

My employment checklist

All people working in Australia have basic entitlements. These include the right to minimum pay and conditions for any job you are employed to do.

Who is the Fair Work Ombudsman?

Your workplace rights and entitlements are protected and enforced by the Fair Work Ombudsman. We are an Australian Government agency, and our role includes helping employees, employers, contractors and the community to understand and comply with Australia's workplace laws.

When should I contact the Fair Work Ombudsman?

Contact us for information and advice if you have any questions about your work situation, or if you believe you are not receiving your minimum pay and conditions. We can answer your questions confidentially, and our services are free to all people.

How does this checklist help me?

Learn about your workplace rights and entitlements by filling in this checklist. You can get the answer to any questions you aren't sure of by asking your employer, calling the Fair Work Infoline on 13 13 94 or visiting the [Fair Work Ombudsman's website](http://www.fairwork.gov.au) at www.fairwork.gov.au

Do I know:

- ☐ the full legal name of my employer?
- ☐ the name of my manager/supervisor?
- ☐ my job title?
- ☐ what work I am required to perform?
- ☐ the name of the award or agreement covering my employment?
- ☐ how the National Employment Standards (NES) apply to me?

Have I:

- ☐ completed a tax file number declaration form?
- ☐ signed a contract or agreement?
- ☐ received a copy of the Fair Work Information Statement?
- ☐ received a copy of the Casual Employment Information Statement (for casual employees only)

Do I know if I:

- ☐ am full-time, part-time or casual?
- ☐ am permanent or temporary?
- ☐ am on probation and when the probation period ends?
- ☐ am working a trial period?
- ☐ am paid to attend meetings?
- ☐ am paid to get to work early or stay late outside of my official shift hours?
- ☐ am being paid for training?
- ☐ am required to pay for accidents or insurance when driving my employer's car?

- ☐ am an apprentice or trainee?
- ☐ have a registered training contract?
- ☐ am being paid superannuation?

Do I:

- ☐ wear a uniform?
- ☐ pay for the uniform?
- ☐ wash the uniform?
- ☐ receive a uniform or laundry allowance?
- ☐ supply my own tools?
- ☐ receive a tool allowance?
- ☐ receive a pay slip for every payment received?

Do my pay slips include:

- ☐ my name?
- ☐ my employer's name?
- ☐ my employer's ABN (Australian Business Number)?
- ☐ the pay period start date, the end date and the payment date?
- ☐ my rate of pay?
- ☐ any loadings and/or penalties?
- ☐ any leave I've taken during the pay period? **Important: Pay slips must not mention paid family and domestic violence leave**, however employers must keep a record of this leave balance and any leave taken by employees. For more information, visit our [pay slips page](https://www.fairwork.gov.au/payslips) at [fairwork.gov.au/payslips](https://www.fairwork.gov.au/payslips)
- ☐ any deductions I have agreed to? Important: Your employer can't deduct money from your pay for things like customers leaving without paying, or if the cash register is short of money.
- ☐ total net and gross amounts?
- ☐ any superannuation contributions and name of superannuation fund? Note: Exemptions may apply where the employer doesn't yet have fund details for a new employee.

Do I know my:

- ☐ hourly rate of pay before tax?
- ☐ casual loading (if applicable)?
- ☐ pay cycle (weekly, fortnightly, monthly)?
- ☐ payment method (cash, cheque, deposit to my bank account)?
- ☐ start and finish times?
- ☐ minimum hours of work each week?
- ☐ rostered days and hours?
- ☐ meal and break times

Do I know what to do if I:

- ☐ am sick and need time off?
- ☐ want to go on holidays?
- ☐ have to do jury service?
- ☐ am hurt or injured at work?
- ☐ want to make a complaint about discrimination, bullying or harassment?
- ☐ want to take parental leave?
- ☐ want to take community service leave?
- ☐ want to leave my employment?
- ☐ am dismissed?
- ☐ am experiencing family and domestic violence and I need time off to deal with the impacts (for example, to relocate or attend appointments)?

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.