



Wageline's record keeping resources

Keeping employment records is a key business requirement that many small business employers get wrong. Wageline at the Department of Commerce has launched a new suite of resources to help state system employers keep correct employment records.

All state system employers, businesses that operate as sole traders, unincorporated partnerships or unincorporated trust arrangements, are legally required to keep specific employment records detailing hours worked, pay and leave received by employees and a range of other information.

Businesses that operate as a Pty Ltd, incorporated partnership or incorporated trust are in the national system and have different record keeping obligations – visit fairwork.gov.au.

State system small business employers can be fined up to \$5 000 by the Industrial Magistrates Court for not keeping employment records or for keeping inadequate or fraudulent records. A common requirement that employers fail to observe is a lack of detail in keeping employment records, particularly for employees covered by a WA award.

Employers can also be fined for not providing employment records to the Department of Commerce Industrial Inspectors. Industrial inspectors have statutory powers to investigate complaints from employees where appropriate and employers are obliged to provide records when required to do so.

The [Wageline website](#) details what records to keep, how to keep them correctly and has a suite of six record keeping templates you can download and use. The record keeping templates are:

- time and wages record template;
- payslip template;
- employment details template;
- annual leave template;
- sick and carer's leave record template; and
- long service leave template.

How can we help?

Wageline Western Australia deals with queries about:

- [pay rates, leave entitlements](#) and other employment arrangements for employers and employees in the state industrial relations system;
- [long service leave](#) for employees working in WA; and
- laws on [when and where children under 15 can work in WA.](#)