

Payroll Information

1. Which Award does your business fall under? _____

If you are not sure please contact [Fairwork Ombudsman](#) or via phone 13 13 94 between 8am - 5.30pm Monday to Friday (except for public holidays).

2. How many hour is your standard ordinary week? _____

3. How many hours is you time and a half paid for? _____

4. At what point is double time paid? _____

5. Are you required to pay penalty rates (time and a half and/or double time) if your staff start work before a certain time? _____

6. Are you required to pay penalty rates (time and a half and/or double time) if your staff work after a certain time? _____

7. Are you required to pay allowances such as meal allowance etc? _____

8. How many days annual leave are your staff entitled to? _____

9. How many personal leave days are your staff entitled to? _____

10. Are they entitled to any other leave? If Yes, how much? _____

Please note that this list is a guide ONLY and you need to contact [Fairwork Ombudsman](#) website or via phone 13 13 94 between 8am - 5.30pm Monday to Friday (except for public holidays) to ensure you are paying your staff their correct wages and entitlements.