



Wages

Checklist

Control Point	Description	Tick Appropriate Box	Option
8 GRASP – Wages			
8.1 Complete traceabilities on random workers, pick week ending that contains statutory holiday; record details of compliance requirements of: <ul style="list-style-type: none"> - contract - legal right to work (visa, passport, visa view etc) - time sheets - payslips - contractor bank statement wage payments 	<p>Wages and overtime payment documented on the pay slips/pay registers indicate compliance with legal regulations (minimum wages) and/or collective bargaining agreements as specified in the GRASP National Interpretation Guideline. If payment is calculated per unit, employees shall be able to gain at least the legal minimum wage (on average) within regular working hours.</p> <p>NOTE: Minimum Wages are regulated by statute under the Minimum Wage Act 1983. Minimum Wages change with the discretion of the Government and are published under Legislative Instrument as Minimum Wage orders.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
8.2 All records and employee payments are kept for 7-years Documents are stored securely and effectively controlled	<p>The contractor must demonstrate these records exist and are retained (even if the employee has left).</p> <p>Inspection checks are made as to where the documents are stored to confirm they are secure and are effectively controlled.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY