

ESSENTIAL RECORDS

to maintain

GENERAL EMPLOYMENT RECORDS

- Employer's name and employer's ABN
- Employee's name and start date
- Whether they're full-time, part-time, casual, or temporary

PAY RECORDS

- Pay rate
- Gross and net amounts paid
- Any deductions
- Details of incentives, bonuses, loadings, penalty rates, or other entitlements

HOURS WORKED

- For casual and irregular part-time employees, you need to record hours worked
- For other employees, you need to record overtime hours

LEAVE RECORDS

- Any leave taken including the type (annual, personal etc)
- Leave balances

SUPERANNUATION CONTRIBUTIONS

- Amount paid
- Date of payment
- Employee's chosen super fund. You also need to keep information that support the reason you are paying into that fund such as paperwork from the employer with their superannuation fund nomination information, as well as the date of their choice.

INDIVIDUAL FLEXIBILITY ARRANGEMENTS

- If you've made any, keep a copy of the written agreement
- Documentation in the event and Individual Flexibility Agreement is terminated

TERMINATION RECORDS

- If an employee leaves, record the reason why (e.g. notice given by employee, summarily, by agreement)
- Record of who terminated the employment

PAYSLIPS

Payslips provided to employees within one working day of payday.