

Modern Award Audit Overview

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Modern Award Coverage Overview

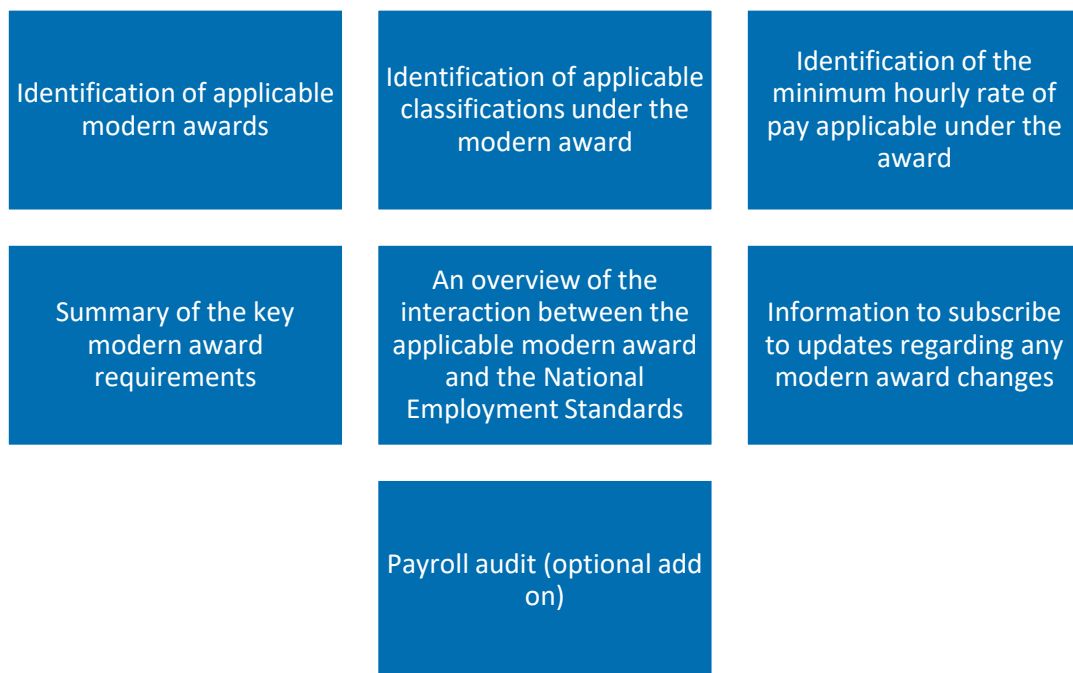
Determining the modern award coverage, classification and subsequent pay rates and entitlements for your employees can be challenging.

Our Modern Award Audit will do all the work for you.

Utilising a list of positions in your business and the position descriptions we will determine the applicable modern awards, classifications and minimum rates of pay to ensure that your business is compliant and managing the risk of any underpayment of wages claims.

The Modern Award Audit can be completed on-site or remotely. At the end of the audit, you will be presented with a comprehensive report outlining the review findings.

What's included in a Modern Award Audit?



Below you will find a detailed overview of what is included as part of the Modern Award Audit:

Identification of applicable modern awards

There are currently over 120 modern awards. Utilising the following information provided by you, we will review the coverage clause and classification structure to determine what modern awards are applicable at your workplace:

- Overview of your business – what is the primary function of the business, what industry do you operate in, what does each department in your business do

- Position descriptions – we will utilise your existing position descriptions to gain an understanding of each of the roles in your business. Where additional information is required, we will consult with you regarding this. If you do not have position descriptions, we can undertake the process of developing these for you as an optional add on.

Identifying the classification

Once the applicable modern awards have been identified, we will determine the classification for each position in the business. The modern award classification will highlight the minimum rate of pay applicable for that position. This information will be clearly documented for your records.

Pay rates

Liquid HR will provide you with the minimum pay rates, penalties, allowances, and overtime rates that you must adhere to.

Summary of key modern award requirements

We will provide you with a summary of the key modern award requirements your business must adhere to, including break times, rostering arrangements, annual leave loading, notice of termination requirements etc.

Interaction between the modern award and National Employment Standards

The National Employment Standards are the 10 minimum conditions that apply to all employees (regardless of award coverage). Liquid HR will provide a summary of these provisions for you.

Ensure you keep updated

Your Modern Award Audit will provide you with the information you need to subscribe to key updates so that you ensure you do not miss any changes made to the provisions or pay rates in the applicable award. Keeping you compliant and managing the risk of underpayment claims.

Looking for more?

Optional payroll audit

For those looking to manage the risk of underpayment, we can review the wages you have paid all employees over the last 12 months against what the employee should have received under the applicable modern award, to ensure you are not illegally underpaying employees.

Thank you.



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