



Ensuring Compliance and Accuracy: Record Keeping Policy

Danielle McNamee | ProcessWorx Managing Director

In today's fast-paced business environment, maintaining accurate and legal records is not just a matter of internal organisation but a legal necessity. Companies must recognise the importance of record keeping, and developing a Record Keeping Policy to ensure compliance with legal obligations and to uphold high standards of accuracy and privacy. The simple mantra is - **If it's not in writing, it didn't happen.**

Purpose of the Record Keeping Policy

Companies should be committed to fulfilling their legal obligations regarding record keeping. A Record Keeping Policy is a good way to outline the standards and procedures for accurate record keeping that the company and its employees must follow. This policy serves as a cornerstone in the company's commitment to transparency, accountability, and legal compliance.

Employer and Employee Obligations

It is important that companies ensure that all records are kept in strict compliance with privacy laws, accessible only to authorised personnel. This includes a commitment to maintaining time and wages records for a minimum of seven years, as mandated by legislation. Employees, on their part, are obliged to adhere to this policy and maintain the confidentiality of the records they have legitimate access to. Any breach of confidentiality can open liability to both the employee and the company. When a company hires a new employee, they must ask for several important documents including the Superannuation Choice Form, Tax File Number Declaration, rights to work and any relevant qualifications. These initial documents are vital for ensuring compliance with various laws covering employment.

Payslip Information

Companies must provide every employee with a detailed payslip, which includes essential information such as the company's legal name, employee's name, pay period, rates of pay, gross and net pay, deductions, and superannuation contributions. This transparency is key to ensuring that employees are fully informed about their compensation and deductions.

Timesheet Requirements

Employees and contractors are required to submit timesheets that are legible, in English, accurate, and not misleading. The company will specify the format and submission process for timesheets, which must include start and end times and meal breaks, ensuring accurate tracking of working hours.

Keeping Additional Employee Records

Companies must also maintain records related to superannuation contributions and the circumstances surrounding the termination of employment, among others. These records are crucial for financial management and providing a clear history of an employee's tenure and contributions.

A Record Keeping Policy is a useful tool in ensuring that a company is legally compliant and adheres to other requirements such as privacy and confidentiality. By establishing clear guidelines and obligations for both employers and employees, it ensures that business operations are transparent, accountable, and in full compliance with legal standards.

How ProcessWorx can help your business:

With over 10 years of experience working with small businesses, ProcessWorx knows the importance of understanding and protecting your business from ongoing changes to the Industrial Relations landscape, while ensuring you remain compliant.

If you need assistance implementing any changes in your business or would like a review of your current workforce planning and contracts, please contact ProcessWorx and they can assist you with your IR compliance.

If you would like more information about Industrial Relations for your business, please contact ProcessWorx on **(08) 9316 9896** or email **enquiries@processworx.com.au**

