

Free advice for small business payroll specialists

17 October 2016

The Fair Work Ombudsman will provide free advice to small business advisers and payroll specialists at the Workplace Review 2016 Payroll Expo in Sydney this week.

The Workplace Review is hosted by the Association for Payroll Specialists and will be held at Sheraton on the Park on Thursday, October 20, and Friday, October 21, from 8am – 5pm.

Experts from the Fair Work Ombudsman will present a seminar at midday on Thursday, October 20, on the topic of cashing-in annual leave.

The seminar aims to assist small business owners to understand how the new rules apply to their business.

Employers and payroll specialists will also have the opportunity to engage with workplace relations experts during the event's free Expo, which will be held on Thursday, October 20, from 2pm – 4pm at Sheraton on the Park.

Fair Work Advisers will be on hand to answer workplace relations questions and demonstrate the Agency's helpful online tools and resources.

The Fair Work Ombudsman is committed to working with small business employers with the view to helping them to meet their obligations under workplace laws.

Fair Work Ombudsman Natalie James says she wants to make it as easy as possible for people to access the information they need about their workplace and for people to know where to go to get help.

"We work closely with employers to help them get the basics right in the first place, so that problems don't arise in the future" Ms James says.

The Fair Work Ombudsman's website, www.fairwork.gov.au, provides easy access to a wide range of free tools and resources aimed at helping both employers and employees meet their obligations in the workplace.

Included on the website are template documentation to use when hiring, managing and dismissing staff, including letters of engagement and probation, timesheet and pay-slip templates, leave application forms and a self-audit check list.

The Pay and Conditions Tool (PACT) can assist business owners to calculate pay rates applicable to their business.

Small business employers seeking further advice on meeting their workplace obligations can contact the Agency's dedicated Small Business Helpline, available at request on 13 13 94 between 8am and 5:30pm weekdays.

Follow Fair Work Ombudsman Natalie James on Twitter [@NatJamesFWO](https://twitter.com/NatJamesFWO) (<http://twitter.com/NatJamesFWO>), the Fair Work Ombudsman [@fairwork_gov_au](https://twitter.com/fairwork_gov_au) (http://twitter.com/fairwork_gov_au) or find us on Facebook www.facebook.com/fairwork.gov.au (<http://www.facebook.com/fairwork.gov.au>).

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Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website 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 workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.