

Payment for work

When an employee starts a new job they should:

- check their employment status
- check their minimum pay rate
- keep records including the hours they work and the amount they're paid.

Employers must make sure they know the rules about their employees' pay and other work conditions. An employee can be hired as:

- full-time
- part-time or
- casual.

See our [Guide to starting a new job \(DOCX 278.7KB\)](http://www.fairwork.gov.au/ArticleDocuments/712/A-guide-to-starting-a-new-job.docx.aspx) (www.fairwork.gov.au/ArticleDocuments/712/A-guide-to-starting-a-new-job.docx.aspx) (PDF 578.2KB) (www.fairwork.gov.au/ArticleDocuments/712/A-guide-to-starting-a-new-job.pdf.aspx) for more information on the different employment types.

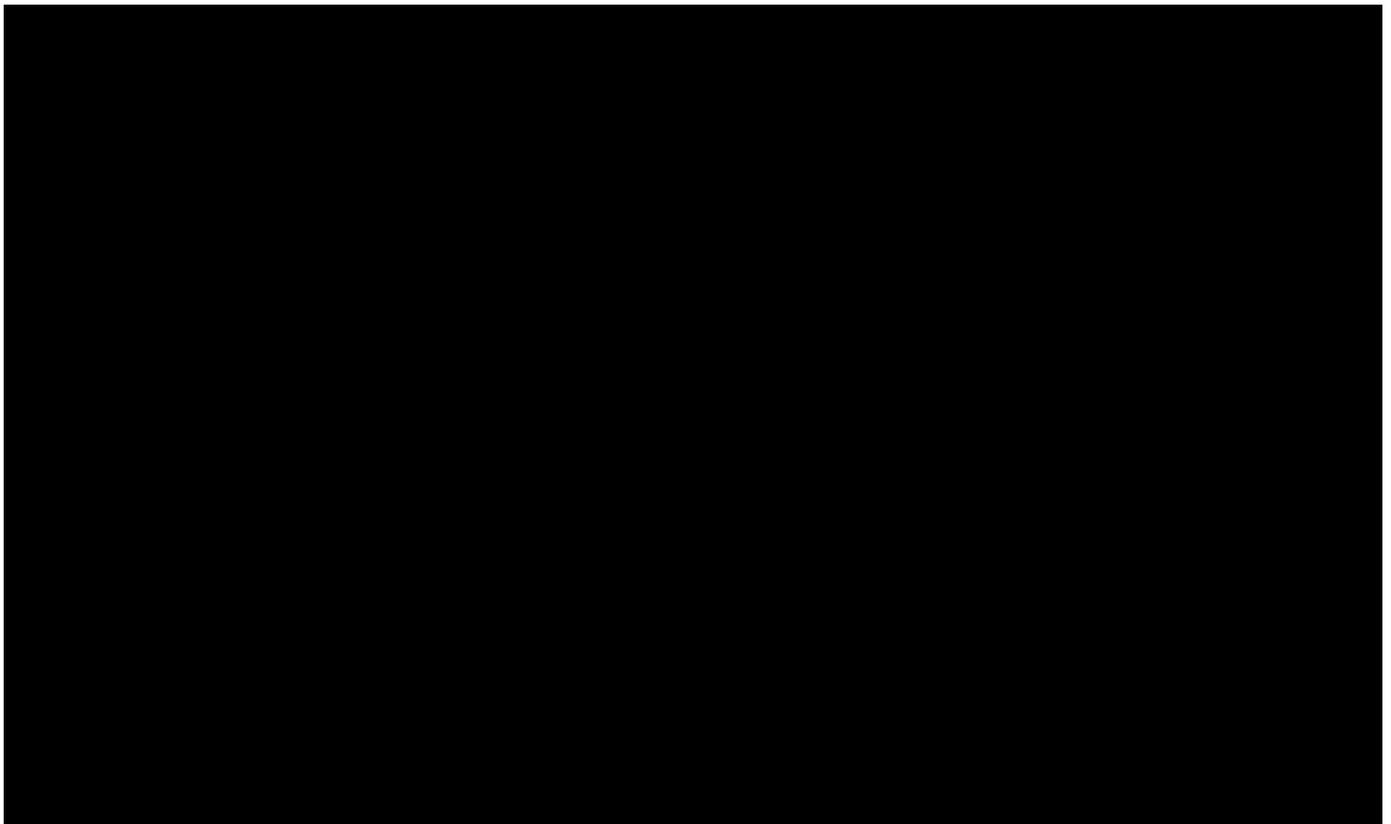
There are different minimum pay rates for different jobs that all employees have to be paid. As a guide, an employee who is 21 years and over should be getting paid at least \$20.33 per hour or \$25.41 if they don't get paid leave. You can use our online Pay Calculator ([Pay Calculator \(https://calculate.fairwork.gov.au/findyouraward\)](https://calculate.fairwork.gov.au/findyouraward)) to find out the minimum pay rates for different jobs.

The minimum pay rate is the gross pay (the amount of pay before tax is taken out). Employers have to take tax from an employee's pay.

