

Annualised wage arrangement – under awards

You and your employee can use this form to record the details of an annualised wage arrangement under an award.

Please **check the annualised wage arrangement clause in your award** carefully before using this template. Each award is slightly different about who can be paid under an annualised wage arrangement, whether the employee's agreement is required and what entitlements can be included. Note that some awards do not provide for annualised wage arrangements.

This template is not suitable to be used if you're covered by the Restaurants Award, the Hospitality Award, or the Marine Towing Award.

Access your award from the **list of awards** at www.fairwork.gov.au/listofawards or get help to **find your award** at www.fairwork.gov.au/findmyaward.

An employer is able to pay an employee, to whom an award applies, an annual salary that compensates for identified award entitlements without relying upon any annualised wage arrangement clause in the award. Employers intending to enter into these kinds of arrangements should consider seeking their own independent advice so that they can satisfy themselves that they are meeting their payment obligations to employees.

For more information, visit www.fairwork.gov.au/pay/minimum-wages/salary-payments or contact the Fair Work Infoline on **13 13 94**.

Employer's details

Name:

ABN/ACN:

Address:

Employee's details

First name:

Surname:

Position:

Annualised wage details

Award:

Classification:

Award rate:

Annual wage (salary):

To be paid in <weekly/fortnightly/monthly> amounts:

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This annualised wage arrangement is intended to cover the following provisions of the award:

Tick all boxes that are appropriate and add the required details to ensure the arrangement is understood by all parties.

Tick	Entitlement	Award Clause
	Minimum weekly wages (for 38 hours)	
	Allowances	
	Overtime	
	Weekend and other penalty rates	
	Annual leave loading	

Method by which the annualised wage has been calculated

Show how you have calculated the annualised wage amount. Include a breakdown of each separate component of the annualised wage and any overtime or penalty assumptions used in the calculation:

Outer limits – Ordinary hours attracting a penalty rate

Provide the number of ordinary hours which would attract payment of a penalty rate under the award which the employee may be required to work in a pay period or roster cycle without being entitled to an amount in excess of the annualised wage:

Outer limits – Overtime hours

Provide the number of overtime hours which the employee may be required to work in a pay period or roster cycle without being entitled to an amount in excess of the annualised wage:

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The parties acknowledge that the annualised wage covers the award provisions indicated above (within the outer limits indicated above). However, if the amount paid is not enough to satisfy all of the award provisions throughout the period, the additional award amounts will be paid to the employee.

The annualised wage does not cover work performed outside of the outer limits. Entitlements in relation to such work will accrue and be paid separately under the award.

The employer must complete and keep records showing the employee's start and finish times and any unpaid breaks each shift. The employee must sign or acknowledge these time records each pay or roster cycle.

The employer will use these time records to review the annualised wage at least each 12 months (or when the employee's employment ends) to ensure that the amount paid to the employee adequately compensates for the award entitlements specified in the table and must pay any shortfall within 14 days.

Signature of employee: _____ **Date:** ___ / ___ / ___

Name of manager/supervisor:

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Signature of manager/supervisor: _____ **Date:** ___ / ___ / ___

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