

## REGULARLY COMPLETE THESE SIMPLE CHECKS TO STAY COMPLIANT



### Awards

- ☐ Check the Fair Work Commission's [Awards and Agreements](#) website for updates to award conditions and rates (at least annually).
- ☐ Ensure that you're paying your employees under the right award - if you're not sure, check the [Fair Work Commission](#) website or seek legal advice.
- ☐ Make sure you're using a time and attendance system that captures time worked and ideally automates the calculation of award entitlements.
- ☐ If your time and attendance system (whether on paper or electronic) doesn't process payroll make sure your payroll system is set up to make the right award payments.
- ☐ Register for updates from Fair Work Commission to be notified of changes that could impact you (or alternatively, subscribe to [our blog](#) for a summary of changes each month).

### Entitlements

- ☐ Ensure that you have employee agreements (contracts) in place that define the terms and conditions of employment.
- ☐ Ensure that you understand which entitlements you need to pay for which employees/types of activity.
- ☐ Make sure you're using a payroll system that automatically calculates accruals and payments that aren't based on activity - for example, leave accruals

#### CONTACT US TODAY

email [sales@aurion.com.au](mailto:sales@aurion.com.au)  
or call 1300 287 466.

Aurion is a pioneer of payroll and HR cloud software and managed payroll services. For 30 years we've been helping customers simplify HR and payroll by driving business efficiency and automation.

## Entitlements (cont.)

- Check both the ATO and Fair Work websites regularly for changes to payment rates and conditions - for example, adjusted meal or travel allowances.
- Make sure that you give every employee a compliant payslip every time they are paid, ideally electronically via a secure portal so they can access them again in the future, if needed.
- Make sure you keep complete records of all employee payments for the purposes of calculating employee accruals like long service leave, and in case you or an employee need to query these at any time (remember - the onus is on you to prove compliance in the event of a breach).
- Make sure you check and compare payroll expenses every time you run a pay - unless something has changed substantially, you should see little to no variance in payroll expenses).

## Data security and privacy

- Provide an easy and secure way for your employees to contact you with personal or payroll information. A secure self-service portal or mobile app works best (hint: don't use email!)
- Verify all personal and payroll information with your staff on a routine basis.
- Make sure you comply with the Australian Privacy Principles which outline when and how you should store employee information.
- Ensure that employee information always stays onshore in Australia.

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## Reconciliation and Audit

- Regularly reconcile your payroll expenses - we recommend every pay run, but at least every month or you'll have to do an entire 12-month period at the end of the financial year.
- Wherever possible, have a second person validate your payroll calculations, expenses, and disbursements to encourage transparency and reduce errors.
- Audit your payroll setup, including pay entitlement codes, rates, conditions, and rules, at least annually.
- Audit all employee records for changes before every pay run.
- Make sure you're sending your Single Touch Payroll (STP) data to the ATO every time you process a pay run.
- Make sure you're paying superannuation correctly, including making adjustments for relevant caps and thresholds.
- Reconcile your employees superannuation contributions against actual payments to ensure you're paying superannuation on time.

## COVID-19 Specific

- Ensure any payments linked to a government wage subsidy are clearly identified in your payroll records for reporting purposes. You need to report all payments to employees under schemes like JobKeeper to the ATO or risk having to repay these.

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