

Salary payments

Annual Wage Review – 1 November 2021 changes

From 1 November 2021, minimum wages in 21 awards will increase. We'll update our pay tools with these new rates soon. See our [Annual Wage Review 2021 \(www.fairwork.gov.au/about-us/news-and-media-releases/website-news/annual-wage-review-2021\)](http://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/annual-wage-review-2021) page for more information.

Find out about annual salaries and how they can be arranged.

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Annual salary requirements

An annual salary can't be less than the minimum entitlements an employee is entitled to under the award or [registered agreement \(www.fairwork.gov.au/Dictionary.aspx?TermID=2034\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2034) that applies and the [National Employment Standards \(www.fairwork.gov.au/Dictionary.aspx?TermID=2027\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2027).

The requirements that need to be met when agreeing to an annualised salary can be outlined in an award, employment contract, [enterprise agreement \(www.fairwork.gov.au/Dictionary.aspx?TermID=2154\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2154) or other registered agreement.

An employer and employee can agree that an annual salary covers entitlements like:

- minimum weekly wages
- penalties
- overtime
- allowances
- annual leave loading.

Find out the rules in your award about making an annual salary agreement by selecting from the list below.

Based on what you've told us, it looks like you're covered by the General Retail Industry Award [MA000004].

There are no specific annual salary arrangements in the Retail Award.

This doesn't mean an employee can't be paid a salary. An annual salary can't be less than the minimum amount an employee would have been paid under the award.

For hourly pay rates in this award, check [Minimum wages \(https://www.fairwork.gov.au/pay/minimum-wages/default\)](https://www.fairwork.gov.au/pay/minimum-wages/default).

To find out more about who this award applies to, go to the [Retail Award summary \(https://www.fairwork.gov.au/awards-and-agreements/Awards/Award-summary/ma000004-summary\)](https://www.fairwork.gov.au/awards-and-agreements/Awards/Award-summary/ma000004-summary).

Best practice tip

Check your employment contract for details of any annual salary arrangements.

Records of annual salary arrangements

Salary agreements should be documented in writing, and identify which entitlements are included in the payment.

The employer and the employee should keep a copy of the agreement.

Tools and resources

- [Pay Calculator \(http://calculate.fairwork.gov.au/FindYourAward\)](http://calculate.fairwork.gov.au/FindYourAward)
- [Find an agreement - Fair Work Commission !\[\]\(694fcb4611893e9db5249daba48abfc1_img.jpg\) \(https://www.fwc.gov.au/awards-and-agreements/agreements\)](https://www.fwc.gov.au/awards-and-agreements/agreements)

Related information

- [Employment contracts \(www.fairwork.gov.au/awards-and-agreements/employment-contracts\)](http://www.fairwork.gov.au/awards-and-agreements/employment-contracts)
- [Paying wages \(www.fairwork.gov.au/pay/paying-wages\)](http://www.fairwork.gov.au/pay/paying-wages)

Help for small business

Find tools, resources and information you might need in our [Small business showcase \(www.fairwork.gov.au/small-business-showcase/default\)](http://www.fairwork.gov.au/small-business-showcase/default) .

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Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

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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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