

Y/N	Human Resources Management Checklist 2018 Tick yes or no if you have each of these in place, in use and understood
	Documentation of pay provided and recorded accurately
	Superannuation of 9.5% paid and reported
	Payroll tax paid and reported
	Emergency contact details stored and easily retrievable
	The correct Modern Award for each role is known and retrievable
	Annual, Personal Leave provided according to the FWA and NES
	Every employee has a copy of the Fair Work Information Statement and NES
	The business owner is aware of and meets their obligations under the Fair Work Act (FWA) and National Employment Standards (NES) and subscribes to important updates from the FWA
	Allowances and loadings documented on pay slips such as casual loading of 25%
	Contractor vs employee check complete and accurate
	Employee Terms and Conditions of Employment (Employment Contract)
	A complete set of company policies and procedures in line current legislation such as: <ul style="list-style-type: none"> 1. bullying & harassment 2. equal employment opportunities 3. performance & misconduct 4. Work Health and Safety
	Work, Health and Safety Practices and Procedures such as: <ul style="list-style-type: none"> 1. Evacuation Procedure 2. First Aid 3. Manual handling and heavy lifting 4. Hazard Reduction Procedures 5. Fire Extinguishers
	All managers know how to appropriately deal with employee matters or have a place to turn to for helpful, productive and confidential advice such as a human resources management consultant
	There is a process for Managing a formal complaint in the workplace that is related to established policies and procedures such as conflict management
	Managers regularly conduct discussions with their team on performance, improvement and training available such as a performance plan and review or performance management system
	There is flexibility and support for staff during times of need
	Staff members feel respected, valued and rewarded according to their efforts

NB: The above items are listed in order of mandatory and important requirements.