

Quick Quiz: Record Keeping

1. What is the minimum period that employers must keep wage and time, and holidays and leave records for their employees?
 - A) 3 years
 - B) 6 years
 - C) 7 years
2. True or False: Employers must keep a written copy of the employee's employment agreement.
3. What must be included in an employee's records?
 - A) All holiday/leave requests, holiday/leave taken and holiday/leave payment details
 - B) Employee's email address
 - C) Employee's favourite colour
4. Under the Privacy Act, does an employee have the right to request correction of their personal information held by the employer?
 - A) Yes
 - B) No
 - C) Yes, but if the employer does not agree with the correction, a note, detailing why the employee considers the information to be incorrect and why the employer considers it to be the correct, should be put on file to be read along with the relevant information.

5. When must employers provide an employee with access to their personal employment records upon request?
- A) Within 10 working days
 - B) Within 20 working days
 - C) Within 30 working days

(Scroll down for answers)

Answers:

- 1. B) 6 years
- 2. True
- 3. A) Hours worked each day and pay for those hours
- 4. C) Yes, but if the employer does not agree with the correction, a note, detailing why the employee considers the information to be incorrect and why the employer considers it to be the correct, should be put on file to be read along with the relevant information.
- 5. B) Within 20 working days