

Record-keeping and pay slips

[? Return to available courses](#)

Changes to casual employment

On 27 March 2021, sections of the Fair Work Act relating to casual employees were amended.

We're reviewing the information relating to casual employment in this online learning course in light of these changes. We encourage you to check back here for updates.

For more information, see [Changes to casual employment – industrial relations reforms \(www.fairwork.gov.au/about-us/news-and-media-releases/website-news/reforms\)](http://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/reforms)

Course overview

Good record-keeping helps you protect and manage your business.

This course will help you understand:

- what employment records are and why you need them
- when employment records need to be made and how long you must keep them
- what pay slips are and what details you need to include on them
- how to handle common record-keeping and pay slip questions, respond to audits and interact with Fair Work Inspectors
- tools and resources available to help you manage your obligations around record-keeping and pay slips.

The course is interactive and lets you control your learning journey. Interactive scenarios are available to help you test your knowledge.

Start the course now

Before you start, we recommend logging in or registering as you can:

- save or print a completion certificate at the end of the course
- save your progress, pause and resume the course later
- get emails about new courses you might be interested in.

Start the course as a guest (www.fairwork.gov.au/fwo/webservices/anonymouslogin.ashx?d1=fwog&lp-wid=11)

Page reference No: 10032

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

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.