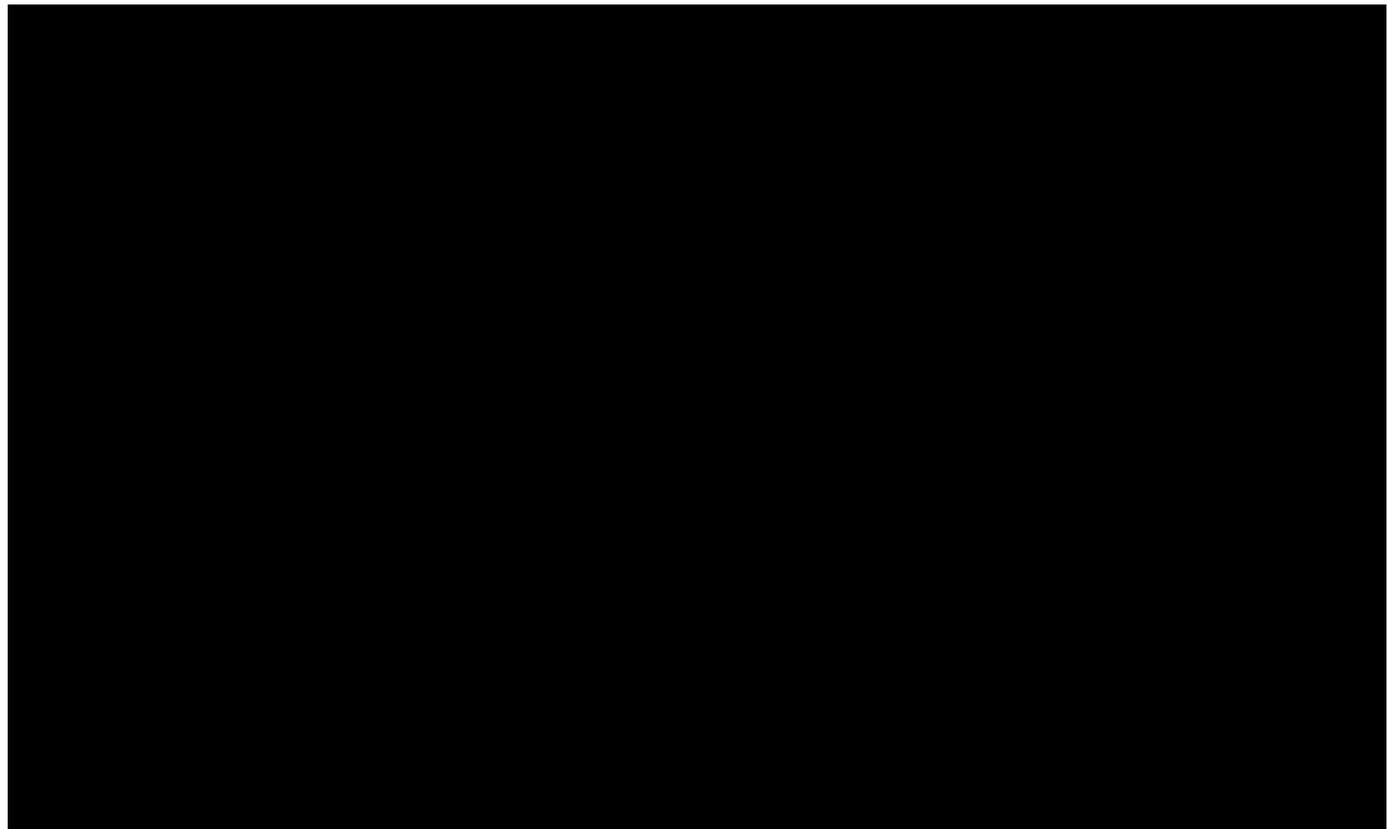
The Australian Taxation Office (Australian Taxation Office – ATO) gives advice and information about tax and superannuation (superannuation). For more information visit the [ATO website \(https://www.ato.gov.au/General/Other-languages/\)](https://www.ato.gov.au/General/Other-languages/) .

Employees can be paid in cash, with a cheque or into a bank account. A pay slip has to be given for every payment.

Employees must be paid for the work they do. Watch our short video for a quick overview of pay.



It's a good idea to keep your own records of the hours you work so you know your pay is right. You can download and use our free Record my hours app to do this. Watch our short video to find out more.



Unpaid Work

There are limited circumstances where a person doesn't have to be paid for the work they do.

If an employee has to do training as part of their job, they have to be paid for those hours.

Find out when unpaid work is allowed on our [unpaid work page \(www.fairwork.gov.au/pay/unpaid-work\)](http://www.fairwork.gov.au/pay/unpaid-work) .

If you're still unsure whether the work should be paid or unpaid, [call us \(www.fairwork.gov.au/language-help/english#Call%20us\)](http://www.fairwork.gov.au/language-help/english#Call%20us) or make an [enquiry online. \(www.fairwork.gov.au/my-account/registerpage.aspx\)](http://www.fairwork.gov.au/my-account/registerpage.aspx)

What to do next

- Use our Pay Calculator ([Pay Calculator \(https://calculate.fairwork.gov.au/findyouraward\)](https://calculate.fairwork.gov.au/findyouraward)) to work out pay rates, penalties, and allowances.
- Use the Record my hours app ([Record my hours app \(www.fairwork.gov.au/tools-and-resources/record-my-hours-app\)](http://www.fairwork.gov.au/tools-and-resources/record-my-hours-app)) to track your time at work.
- Check out the pay slip page ([pay slip page \(www.fairwork.gov.au/pay/pay-slips-and-record-keeping/pay-slips\)](http://www.fairwork.gov.au/pay/pay-slips-and-record-keeping/pay-slips)) to learn what has to be included on pay slips and find our template
- Download our [Guide to starting a new job \(DOCX 278.7KB\) \(www.fairwork.gov.au/ArticleDocuments/712/A-guide-to-starting-a-new-job.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/712/A-guide-to-starting-a-new-job.docx.aspx) ([PDF 578.2KB\) \(www.fairwork.gov.au/ArticleDocuments/712/A-guide-to-starting-a-new-job.pdf.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/712/A-guide-to-starting-a-new-job.pdf.aspx) to prepare for a new job

Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

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