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Paying salary

In accordance to the **Employment Act**, your employer must pay your salary at least once a month and within 7 days after the end of the salary period. There are exceptions for overtime, resignation without notice and other situations.

What is salary

Salary refers to remuneration, including allowances, paid for work done under a **contract of service**.

It **does not** include:

- The value of accommodation, utilities or other amenities.
- Pension or provident fund contribution paid by the employer.
- Travelling allowance.
- Payments for expenses incurred during work.
- Gratuity payable on discharge or retirement.
- Retrenchment benefits.

Singapore does not have a minimum wage. Your salary is subject to negotiation and agreement between your employer and you or your trade union.

How often salary must be paid

If you are covered by the **Employment Act**, your employer must pay your salary **at least once a month**.

They can also pay it at shorter intervals if they choose.


Salary must be paid:

- Within **7 days** after the end of the salary period
- For **overtime work**, within **14 days** after the end of the salary period

Your **final salary payment** could vary depending on the following situations:

In this situation	Your final salary must be paid
Employee resigns and serves the required notice period	On the last day of employment.
Employee resigns and does not serve the notice period	Within 7 days of the last day of employment.
Dismissal on grounds of misconduct	On the last day of employment. If this is not possible, then within 3 working days from date of dismissal.
Employer terminates the contract	On the last day of employment. If this is not possible, then within 3 working days from date of termination.

Note

- If your contract **involves commission**, how and when the commission is paid depends on what is in your employment contract or existing policies or practices.
- If you're a foreign employee who is leaving your employment, your employer is required to withhold all your monies due to you for **tax clearance**  for up to 30 days upon giving notice of the cessation of your employment to the Comptroller of Income Tax. The monies include your salary, leave pay, etc.

How salary should be paid

Salary should be paid:

- On a working day, during working hours.
- At your place of work, or any other place you and your employer have agreed on.

Payment can be made:

- Directly into your bank account.
- By cheque. The cheque needs to be cleared by your bank before you're considered paid.

Itemised pay slips

From 1 April 2016, all employers must **issue itemised pay slips** to employees covered by the Employment Act.

Salary records

From 1 April 2016, employers must keep **detailed employment records**, including salary records, of employees covered by the Employment Act.

If you are paid late or not paid salary

Non-payment of salary is an offence.

Your employer **must pay your salary on time**.

If you are not paid on time, approach your employer to understand if there are reasons for the late payment, and whether the regular payment schedule can be resumed.

If you do not receive your salary, you can **file an employment-related claim**  at the Tripartite Alliance for Dispute Management ([TADM](#)), or approach your union for assistance.

Tip

File your claim early – don't wait for the amount to accumulate. There are limits to the claim amount and timeline for filing.



Related questions

Can an employer withhold an employee's final salary payment if the employee leaves without a proper handover?

Can wages be paid in kind (for example, with meals or accommodation)?

Am I entitled to commission payments if I've resigned and left the company?

Is salary during an employee's notice period subject to CPF deductions?

My employer has been late in paying my salary. What can I do?

Can my employer deduct my pay for coming late to work?

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Can an employer withhold an employee's final salary payment if the employee leaves without a proper handover?

Your employer cannot withhold your **final salary** if you have served your notice period.

The notice period gives both parties time to plan for a smooth transition, including handover arrangements. As a responsible employee, you should also play your part by completing your duties before leaving employment.

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Can wages be paid in kind (for example, with meals or accommodation)?

Wages should be paid in legal tender.

However, an employer can give employees food, quarters, allowances or privileges **in addition to wages**.

If you're a **workman**, your employer need to pay your wages in legal tender.

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Am I entitled to commission payments if I've resigned and left the company?

If your contract **involves commission**, how and when the **final commission payment** is made depends on what is in your employment contract or existing policies or practices in your company.

However, many employees who work with commission depend on their commission to form a significant part of their salary. In such cases, the amount of commission provided should be discussed and agreed in writing between employers and employees.

Employees and employers who face disputes regarding the payment of salary, including commission, you can **[contact TADM](#)**  for advice and help.

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Is salary during an employee's notice period subject to CPF deductions?

Yes, Central Provident Fund ([CPF](#)) contributions must be made by both employer and employee if:

- The employee is working during the notice period.
- The employee hasn't yet joined their new company.

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My employer has been late in paying my salary. What can I do?

If your employer **has been late** in paying your salary, you can **lodge a claim or seek advice**.

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Can my employer deduct my pay for coming late to work?

Employers should find out why an employee is late and should not unfairly penalise the employee if there is a valid reason. On their part, employees should be responsible in coming to work on time and inform their employer as early as possible if they are unable to do so.

Your employer may deduct your salary for being absent from work. However, the amount of deduction cannot exceed the period of absence. The **authorised salary deductions** are listed in the Employment Act.

Example

If you were 30 minutes late, only 30 minute's salary can be deducted.

The company's policy for deductions should be clearly communicated to all employees and any deductions made should be well documented.

If your employer has made excessive deductions from your salary, you can **file a claim for mediation at TADM** [↗](#).

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