



# IMPORTANT EMPLOYMENT INFORMATION

## Legitimate Employment

When you are employed you will be paid and work under an agreement or award. This tells you things like your minimum rate of pay, when you will be paid, if you are entitled to more money for working weekends, nights, public holidays etc.

Legitimate employers will have work rosters and timebooks for employees to sign at the end of a shift. Employees will have been asked to fill in a tax file number declaration form and forms for where wages will be paid in to.

Pays need to be accompanied by a payslip. This document highlights gross wage, tax taken, net wage, hours worked, hourly rate and some will contain superannuation information. ***If your employer has not asked you to complete any forms or provided you with a timesheet or payslip then you may not be employed legitimately!***

## Cash in Hand Employment

When you are being paid in cash, there is no withheld tax. Being paid "cash in hand" is against the law and employers risk fines in doing so. Check your payslip to make sure tax is being taken out.

**Exception:** If you're working in a private household situation, the person employing you will pay you in cash and this is OK as they are not a registered business. Remember to keep a record of all moneys earned and declare all earnings to the Australian Taxation Office and to Centrelink if you're receiving benefits such as Youth Allowance.

## Unpaid trials are against the law

You should be paid for all hours you work, including meetings or training.

## Independent contractor - ABN

Be wary of jobs where the company wants you to have an Australian Business Number (ABN) and act as an independent contractor. In this arrangement you are responsible for your own tax, superannuation and workplace injury insurance and you have fewer workplace rights.

## Pay Deductions

Money shouldn't be taken out of your pay to cover customers who leave without paying or if registers are short.

## Fair treatment

You can't be sacked if you were sick or injured or because of your gender, race, colour, marital status, pregnancy or religion.

## Superannuation

Casual staff earning more than \$450 a month is entitled to superannuation payments. International students moving back overseas permanently don't have to wait until retirement to access these payments!

## Advice

Email [auu.employment@adelaide.edu.au](mailto:auu.employment@adelaide.edu.au) or call 08 8303 4406

Or

Visit [www.fwo.gov.au](http://www.fwo.gov.au) or call 13 13 94