

## 1.6 Human Resource Compliance – Record Keeping

We briefly mentioned your legal obligations regarding workplace policies and procedures in *Fact Sheet – 1.5 Workplace Policies and Procedures*. This fact sheet focuses on both the types of information you are required to maintain on your employees and what you are required to provide to your employees.

### Employment Records

For each employee, you must have the following records:

- Full name of employer and ABN number (contractors, etc)
- Full name and date of birth of employee
- Employee's classification under any applicable award.
- How the employee is engaged – fulltime, part time and if they are permanent, temporary
- If the employee is an Apprentice/Trainee – the date that the employee became this category the length of Apprenticeship/Traineeship and the envisaged date of completion.
- The date on which the employee was first employed
- When the employee is terminated, the date of termination and reason ie Resignation/Misconduct etc.
- Emergency contact details
- Vital medical information ie allergies, diabetic, heart conditions etc

Further, you must keep records for time and pay, leave and superannuation, such as:

- The number of hours worked per week/day or other
- The number of hours worked as overtime.
- The rate of remuneration
- The gross amount paid and any deductions
- Any leave taken by the employee
- The employees' entitlement from time to time of leave types and the accrual of that leave.
- The name and details of the superannuation fund to which contributions were made
- The amount of contributions made over a period to the employee
- When the contributions are made

### Pay Slips

All employees are entitled to pay slips at the time of payments of wages/salary that includes:

- Name and ABN number of the employer
- Name of the employee
- Classification of the employee/job title/position
- Date on which the payment was made
- Period of employment that equates to the monies paid
- Clear indication of any overtime, allowances, etc paid
- The gross amount, tax deducted, superannuation contributions, all deductions and nett amount paid
- Bank account details to which monies were deposited

### Access and Confidentiality

It is important to ensure that you treat all employment/employee records with a high degree of confidentiality and restrict access to this material to the appropriate manager and the relevant employee.

**Tip:** It is also important to record on employee files all records of induction and training completed, performance appraisal results and records of the management of unsatisfactory performance.

The following links will provide you with resources to develop your business policies and procedures:

[Freedom of Information Act \(1982\)](#)  
[Privacy Act \(1988\)](#)  
[Australian Law Online](#)  
[Industrial Relations](#)  
[Small Business Management](#)  
[Business Victoria - Step by Step Guides](#)  
[NSW Government - Small Business](#)

Tamworth Regional Development Corporation  
File: FS1.6\_HR Compliance- Record Keeping\_v1  
Version: 1:00

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