

## 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 Real Estate Industry Award [MA000106].

Employees (except commission only employees) must be paid weekly, fortnightly or monthly.

Casuals are paid either:

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

### Commission payments

An employee who is paid commission, bonus or incentive payments has to get these payments within 14 days from:

- when the commission is due and
- the employer has received cleared funds from the client for the commission.

To find out more about who this award applies to, go to the [Real Estate Award summary \(www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000106-summary\)](http://www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000106-summary).

Source reference: [Real Estate Industry Award \[MA000106\] clause 15.1](http://awardviewer.fwo.gov.au/award/show/MA000106) <sup>↗</sup> (<http://awardviewer.fwo.gov.au/award/show/MA000106>)

### 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) <sup>↗</sup> (<http://www.comlaw.gov.au/Series/C2009A00028>)

## Tools and resources

- [Record My Hours app \(www.fairwork.gov.au/tools-and-resources/record-my-hours-app\)](http://www.fairwork.gov.au/tools-and-resources/record-my-hours-app)
- [Pay and Conditions Tool \(www.fairwork.gov.au/pay/pay-calculator\)](http://www.fairwork.gov.au/pay/pay-calculator)
- [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) (PDF 478.8KB) ([www.fairwork.gov.au/ArticleDocuments/766/Pay-slip-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Pay-slip-template.pdf.aspx))
- [Record-keeping and pay slips fact sheet \(www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/record-keeping-pay-slips\)](http://www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/record-keeping-pay-slips)
- [Record-keeping and pay slips online course \(www.fairwork.gov.au/tools-and-resources/online-learning-centre/record-keeping-](http://www.fairwork.gov.au/tools-and-resources/online-learning-centre/record-keeping)

pay-slips)

- [Having difficult conversations in the workplace online learning course \(www.fairwork.gov.au/tools-and-resources/online-learning-centre/difficult-conversations-in-the-workplace-employee-course\)](http://www.fairwork.gov.au/tools-and-resources/online-learning-centre/difficult-conversations-in-the-workplace-employee-course)
- [Get help with pay \(www.fairwork.gov.au/pay/get-help-with-pay\)](http://www.fairwork.gov.au/pay/get-help-with-pay)

## Related information

- [Minimum wages \(www.fairwork.gov.au/pay/minimum-wages/default\)](http://www.fairwork.gov.au/pay/minimum-wages/default)
- [Penalty rates and allowances \(www.fairwork.gov.au/pay/penalty-rates-and-allowances/default\)](http://www.fairwork.gov.au/pay/penalty-rates-and-allowances/default)
- [Fixing a workplace problem \(www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem/default\)](http://www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem/default)
- [Tax and superannuation \(www.fairwork.gov.au/pay/tax-and-superannuation\)](http://www.fairwork.gov.au/pay/tax-and-superannuation)
- [Single Touch Payroll !\[\]\(31b03e46ee8a80a1f1467b8c03bd76e8\_img.jpg\) \(https://www.ato.gov.au/Business/Single-Touch-Payroll/\)](https://www.ato.gov.au/Business/Single-Touch-Payroll/)

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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

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.