

Hours of Work Checklist (FULL TIME)

Our hours of work records for each pay period include all of the following:

FULL TIME STAFF - BASIC COMPLIANCE STANDARD

| | Y | N |
|---|--------------------------|--------------------------|
| Where the employee has agreed to average their work hours, a copy of the written agreement – | <input type="checkbox"/> | <input type="checkbox"/> |
| Each employee's total ordinary hours worked | <input type="checkbox"/> | <input type="checkbox"/> |
| Each employee's total hours worked attracting penalties e.g. weekend or late night penalties where applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| Each employee's total hours worked attracting overtime including: Start and finishing times for overtime hours | <input type="checkbox"/> | <input type="checkbox"/> |
| A record of hours taken as leave (e.g. annual leave, personal leave, carer's leave, etc) | <input type="checkbox"/> | <input type="checkbox"/> |
| Remember, these employee records must be in a legible form, in English and readily accessible to a Fair Work Inspector | | |

FULL TIME STAFF COVERED BY MODERN AWARD - BASIC COMPLIANCE STANDARD

| | Y | N |
|---|--------------------------|--------------------------|
| ALL OF THE ABOVE PLUS; | | |
| Where the employee has agreed to time off in lieu of overtime, a copy of the written agreement | <input type="checkbox"/> | <input type="checkbox"/> |
| A copy of the employee's 38 hour week roster, compliant with rostering provisions in the Modern Awards; e.g. consecutive days off; | <input type="checkbox"/> | <input type="checkbox"/> |
| A copy of the employee's contracted hours | <input type="checkbox"/> | <input type="checkbox"/> |

FULL TIME STAFF - BEST PRACTICE STANDARD

| | Y | N |
|--|--------------------------|--------------------------|
| ALL OF THE ABOVE PLUS; | | |
| Weekly or fortnightly rosters, including; | | |
| Start and finish times for each shift, | <input type="checkbox"/> | <input type="checkbox"/> |
| Timing and duration of rest breaks (unpaid), | <input type="checkbox"/> | <input type="checkbox"/> |
| Timing and duration of meal breaks, | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of any changes to rosters, and | <input type="checkbox"/> | <input type="checkbox"/> |
| Notice provided to employees in accordance with the Modern Award | <input type="checkbox"/> | <input type="checkbox"/> |
| Weekly or fortnightly timesheets | <input type="checkbox"/> | <input type="checkbox"/> |

Hours of Work Checklist (PART TIME)

Our hours of work records for each pay period include all of the following:

PART TIME STAFF - BASIC COMPLIANCE STANDARD

| | Y | N |
|---|--------------------------|--------------------------|
| Each employee's total ordinary hours worked | <input type="checkbox"/> | <input type="checkbox"/> |
| Each employee's total hours worked attracting penalties e.g. weekend or late night penalties where applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| Each employee's total hours worked attracting overtime including: Start and finishing times for overtime hours | <input type="checkbox"/> | <input type="checkbox"/> |
| A record of hours taken as leave (e.g. annual leave, personal leave, carer's leave, etc) | <input type="checkbox"/> | <input type="checkbox"/> |

Remember, these employee records must be in a legible form, in English and readily accessible to a Fair Work Inspector

PART TIME STAFF COVERED BY MODERN AWARD - BASIC COMPLIANCE STANDARD

| | Y | N |
|--|--------------------------|--------------------------|
| ALL OF THE ABOVE PLUS; | | |
| Where the employee has agreed to time off in lieu of overtime, a copy of the written agreement | <input type="checkbox"/> | <input type="checkbox"/> |
| A copy of the employee's contracted hours: | <input type="checkbox"/> | <input type="checkbox"/> |
| A copy of the employee's agreed pattern of work including: The days and hours of the week to be worked; | <input type="checkbox"/> | <input type="checkbox"/> |
| The starting and finishing times of each day; | <input type="checkbox"/> | <input type="checkbox"/> |
| The timing and duration of meal breaks; | <input type="checkbox"/> | <input type="checkbox"/> |

PART TIME STAFF - BEST PRACTICE STANDARD

| | Y | N |
|---|--------------------------|--------------------------|
| ALL OF THE ABOVE PLUS; | | |
| Weekly or fortnightly rosters, including: Start and finish times for each shift, | <input type="checkbox"/> | <input type="checkbox"/> |
| Timing and duration of rest breaks (unpaid), | <input type="checkbox"/> | <input type="checkbox"/> |
| Timing and duration of meal breaks, | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of any changes to rosters, and Notice provided to employees in accordance with the Modern Award | <input type="checkbox"/> | <input type="checkbox"/> |
| Weekly or fortnightly timesheets | <input type="checkbox"/> | <input type="checkbox"/> |

Hours of Work Checklist (CASUAL)

Our hours of work records for each pay period include all of the following:

CASUAL STAFF - BASIC COMPLIANCE STANDARD

| | Y | N |
|---|--------------------------|--------------------------|
| Each employee's total ordinary hours worked | <input type="checkbox"/> | <input type="checkbox"/> |
| Each employee's total hours worked attracting penalties e.g. weekend or late night penalties where applicable; | <input type="checkbox"/> | <input type="checkbox"/> |
| Each employee's total hours worked attracting overtime including: Start and finishing times for overtime hours | <input type="checkbox"/> | <input type="checkbox"/> |
| A record of hours taken as leave (e.g. annual leave, personal leave, carer's leave, etc) | <input type="checkbox"/> | <input type="checkbox"/> |
| Remember, these employee records must be in a legible form, in English and readily accessible to a Fair Work Inspector | | |

CASUAL STAFF COVERED BY MODERN AWARD - BASIC COMPLIANCE STANDARD

| | Y | N |
|--|--------------------------|--------------------------|
| ALL OF THE ABOVE PLUS; | | |
| Where the employee has agreed to time off in lieu of overtime, a copy of the written agreement | <input type="checkbox"/> | <input type="checkbox"/> |

CASUAL STAFF - BEST PRACTICE STANDARD

| | Y | N |
|--|--------------------------|--------------------------|
| ALL OF THE ABOVE PLUS; | | |
| Weekly or fortnightly rosters, including: | | |
| Start and finish times for each shift, | <input type="checkbox"/> | <input type="checkbox"/> |
| Timing and duration of rest breaks (unpaid), | <input type="checkbox"/> | <input type="checkbox"/> |
| Timing and duration of meal breaks, | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of any changes to rosters, and | <input type="checkbox"/> | <input type="checkbox"/> |
| Notice provided to employees in accordance with the Modern Award | <input type="checkbox"/> | <input type="checkbox"/> |
| Weekly or fortnightly timesheets | <input type="checkbox"/> | <input type="checkbox"/> |

HAVE YOU ANSWERED 'NO' TO ANY OF THE COMPLIANCE CHECKLIST SECTIONS?

If so, there may be a risk of non-compliance with the Fair Work Act 2009 (Cth) and the Fair Work Regulations 2009 (Cth). As a result, you and your business could be running the risk of complaints, prosecution and massive fines.

ACT NOW TO RECTIFY!

If you are not sure what to do next, remember that the NRA and NRA Legal are on hand now to assist your business to become Fair Work Fit so contact our NRA Legal team today!

CONTACT NRA LEGAL
1800 RETAIL (738 245)
law@nra.net.au

IMPORTANT INFORMATION

The information contained in this Compliance Checklist is not a substitute for independent legal or professional advice. Completing this Compliance Checklist cannot be taken that your business is compliant with the Fair Work Act 2009 (Cth) and/or the Fair Work Regulations 2009 (Cth). You should obtain any appropriate legal or professional advice relevant to your particular circumstances.