

Head Start Questions

(sample)

Section 25. Pay & Conditions



Section 25 – Pay & Conditions (Sample)

Minimum statutory conditions for pay and conditions

No	Question
25.1	How does the organisation check that salaries and hourly rates comply with minimum wage and Award conditions? Click here for minimum wage rates.
25.2	How does the organisation check that employees are paid in accordance with award and enterprise agreements that apply to the business? Tip – check breaks, penalty rates, ordinary hours etc.
25.3	Does the organisation complete regular checks as part of adhering to the “Better off overall” (BOOT) test? When was the last review completed? Tip – check infrequent scenarios such as part time employees working outside ordinary hours.
25.4	Who is responsible for ensuring that payroll processes comply with the latest legislation and industrial instruments (Enterprise Agreements, Modern Awards)? How frequently does the payroll team conduct compliance checks? Have external, independent checks been completed? Is there capability in the team to manage specialist areas such as superannuation and tax?

Section 25 – Pay & Conditions (Sample)

Minimum statutory conditions for pay and conditions

No	Question
25.5	<p>Are pay slips provided to employees within one working day of the date they are paid? Do pay slips contain the following information?</p> <ul style="list-style-type: none"> - Employer name - Employee name - Employer’s Australian Business Number (ABN) if applicable - Pay period - Date of payment - Gross and net pay amounts - Ordinary hourly rate (hourly rate employees only) and number of hours worked at that rate - Amount of pay (\$) at that rate - Loadings including casual loading, allowances, bonuses, incentive payments, penalty rates - Deductions including the amount and details of each deduction and the name/number of the account the deduction was paid into - Superannuation contribution (\$) and name/number of the superannuation fund the contributions were made to.
25.6	<p>Are payroll queries managed via self service or by contacting the payroll team? What is the employee experience for payroll queries? What analysis has been done to understand why employees contact the payroll team? What are the hotspots and opportunities for improvement?</p>
25.7	<p>Are termination payments made within 7 days of the employment ending or as specified in employment contracts, enterprise agreements or other registered agreements?</p>