

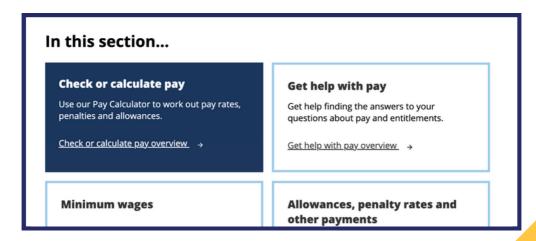
## Finding your pay rate OR

## What you should be paying an employee

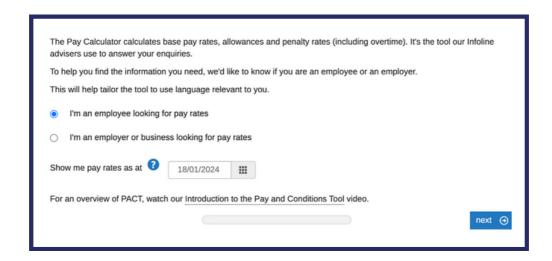
Head over to https://www.fairwork.gov.au/pay-and-wages



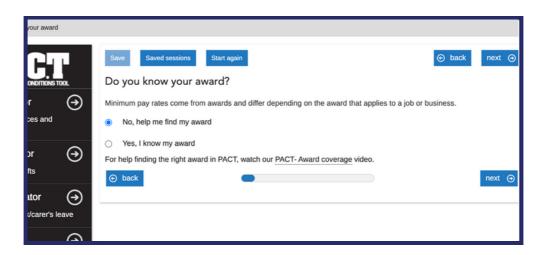
Select 'Check or calculate pay'



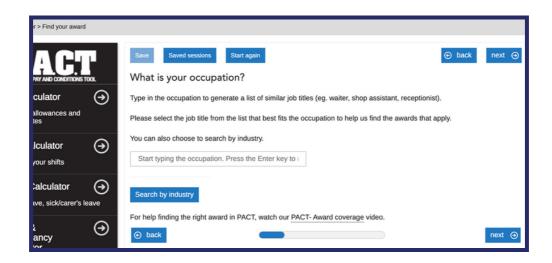
2 Select if you are an employee or employer and the date you required the pay rates (for the most recent and up to date rates use todays date). Then go to NEXT.



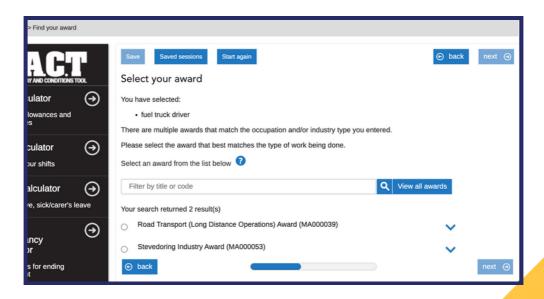
Here you will be directed to a series of questions to work out your award or if you know your award you can enter it in here.



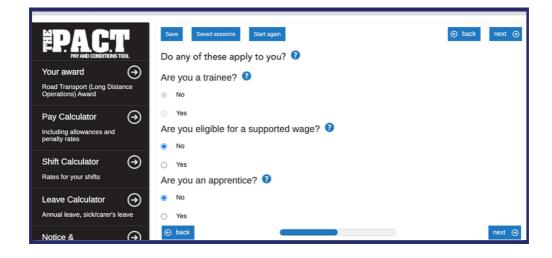
If you don't know your award, it will prompt you to start writing your job description to assist you in finding which award you fall under.



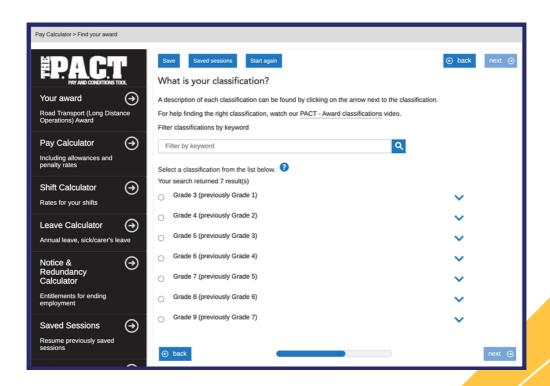
If you job has multiple awards it will direct you to this screen, again choose the one which best suits you.



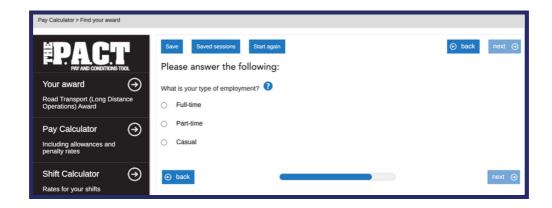
Here it will direct you to a few more questions.



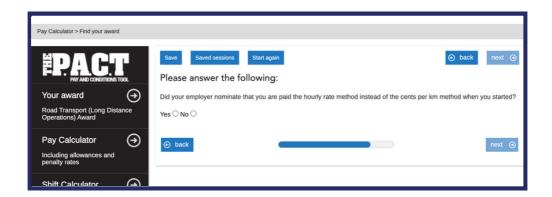
Then it will ask you for a classification - if you don't know, you can hit the drop down arrows next to the award to give a description, again choose the best suited one to you.



8 Here it will ask what type of employment you have.



9 If required, it may ask you a series of industry related questions.



Once this is completed you will have your pay rate. Please note this whole process should only take around two minutes to complete.

