

Audit Employee Record Keeping and Payslips

-Be Fairwork /ATO compliant

Topic	Tick	Changes to be made
Payroll Calculation check		
Current Tax rates (MYOB Payroll categories>Taxes>PAYG)		
Correct sick leave pay accrual calculation (MYOB payroll categories>Entitlements>Holiday leave Accrual =7.6923% of Gross hours)		
Correct Holiday pay accrual calculation (MYOB payroll categories>Entitlements>Holiday leave Accrual =3.84615% of Gross hours)		
Correct Superannuation Guarantee calculation on ordinary time earnings (MYOB payroll categories >Superannuation > Superannuation Guarantee =9.5% of Gross hours) Includes: Loadings; bonus		
Superannuation Guarantee exemptions: Overtime; Workers compensation-not working; unused annual leave, unused long service leave; bonus in respect to overtime https://www.ato.gov.au/Business/Super-for-employers/How-much-to-pay/Checklist--salary-or-wages-and-ordinary-time-earnings/		
Payroll Category List includes:		
Unpaid leave		
Casual loading: Regular rate multiplied by 0.25		
Overtime 1X 1.25 (first 2 hours)		
Overtime 2x (after first 2 hours)		
Time-off-in- lieu Add this as an entitlement and MYOB will keep track of your obligations for you		
General Employee forms		
Employee letter of engagement		
Employee Contract -example ADA HR section or employment lawyer		
Individual Flexible Arrangement If you have an offset agreement with staff e.g. their wage rate it high to offset other entitlements e.g. overtime; uniform allowance, laundry allowance – consider having this in a written agreement both contract and IFA		