

# KNOW IT. SHARE IT. LET'S WORKRIGHT!



For more information on your employment obligations, scan the QR code to view the Workright webpage.

## Have you been working right as an employer?

The Employment Act covers all employees, regardless of whether they are full-time, part-time, temporary or contract employees.



### 1. SALARY

After the end of the salary period, I have:

- Paid salaries within 7 calendar days.
- Paid overtime pay within 14 calendar days.



### 2. KEY EMPLOYMENT TERMS (KETs) AND ITEMISED PAY SLIPS

I have provided:

- KETs within 14 days after the first day of employment.
- Itemised pay slips together with their salary or within 3 working days after salary is paid.



### 3. WORKING HOURS

I have:

- Paid overtime if they worked more than 44 hours a week<sup>1</sup>.
- Ensured they do not work more than 12 hours a day (excluding break times and including overtime)<sup>1</sup>.
- Ensured they do not work more than 72 hours of overtime a month<sup>1</sup>.



### 4. STATUTORY BENEFITS

I have:

- Ensured they are paid for working on a rest day<sup>1</sup>.
- Given them at least 7 days of paid annual leave in the first year of service, and 1 more day for each additional year worked.
- Given them 14 days of paid outpatient sick leave if they have worked at least 6 months.



### 5. CENTRAL PROVIDENT FUND (CPF) CONTRIBUTIONS

On the last day of the calendar month, I have:

- Paid CPF if they earned more than \$50 within that month<sup>2</sup>.

<sup>1</sup> Applicable only for employees covered under Part IV of Employment Act.

<sup>2</sup> This applies to all Singapore Citizens and Permanent Residents. The due date for CPF contributions is on the last day of the calendar month. Enforcement action will be taken against employers who fail to pay by the 14th of the following month.