

## STARTING A NEW JOB: GETTING PAID

Everybody in Australia deserves to be paid correctly for the hours they work. Most employers do the right thing, but sometimes, people can have trouble getting paid properly. These tips help you to keep records of your work and to make sure you are being paid correctly.

### WHAT SHOULD I DO BEFORE I START?

It is very important to know who you're working for. Try to make sure you 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). Your rights and entitlements vary between both types of work arrangements and it's important to know the difference. For example, if you're an independent contractor, you may need **insurance** to protect you against any claims for money following any damage you may have caused in your work.

It is also best to know **how you will be getting paid** – eg cash in hand, or by bank transfer. Ask your employer when you can expect to get paid so you can keep track of your earnings against your hours worked. Your payslip will also assist you to understand where your money goes – eg tax and superannuation. Questions to ask: Is my pay rate per hour or is it a fixed fee for a project? How many hours do I need to work? Is my 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:

- **Record My Hours App** by the Fair Work Ombudsman – this will automatically track your hours when you enter the premises of your workplace.
- **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.
- **Rosters** – Keep copies of your rosters or take pictures of your rosters.
- **Payslips** – Keep your payslips. If you haven't received one, ask your employer.
- **Sign in** – If available, use a swipe card (or another check-in/sign-in system) to prove your hours.
- **CCTV Footage** – If there is a CCTV system, walk past the cameras to show that you were at work.

### **Another tip:**

When you start work, your employer (by law) has to give you a Fair Work Information Statement. It contains important information about pay, fair work laws and entitlements. If your employer does not give it to you, you should ask them for it, or you can find it on the Fair Work Ombudsman's website.



***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.***