accurate information no part of this summary should be used as a substitute for professional advice.

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