

## **FACT SHEET: EMPLOYMENT DOCUMENTS**

### **What should I keep copies of?**

It is important that you keep copies of work related documents in order to check you are being paid correctly and that you are receiving your entitlements and benefits. These documents are also useful if you require advice on a work related matter.

### **The paper trail-Documents you need to keep a copy of**

- 1) Letter of offer, contract, or Australian Workplace Agreement or other employment agreement if you are given one.
- 2) Job Description.
- 3) Payslips.
- 4) Paperwork relating to pay issues ie- salary sacrifice, salary packaging, superannuation.
- 5) Rosters.
- 6) Application for leave eg sick, annual, long service leave.
- 7) Worker's compensation paperwork.
- 8) Work performance commonly called Performance Review/Appraisal.
- 9) Counselling or disciplinary meetings.
- 10) Any letters, emails or memos about your employment from your employer or sent by you.
- 11) Calculations regarding commission and/or bonuses.

### **Payslips**

*It is the law that employers must issue payslips to all employees.*

#### ***Payslips must contain the following;***

- The employer's name.
- Your name.
- Your award or agreement classification-including full-time, part-time or casual status.
- The date on which the payment was made as well as the period to which that payslip relates.
- If you are paid an hourly rate, the rate, hours worked at that rate and the amount of payment made at that rate.
- If you are not paid an hourly rate, your salary expressed as an hourly rate.
- The amount deducted in tax.
- Additional penalties such as loadings, allowances etc.
- Details of any deductions made.
- Details of superannuation contributions.