

# PAY SLIP

**Date of payment:**  **Pay Period - From:**  **To:**

Employee's Name:

Employer's Name:  Employer's ABN/ACN\*:

Classification/Job Title under the Award(s)/Agreement(s)\*:

Name of Award(s)/Agreement(s)\*:

Ordinary Hourly rate \$  and/or annual rate (salary): \$

Employer Superannuation contribution: Name of Fund/Scheme:  Contribution: \$

<b>Wages - worked at ordinary hourly rate</b>		hrs	<input type="text"/>	@ (rate)	<input type="text"/>	\$	<input type="text"/>
<b>Wages - worked at penalty rate 1 (i.e. Saturday rate)</b>		hrs	<input type="text"/>	@ (rate)	<input type="text"/>	\$	<input type="text"/>
<b>Wages - worked at penalty rate 2 (i.e. Sunday rate)</b>		hrs	<input type="text"/>	@ (rate)	<input type="text"/>	\$	<input type="text"/>
<b>Wages - worked at penalty rate 3 (i.e. public holiday rate)</b>		hrs	<input type="text"/>	@ (rate)	<input type="text"/>	\$	<input type="text"/>
<b>Overtime</b>		hrs	<input type="text"/>	@ (rate)	<input type="text"/>	\$	<input type="text"/>
Type	<input type="text"/>	hrs	<input type="text"/>	@ (rate)	<input type="text"/>	\$	<input type="text"/>
Type	<input type="text"/>	hrs	<input type="text"/>	@ (rate)	<input type="text"/>	\$	<input type="text"/>
<b>Shift loading</b>		hrs	<input type="text"/>	@ (rate)	<input type="text"/>	\$	<input type="text"/>
<b>Other loading</b>	Type <input type="text"/>	hrs	<input type="text"/>	@ (rate)	<input type="text"/>	\$	<input type="text"/>
<b>Monetary allowance</b>	Type <input type="text"/>					\$	<input type="text"/>
<b>Incentive based payment</b>	Type <input type="text"/>					\$	<input type="text"/>
<b>Bonus</b>	Type <input type="text"/>					\$	<input type="text"/>
<b>Other payments</b>	Type <input type="text"/>					\$	<input type="text"/>
<b>Termination entitlements</b>	Details (including notice, redundancy, accrued leave, etc) *	<input type="text"/>				\$	<input type="text"/>
<b>Gross Wage</b>						\$	<input type="text"/>
<b>Deductions</b>							
<b>Taxation</b>						\$	<input type="text"/>
<b>Superannuation (fund name)</b>	Account number*	<input type="text"/>				\$	<input type="text"/>
<b>Other deduction - purpose*</b>	Account/Fund name (or name and number)	<input type="text"/>				\$	<input type="text"/>
<b>Other deduction - purpose*</b>	Account/Fund name (or name and number)	<input type="text"/>				\$	<input type="text"/>
<b>Total deductions</b>						\$	<input type="text"/>
<b>Net wages</b>						\$	<input type="text"/>

**Note:** Payslips must be issued to employees within one working day of the day they are paid.

The Fair Work Ombudsman acknowledges that the inclusion of information marked with an asterisk (\*) is not a requirement under the Fair Work Regulations 2009, effective 1 July 2009. However, from 1 January 2010, an employer will be required to include the ABN (if any). This template is provided as a best practice model. An employer is not compelled to provide information outside the requirements contained in the record keeping provisions of the Fair Work Regulations 2009. The minimum record keeping requirements are contained in the Fair Work Regulations 2009.