

## Paying wages

Employees must be paid at least monthly and can be paid by one, or a combination of, the following:

- cash
- cheque, money order or postal order, payable to the employee
- electronic funds transfer (ie. EFT or bank transfer).

Most awards, enterprise agreements or registered agreements ([www.fairwork.gov.au/Dictionary.aspx?TermID=2034](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2034)) will set out when employees must be paid (weekly, fortnightly or monthly). If it doesn't, employees must be paid at least monthly.

Employees need to be paid money for their work - they cannot be 'paid in-kind' (for example, with goods such as food).

There are limited situations when an employer can:

- make a deduction from an employee's pay
- require an employee to pay money (eg. an overpayment).

Most of the time this isn't allowed - for example, 'cashback' schemes ([www.fairwork.gov.au/pay/deducting-pay-and-overpayments#cash-back](http://www.fairwork.gov.au/pay/deducting-pay-and-overpayments#cash-back)) .

Find information about the payment of wages in your award, by selecting from the list below.

Based on what you've told us, it looks like you're covered by the Hospitality Industry (General) Award 2010 [MA000009].

Employees must be paid weekly or fortnightly and on any day except Friday, Saturday and Sunday.

When pay day falls on a public holiday, an employer and employees can agree for wages to be paid on the Friday.

An employee can be paid monthly if they are paid a salary.

Casuals are paid either:

- at the end of each time they work, or
- weekly or fortnightly, when the full-time or part-time employees are paid.

To find out more about who this award applies to, go to the Hospitality Award summary ([www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000009-summary](http://www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000009-summary)) .

Source reference: Hospitality Industry (General) Award 2010 [MA000009] clause 13.3, 26 and 27.3 [☞](http://awardviewer.fwo.gov.au/award/show/MA000009) (<http://awardviewer.fwo.gov.au/award/show/MA000009>)

### Best practice tip

If paying wages by cash, the employer and employees should sign a record to confirm the amount of money that has been paid each pay period.

Source reference: Fair Work Act 2009 s.323 [☞](http://www.comlaw.gov.au/Series/C2009A00028) (<http://www.comlaw.gov.au/Series/C2009A00028>)

### What to do next

- Download the pay slip template (DOC 48KB) ([www.fairwork.gov.au/ArticleDocuments/766/Pay-slip-template.doc.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Pay-slip-template.doc.aspx))
- Use our Pay Calculator (<http://calculate.fairwork.gov.au/FindYourAward>) to check pay rates
- Get help with your pay ([www.fairwork.gov.au/pay/get-help-with-pay](http://www.fairwork.gov.au/pay/get-help-with-pay))

### You might also be interested in

- Record-keeping and pay slips online course ([www.fairwork.gov.au/how-we-will-help/online-training/online-learning-centre/record-](http://www.fairwork.gov.au/how-we-will-help/online-training/online-learning-centre/record-)

[keeping-pay-slips](#))

- [Pay slips and record-keeping \(www.fairwork.gov.au/Pay/pay-slips-and-record-keeping/default\)](http://www.fairwork.gov.au/Pay/pay-slips-and-record-keeping/default)
- [Tax and superannuation \(www.fairwork.gov.au/Pay/tax-and-superannuation\)](http://www.fairwork.gov.au/Pay/tax-and-superannuation)
- [Minimum wages \(www.fairwork.gov.au/pay/minimum-wages/default\)](http://www.fairwork.gov.au/pay/minimum-wages/default)
- [Penalty rates & allowances \(www.fairwork.gov.au/pay/penalty-rates-and-allowances\)](http://www.fairwork.gov.au/pay/penalty-rates-and-allowances)
- [Final pay \(www.fairwork.gov.au/Ending-employment/notice-and-final-pay/final-pay\)](http://www.fairwork.gov.au/Ending-employment/notice-and-final-pay/final-pay)
- [Having difficult conversations in the workplace online learning course \(www.fairwork.gov.au/how-we-will-help/online-training/online-learning-centre/difficult-conversations-in-the-workplace-manager-course\)](http://www.fairwork.gov.au/how-we-will-help/online-training/online-learning-centre/difficult-conversations-in-the-workplace-manager-course)

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## Contact us

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

Fair Work Infoline: 13 13 94

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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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