



# WAGE COMPLIANCE.

**PEACE OF MIND FOR BUSINESSES  
THAT YOU ARE PAYING YOUR  
PEOPLE CORRECTLY.**

Guidelines on minimum wages, allowances, penalties etc are set by often complex legislation. We believe that businesses want to get this right but can easily get caught on a technicality.

Focus HR can provide peace of mind in checking your wage compliance based on the relevant legislation and your terms of engagement with your people.



# WAGE COMPLIANCE

We will step through a process with you on:



## FOCUS HR TIP

Stay informed about award changes and legislation changes by subscribing to updates from [www.fairwork.gov.au](http://www.fairwork.gov.au)



## YOUR OBLIGATIONS

Whether you pay your employees an Award rate, an all up hourly rate, a salary or even under a registered agreement, you have an obligation to check that your pay rates are compliant with the Fair Work Commission's minimum wage rates which are reviewed on 1 July each year.

## WHY CHECK YOUR WAGE COMPLIANCE?

The risk to a business of not paying their people correctly, or not agreeing to terms of employment in writing (and leaving terms open to interpretation) can be fines of up \$99,000 for a small business employers, \$495,000 for a large employer (15 or more employees), and \$19,800 for Directors/Owners/Managers as well as common law claims by employees to pay outstanding entitlements (which can be required for up to 6 years' worth of backpay for underpayments).

## THE IMPORTANCE OF CONTRACTS OF EMPLOYMENT

Once you know your wages are compliant, it is crucial to ensure that your Contracts of Employment reflect the terms of engagement. Thorough Contracts are the foundation in clarifying what is agreed between you and your people. If you need assistance with setting up thorough, effective Contracts of Employment please talk with your Focus HR Consultant.



Understanding awards, classifications and all the related allowances, penalties and loadings is complex and confusing. Focus HR takes a methodical and careful approach to identifying and analysing this across your workforce.

Contact us today for an obligation-free consultation on how we can provide clear peace of mind that you are paying your people correctly.

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