



## Wage Compliance Checklist

*Effective from the first full pay period on or after 1 July 2025*

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Use this checklist to ensure your business is compliant with the 2025 minimum wage and award rate changes following the Annual Wage Review.

### 1. Check Your Award Coverage

- Confirm which Modern Award(s) apply to your business.
- Check if your employees are classified correctly under the applicable award.
- Review coverage for apprentices, juniors, and part-time/casual employees.

### 2. Review New Minimum Rates

- Refer to the 2025 MTA NSW Wage Guide for updated rates.
- Apply new base rates from the first full pay period on or after 1 July 2025.
- Check penalty rates, overtime, loadings, and allowances for updates.

### 3. Update Payroll Systems

- Update wage rates in your payroll and accounting software.
- Check pay templates for each employee classification.
- Apply new rates only from the correct date – not before.

### 4. Review Individual Agreements & Contracts

- Check whether contracts refer to minimum award rates.
- Ensure salary or annualised wage agreements still meet award minimums.
- Consider updating contracts or issuing variation letters where needed.

### 5. Review Allowances

- Update tool, vehicle, travel, and meal allowances if award rates have changed.
- Apply new allowance rates from July 1 as per the relevant award.

### 6. Check Payslips & Record-Keeping

- Confirm payslips reflect correct rates and entitlements.
- Ensure time and wage records are up-to-date and accessible.
- Maintain documentation of how changes were applied.



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## **7. Communicate with Your Employees**

- Inform employees of changes to their pay (if applicable).
- Provide written updates if contracts or conditions have changed.
- Reinforce that changes reflect national updates, not business decisions.

## **8. Get Support if You're Unsure**

- Contact the MTA NSW Employment Relations Team for clarification or assistance.
- Refer to our Wage Guide and ER Portal for full details.
- Schedule a wage audit if needed.

Need help?

Call: 02 9016 9000

Email: [eradvice@mtansw.com.au](mailto:eradvice@mtansw.com.au)

Visit: [www.mtansw.com.au](http://www.mtansw.com.au)