

Workplace basics campaign

We're running a campaign about the basics of workplace law.

When assisting employers and employees, we often see the same common issues and misunderstandings arise. So we're running this campaign to increase awareness of the fundamentals and to show employers the information and tools we have to help you get these basics right from the beginning.

As workplace basics apply to all employers, so will this campaign – we'll be randomly selecting businesses across a range of different industries as part of the campaign.

What are the 'basics'?

Pay

Pay is one of the most common areas where we find mistakes are made.

An employee's pay rate comes from an award or agreement, or from the national minimum wage (if no award or agreement applies). An award or agreement will also state if any penalty rates or overtime rates apply, and when.

Record-keeping and pay slips

Maintaining proper records is an important and mandatory part of running a business. So is giving employees correct pay slips. This is also an area where we find that employers consistently get it wrong. Failing to maintain proper records or issue pay slips can result in penalties such as fines.

What we're doing


We'll be contacting randomly selected businesses across a number of industries to check their records and help them fix any issues that we find, focusing on these basics of workplace law.

We'll give employers advice, resources and tools to help you understand and comply with workplace laws. All of these are available for free on our website.

How to prepare

You can make sure you're prepared and ready for the campaign by checking that you're complying with workplace laws. You can use the resources and information available on our website to easily check your records and fix any issues.

You can:

- use our [Pay and Conditions Tool \(https://calculate.fairwork.gov.au/\)](https://calculate.fairwork.gov.au/) to easily calculate base pay rates, allowances and penalty rates (including overtime)
- check [pay slip and record-keeping requirements \(https://www.fairwork.gov.au/pay/pay-slips-and-record-keeping\)](https://www.fairwork.gov.au/pay/pay-slips-and-record-keeping) and [using our templates \(https://www.fairwork.gov.au/how-we-will-help/templates-and-guides#pay-slips\)](https://www.fairwork.gov.au/how-we-will-help/templates-and-guides#pay-slips) to help get it right
- take an [Online Learning Centre](http://fairwork.cls.janison.com/Auth/Login?ReturnUrl=/)  (<http://fairwork.cls.janison.com/Auth/Login?ReturnUrl=/>) course on record-keeping and pay slips, having difficult conversations with your staff, hiring new employees and more
- test your workplace knowledge with our [Workplace Basics quiz \(https://www.fairwork.gov.au/how-we-will-help/online-training/workplace-basics\)](https://www.fairwork.gov.au/how-we-will-help/online-training/workplace-basics)
- complete the [Self-audit checklist \(PDF 141.2KB\) \(https://www.fairwork.gov.au/ArticleDocuments/715/Self-audit-checklist.pdf.aspx\)](https://www.fairwork.gov.au/ArticleDocuments/715/Self-audit-checklist.pdf.aspx) to help make sure you're doing the right thing
- read more about the recent changes that took effect as part of the [protecting vulnerable workers reform \(https://www.fairwork.gov.au/about-us/legislation/the-fair-work-system/protecting-vulnerable-workers-reform\)](https://www.fairwork.gov.au/about-us/legislation/the-fair-work-system/protecting-vulnerable-workers-reform) .

Sign up for free, tailored information

Keep up to date by [registering for My account \(https://www.fairwork.gov.au/my-account/registerpage.aspx\)](https://www.fairwork.gov.au/my-account/registerpage.aspx) - you'll get personalised workplace law information and email updates about significant changes that affect you. You'll also be able to:

- ask for our help
- save results from our Pay, Shift, Leave and Notice and Redundancy Calculators

- save your favourite pages, including award summaries from [Find my award \(https://www.fairwork.gov.au/awards-and-agreements/awards/find-my-award/\)](https://www.fairwork.gov.au/awards-and-agreements/awards/find-my-award/) .

You can also [follow us on Facebook \(https://www.facebook.com/fairwork.gov.au\)](https://www.facebook.com/fairwork.gov.au)  for regular updates and information about workplace law.

More info

For more information on this campaign please contact [campaigns@fwo.gov.au \(mailto:campaigns@fwo.gov.au\)](mailto:campaigns@fwo.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

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