



VITAL WORKSHOP

PAYROLL LEGISLATION AND TRAINING

"A young Hobart restaurant worker who believed she was being underpaid has triggered a review of the entitlements of more than 220 of her co-workers. While the 22-year-old will be reimbursed almost \$70, another 129 staffers will also be back paid a total of more than \$22,000." Source: www.ausfoodnews.com.au

Don't let this be you, this workshop could save your baking business \$1000's!

Staff resources are often the largest single asset and the highest single cost to a Bakery. An effective, accurate and well-managed payroll function is therefore an important backbone to a business, errors or inaccurate record keeping could result in large fines. Knowledge of how to interpret and understand industrial awards and agreements and ensuring compliance with legislation also contributes indirectly to staff morale, minimisation of legal risks and a healthy Workplace Relations environment.

This workshop provides vital information for anyone involved in the payroll function. It is designed for anyone who has the responsibility for administering or overseeing the effective management of the payroll function and who has the need to refer to and interpret Industrial Awards.

Completing this program will enable participants to:

- Understand the employer's legal responsibility in relation to record keeping
- Application of awards
- Classify wage claims under industrial awards
- General award provisions and allowable award matters - including shift work, overtime, meal breaks, allowances, leave provisions, etc.
- Termination
- Understand and interpret general award provisions including shift work, overtime, meal breaks, allowances and leave provisions
- Understand long service leave entitlements and WorkCover obligations
- Understand the impact of current legislation
- Record Keeping
- Long service leave entitlements
- Employer's legal responsibilities

Details

Date: Wed 2nd September 2009

Location: 'Bread House' 49-51 Gregory Terrace Spring Hill (please register your interest if you are in a regional area as we will accommodate if there is a demand).

Time: 8.30am to 12.30pm

Member Cost: \$125.00

Non-Member Cost: \$185.00

RSVP (limited places available, must register by August 28th 09):

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