

ALERT

RECORD KEEPING UNDER WORKCHOICES - 21 days to comply or face fines

The *WorkChoices* amendments to the *Workplace Relations Regulations 2006* introduced a number of record-keeping requirements with which most employers must comply on and from **27 March 2007**. These include records relating to payslips, agreements regarding reasonable additional hours of work, remuneration, superannuation contributions, termination details and other more general employment details.

Employers must become familiar with, and begin implementing, the record keeping requirements under *WorkChoices* and should ensure they comply with the prescribed form and content of records to be kept. From 27 March 2007, a body corporate may be ordered to pay up to \$2,750.00 for a breach of the Regulations and an individual may be ordered to pay \$550.00. Since the Regulations deal with obligations for individual employees, this fine could be imposed for each contravention of the recording requirements for each employee.

Employers are strongly urged to review their current practices prior to 27 March 2007 and to obtain professional advice if they are unsure of their record-keeping obligations.

Please contact **Shawn Skyring** or **Tamara Seale** on **9226 9888** should you require any further assistance.

