

EMPLOYMENT LAW CHECKLIST

- a Check your HR policies and procedures are compliant.
- a Check your employment agreements are compliant.
- a Ensure your new permanent employees are given a copy of the Fair Work Information Statement (FWIS) [Fair Work Information Statement](#) .
- a Ensure new casual employees are given a copy of the Casual Employment Information Statement as well as the FWIS [Casual Employment Information Statement](#) .
- a Ensure any fixed/maximum term employees are given a copy of the Fixed Term Contract Information Statement as well as the FWIS [Fixed Term Contract Information Statement](#) .
- a Check your wages are compliant with the relevant Award (including salaried employees).
- a Check that your payroll system itself is loaded correctly.
- a Ensure your payroll and record keeping is accurate and keep them for seven years.
- a Contact a HR Professional if you are unsure of your responsibilities as an employer.

If you have any queries, please feel free to contact me... there is no obligation in a conversation. Perhaps check the 'meet with me' link in my signature to find a time that works for diary.

Regards, Margaret

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[Meet with me](#)

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