

PROACTIVE PAYROLL COMPLIANCE CHECKLIST

Checklist for CFOs, Finance Managers, HR Managers, Payroll Compliance Managers



STEP 1. QUESTIONS TO ASK YOURSELF AND YOUR TEAM TODAY

Recommendation - involve your team by delegating these questions across your key staff members, treat this as a 'proactive payroll compliance' project that needs to be managed accordingly.

<input type="checkbox"/>	Does your business keep accurate time sheet records of all award covered staff (even those on annualised salaries)? Does this capture higher duties activities, training, paid/unpaid breaks and all other activities that influence how an employee should be paid?
<input type="checkbox"/>	What are we doing to understand if we are managing payroll appropriately and compliantly?
<input type="checkbox"/>	When was the last time we reviewed the application of the correct award minimum terms and conditions of our employees?
<input type="checkbox"/>	When was the last time we had an external review of our payroll codes and configuration?
<input type="checkbox"/>	If we have employees on annual salaries, are they appropriate given the minimum terms and conditions of employment?
<input type="checkbox"/>	Are all of our time sheets, payroll and finance processes documented? Do we have visibility on exactly how our staff are paid?
<input type="checkbox"/>	What technologies are we using in the payroll function and what is our risk of human error or manual handling discrepancies?
<input type="checkbox"/>	Do we regularly test our employees on casual and annualised salaries to ensure they are being paid correctly?
<input type="checkbox"/>	How do we monitor compliance with workplace obligations for migrant workers, casual workers, leave entitlements or child support payments?
<input type="checkbox"/>	Do we have access to or a legislative expert on the payroll team?

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How do our payroll team notify us of problems and also keep up with professional development?

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How do we receive and deal with employee pay queries?

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How often are we running back pay adjustments?

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Have we gone through a Fair Work Australia audit yet and if not, are we ready for one?

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When was the last time the organisation did a spot check of recent month's payroll data to check for accidental underpayment, overpayment or non-compliance?

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When was the last time the business did a review of all applicable Fair Work Australia Modern Awards that are used in the business against the current employee rostering schedules?

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Has the business recently deployed or started a new business service that may require employees to be paid under a different Modern Award?

STEP 2. CREATE A PROACTIVE PAYROLL COMPLIANCE CULTURE - TEAM DELEGATION PLAN:

Once you have actioned Step 1, check off the next steps below:

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Questions above have been delegated across the team.

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Answers to the above questions have been gathered.

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A proactive payroll compliance project plan has been developed.

STEP 3. DATA & ROSTER ANALYSIS - GET CHECKED:

Proactively checking your payroll data and rosters could significantly impact the chances of mitigating against wage underpayments - engaging a third party who has expertise in this area is something we recommend prioritising. This can also be done in-house with the right SaaS based technology and software enablement.

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We have engaged a 3rd party for a proactive data and roster analysis either leveraging their in-house expertise or via a self-service tool (like what is provided by Workforce Analytics and its Pay Review SaaS self-service solution)

BONUS: OTHER RESOURCES TO SUPPORT PROACTIVE PAYROLL COMPLIANCE:

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Read blog - [You've Got a Feeling You're Underpaying Your Staff? Get the Payroll Checklist Now.](#)

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Read blog - [Questions you should be asking for payroll compliance?](#)

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Read blog - [Why is wage underpayment occurring in Australia?](#)

HOW CAN WORKFORCE ANALYTICS HELP?

At Workforce Analytics, we take the complexity out of Payroll with our Pay Review solution. Using data science, sophisticated mathematics, optimisation, AI and machine learning, we analyse your data and rosters to ensure you are payroll-compliant and that your organisation has clear strategies to ensure proactive payroll compliance into the future.

Working alongside legal firms, we assign our highly experienced and specialised payroll and award experts to your project, to support with the best option for your organisational needs, to ensure you feel armed with the information you need to be effective at payroll.

If you suspect an immediate payroll compliance issue, or you'd like to arrange an introductory meeting with our team, you can call us directly on 03 9205 5857 or email info@workforceanalytics.com.au.

At Workforce Analytics we understand the severity and sensitivity of payroll compliance and adhere to 100% privacy with every business we speak to. You can be re-assured that your business is in safe hands with us, whether you become a client or not.

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