

Quick Wage Audit Checklist for Small Businesses

This checklist helps small business owners ensure compliance with workplace requirements. Use it to review your workplace arrangements and confirm employees receive the correct entitlements.

Awards & Pay

- ☐ We know which Modern Award or Enterprise Agreement applies to each employee.
- ☐ We regularly check that employees are classified at the correct level for their duties, responsibilities and experience.
- ☐ We are calculating allowances, penalty rates and overtime correctly.
- ☐ We keep up to date with minimum pay rate increases and changes to the Awards that apply to our business.

Salaries & Payroll

- ☐ Where we use annual salaries, we keep accurate records of hours worked and check that the salary continues to cover minimum entitlements.
- ☐ Any identified wage shortfalls are corrected promptly.
- ☐ Superannuation is calculated correctly and paid within the required timeframes.
- ☐ Leave entitlements, including annual leave and long service leave, are calculated correctly.

Records & Compliance

- ☐ Employee records, including timesheets, rosters and payslips, are kept for at least seven years.
- ☐ Our payslips contain the information required under workplace laws.
- ☐ Employees and contractors are covered by workers' compensation insurance where required.
- ☐ Our HR and payroll team keeps up to date with workplace relations changes and relevant case law.

Casuals, Contractors & Labour Hire

- ☐ We assess whether a role genuinely meets the definition of casual employment before engaging someone as a casual.
- ☐ We have a process for responding to eligible casual employees who use the Employee Choice Pathway to seek permanent employment.
- ☐ We review contractor arrangements to make sure workers are correctly engaged as contractors rather than employees.
- ☐ If we use labour hire, we check whether licensing requirements apply in our state or territory and whether the provider is compliant.

Need Support?

If you're unsure about anything in the checklist or need personalised assistance, reach out to HR Dynamics. We are here to help ensure your business remains compliant and your employees are supported.

Information current as at August 2026

