

## Salary payments

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

### 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.

### What to do next

- Find minimum wages using our Pay Calculator (<http://calculate.fairwork.gov.au/FindYourAward>)
- Find an agreement on the Fair Work Commission website [☞](https://www.fwc.gov.au/awards-and-agreements/agreements) (<https://www.fwc.gov.au/awards-and-agreements/agreements>)

### Help for small business

- Find tools, resources and information you might need on our Small business page ([www.fairwork.gov.au/Find-help-for/Small-business/default](http://www.fairwork.gov.au/Find-help-for/Small-business/default)) .

### You might also be interested in

- 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))

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### Contact us

Fair Work Online: [www.fairwork.gov.au](http://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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