

Baking Association of Australia

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A.B.N. 64 142 608 204

Are you compliant????

Dear Members

The Fair Work Office is currently conducting audits and investigations on businesses that are not compliant with the correct paperwork trail required for employees.

You should have:

Letter of offer for all employees (Casual, Part Time, Full Time)

Roster displayed, Time sheets (That must display all breaks)

Pay role system that produces pay slips (Employees must be give a payslip outlining the pay for the period regardless if they throw it in the bin)

The awards and rates must be in a folder and available for staff to look at.

If you would like any of the templates to ensure you are compliant please contact us and we will send them to you. This is just one of the many membership services we offer you for free nationally!!

Regards

Tony Smith

Exec Director BAA