



Funded by the Office for Women, NSW Department of Premier and Cabinet



IMPORTANT NOTE: THIS FACT SHEET ONLY APPLIES TO WOMEN WHO WORK IN NEW SOUTH WALES

EMPLOYMENT DOCUMENTS

SHOULD I KEEP COPIES OF ANYTHING?

It's very important that you keep copies of all documents relating to work. You will need them to check that you are being paid correctly and that you are receiving all your employment entitlements such as annual leave, overtime and allowances.

These documents will also be useful if you need legal advice on what is happening at work. This is vital if you encounter problems with your manager or your colleagues, hurt yourself at work and particularly if you are dismissed.

This checklist will help you keep track of the paper trail!

- Letter of offer (of employment), contract, or Australian Workplace Agreement or other employment agreement if you are given one.
- Job description
- Payslips - see side box for information about payslips
- Paperwork relating to other pay issues eg salary sacrifice, salary packaging, superannuation
- Rosters
- Applications for leave eg sick, annual, long service leave
- Worker's compensation paperwork
- Work performance commonly called Performance Review/Appraisal or Performance Management Plan
- Counselling or disciplinary meetings
- Any letters, emails or memos about your employment from your employer or sent by you
- Calculations regarding commission and/or bonuses.

PAYSLIPS

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

Your payslip must contain:

- ❖ 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 particular 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 for taxation
- ❖ the gross **and** net payment made to you
- ❖ any additional amounts paid, such as penalties, loadings, allowances bonuses etc
- ❖ details of any deductions made from the payment; and
- ❖ details of superannuation contributions.

Disclaimer The information contained in this fact sheet is only intended as a guide to the law and should not be used as a substitute for legal advice. If you have any further questions we strongly suggest you seek legal advice.

The views expressed herein do not necessarily reflect the views of the Office for Women, NSW Department of Premier and Cabinet.

Note: This information applies to people who live in, or are affected by, the law as it applies in the State of New South Wales, Australia.

The information contained in this fact sheet is current as at 1 July 2007.