



# Payment of Salary and Wages and Payroll Deductions

## Human Resources Policy

Effective Date: July 2008

### 1 PURPOSE

To outline arrangements for the payment of salary and wages and payroll deductions.

### 2 APPLICATION

This policy applies to all Queensland Health employees.

### 3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

### 4 DELEGATION

The “delegate” is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

### 5 REFERENCES

- *Public Service Act 2008*
- *Industrial Relations Act 1999*

### 6 SUPERSEDES

- IRM 5.2 Conversions of Annual Amounts to Fortnightly Equivalents
- IRM 5.3 Payroll Deductions - Union Fees/Subscriptions

### 7 POLICY

#### 7.1 Conversion of Annual Amounts to Fortnightly Equivalents

Annual Salaries are included in Awards for information purposes only. Payment is to be made in accordance with the fortnightly salaries shown.

Annual allowances are converted to a fortnightly equivalent by dividing the amount by 26.0892857142.

#### 7.2 Payroll Deductions – Union Fees/Subscriptions

The Queensland Government has a commitment to encourage union membership. Consistent with this commitment, payroll deduction facilities for union subscriptions will be provided by Queensland Health when requested by the Public Sector Unions.

**8 HISTORY**

<b>July 2008</b>	Amended to reflect <i>Public Service Act 2008</i>
<b>June 2008</b>	Developed as a result of the HR Policy Consolidation Project