

Pay slip

Date of payment: <insert date>

Pay period: <insert date> to <insert date>

Employer's name: <insert>

ABN: <insert>

Employee's name: <insert>

Employment status:* <insert status e.g. full-time, part-time, casual>

Name of <Award/Agreement>:* <insert>

Classification under the <Award/Agreement>:* <insert>

Hourly rate: \$00.00 Annual Salary: \$00,000

Bank details:* <insert employee's bank details>

Annual leave entitlement: <xx days/hrs> as at <insert last date of current pay period>*

Personal/carer's leave entitlement: <xx days/hrs> as at <insert last day of current pay period>*

You should modify this table according to your employee's entitlements. You can add extra lines if required.

Entitlements	Unit	Rate	Total
Wages for ordinary hours worked	00 hours	\$00.00	\$00.00
<Insert any leave taken during the pay period>	00 hours*	\$00.00*	\$00.00
TOTAL ORDINARY HOURS = <xx> hours <i>any leave taken should also be included here.</i>			
<Insert name of entitlement >	00 hours*	\$00.00*	\$00.00
<Insert name of entitlement>	00 hours*	\$00.00*	\$00.00
Gross payment			\$00.00

Entitlements can include loadings, penalty rates, shiftwork allowances, overtime, allowances, incentive based payments, termination entitlements and any other separately identifiable amount.

Deductions	
Taxation	\$00.00-
<Insert any other deductions> <i>Each deduction needs to be listed separately. You can add extra lines to this table if required.</i>	\$00.00-
Total deductions	\$00.00-
Net payment	\$00.00

Employer superannuation contribution – <Insert superannuation contribution>	
<Insert account/fund name (or name and number of fund)>	
Contribution	\$00.00

Note: Pay slips 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. This template is provided as a best practice model.*