

## 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 Children's Services Award [MA000120].

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

Casuals are paid either:

- at the end of each time they work, or
- weekly.

An employee can agree to be paid monthly.

To find out more about who this award applies to, go to the Children's Services Award summary ([www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000120-summary](http://www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000120-summary)) .

Source reference: Children's Services Award [MA000120] clause 10.5(d) and 19 [☞](http://awardviewer.fwo.gov.au/award/show/MA000120) (<http://awardviewer.fwo.gov.au/award/show/MA000120>)

### 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 53.5KB) ([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/tools-and-resources/online-learning-centre/record-keeping-pay-slips](http://www.fairwork.gov.au/tools-and-resources/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 \(www.fairwork.gov.au/tools-and-resources/online-learning-centre/difficult-conversations-in-the-workplace-manager-course\)](http://www.fairwork.gov.au/tools-and-resources/online-learning-centre/difficult-conversations-in-the-workplace-manager-course)

**Page reference No: 1702**

## 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

---

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.