

STARTING A NEW JOB: GETTING PAID

Everybody in Australia deserves to be paid correctly for their work. Most employers do the right thing, but sometimes, people can have trouble getting paid properly (for example, where their boss says that they didn't do the work). These tips can help you to prove that you worked, and what you should be paid for it.

WHAT SHOULD I DO BEFORE I START?

It is important to know who you're working for. Try to have **at least one** point of contact for your employer – this could be their *full name, street address, phone number or email address*.



If they ask YOU for important personal documents (eg your passport), always provide them with a **copy** of any official documents – **not the original**.



Are you employed as an employee or as an independent contractor? (Take a look at our fact sheet "*Am I an Employee or an Independent Contractor?*" for more information). If you're an independent contractor, you may need **insurance** for your work. This can cover the costs of having an accident at work (eg if you break something). You can talk to us about insurance!

It is also best to know **how you will be getting paid** – this might be by cash in hand, or by bank transfer to your bank account. Ask your employer when you can expect to get paid – this might be once a week/fortnight, or it might be in a lump sum at the end of a job. Is your pay rate per hour or is it a fixed fee for a project? How many hours do you need to work? Is your payment dealt with in an Award or Enterprise Agreement?



It is good to have the **terms of your employment in writing**. Ideally this would be a contract or a letter that you have signed, but if that is not available, we suggest asking your employer for an email confirming your basic terms in writing – eg status (casual, part time, full time), hours of work, rate of pay, superannuation fund details, pay date(s), method of payment and any applicable Award or Enterprise Agreement. Or, if you prefer, you can send them an email that sets out your own understanding, and just ask them to confirm that you've got it right.

WHAT SHOULD I DO AFTER I START?

In case you need to prove that you have worked, check that you have **at least one** of these forms of proof:

- **Time stamped photos** – Take a photo when you arrive at work and when you leave for the day.
- **Progress photos** – Take photos of your work as you go, to show the work you have completed.
- **Diary** – Keep a diary record of what time you arrive, when you take breaks and when you leave.
- **Sign in** – If available, use a swipe card (or another check-in/sign-in system) to prove your hours.
- **Location** – Use your mobile phone where appropriate to record your location throughout the day.
- **CCTV Footage** – If there is a CCTV system, walk past the cameras to show that you were at work.



The information provided in this factsheet is for information only. It must not be relied on as legal advice. You should seek legal advice about your own situation.