

Salary payments

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.

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 \(http://calculate.fairwork.gov.au/FindYourAward\)](http://calculate.fairwork.gov.au/FindYourAward)
- Find an agreement on the [Fair Work Commission website !\[\]\(569ff5d1aa9137b5defb690d1175fea6_img.jpg\) \(https://www.fwc.gov.au/awards-and-agreements/agreements\)](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

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

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.