

**Construction Benefit Services**

Address:
2nd Floor
191 Fullarton Road
Dulwich, SA, 5065

Telephone: 8333 6111

Facsimile: 8333 4314

Toll Free: 1800 182 124
(SA Country only)

Email: enquiries@cbserv.com.au

Internet: www.cbserv.com.au

The Records employers must keep

While we maintain records of worker's service history, employers need to keep records to substantiate the details declared on Employer Return Forms.

These records must be kept in South Australia for at least five years after the completion of the period to which they relate. You may be requested to provide them for our perusal from time to time, particularly if a query arises from a past or present worker.

Records include:

- Wage books
- Attendance sheets
- Cash books
- Cheque butts
- Ledgers wherein account is kept of actual wages paid
- Records showing payment made to other persons performing any type of construction work.

Records must show the worker's name, address, date of birth, registration number, applicable award or agreement and classification, start and cease dates and the number of days employed.

Penalties apply for keeping records known to be false or misleading in a material particular.