Payment of Salaries Policy

Section 1 - Background Information

(1) This Policy has been developed in support of the ACU Staff Enterprise Agreement 2026-2029 in relation to the processes for payment of salaries and the authorisation of deductions from a staff member's salary.

Section 2 - Policy Statement

(2) The University pays staff salaries on a fortnightly basis, by way of electronic funds transfer to the financial institution(s) and account(s) nominated by the staff member. Deductions from a staff member's salary, other than those required by law, shall be made by the University only in accordance with the staff member's written authority, which the University shall obtain annually.

Section 3 - Policy Purpose

(3) The purpose of this Policy is to clarify the arrangements which apply to the payment of salaries to all staff and the deductions the University will make from a staff member's salary payment.

Section 4 - Application of Policy

(4) This Policy applies to all staff employed by the University.

Section 5 - Procedures

Payment of Salaries

(5) Where the normal day for payment of salaries falls on a day or the day following a holiday, salaries will normally be paid not later than the day on which the bank is open for business immediately preceding that holiday.

(6) A staff member who receives a salary payment from the University will also receive a payment advice setting out particulars of the payment made and any deductions made therefrom.

(7) If a staff member notifies the University of an underpayment, the University will make a corrected payment to the staff member normally within two working days. By mutual agreement, in writing, between the staff member and the University, such payment may be made not later than the pay day for the next pay period.

(8) An overpayment to a staff member shall normally be recovered at the rate the overpayment was made and shall normally be rectified within the financial year that the overpayment occurred.

(9) Subject to clause 8, a staff member shall have the right to negotiate the rate of repayment provided that the rate shall be not less than 10% of the total overpayment per fortnight until the overpayment has been fully recovered

(10) Subject to section clause 8, no recovery action of an overpayment shall commence until the staff member has been advised, in writing, by the University as to the circumstances surrounding the overpayment.

(11) If the staff member's employment with the University is terminated, the University retains the right to recover any overpayment owing. Where possible the amount will be deducted from their final monies.

Deductions from a Staff Member's Salary

(12) Except for those deductions which the University is required to make by law, the University will only deduct amounts from a staff member’s salary following receipt of written authority from the staff member.

(13) Voluntary deductions from a staff member’s salary will be at the discretion of the University, and the University will confirm with the staff member annually that they wish these deductions to continue.

Section 6 - Revisions made to this Policy

(14) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
1 November 2016	Minor	Minor amendment to Section 5.1.7 that monies owing can be recovered in circumstances of termination initiated by the employer or employee.
2 April 2019	Editorial	Updated to include reference to ACU Staff Enterprise Agreement 2017-2021 and Service Central.

(15) The University may make changes to this Policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to People and Capability.

Section 7 - Further Assistance

(16) Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit Service Central.

Section 8 - Associated Information

(17) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	19th December 2023
Review Date	22nd October 2029
Approval Authority	Vice-Chancellor and President
Approval Date	19th December 2023
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer People and Capability