

## Pay slip template

### Who can use this template?

Employers can use this template to create pay slips for their employees.

### When and how do I need to issue a pay slip?

Under the Fair Work Act (FW Act), pay slips must be given to an employee within 1 working day of pay day, even if an employee is on leave.

Once you have filled out this pay slip you can give it to your employee electronically (by email or via a secure online portal), or you can give them a printed copy.

Employers can face fines or in some cases be taken to court if they do not issue pay slips in the required time frame, don't provide them at all, or don't include the right information on a pay slip.

- For more information on [pay slip requirements](https://fairwork.gov.au/payslips) visit [fairwork.gov.au/payslips](https://fairwork.gov.au/payslips)
- Employers can only deduct money from an employee's pay (other than relevant tax deductions) in limited circumstances. If you plan to deduct money from an employee's pay see our [Deducting pay & overpayments page](https://fairwork.gov.au/deductions) at [fairwork.gov.au/deductions](https://fairwork.gov.au/deductions) to check if the deduction is allowed.
- For information on tax and superannuation requirements, visit the [Australian Taxation Office](https://ato.gov.au) website at [ato.gov.au](https://ato.gov.au)

### What information must not be included on a pay slip?

**Pay slips must not mention paid family and domestic violence leave.**

For information about how this type of leave should be recorded on a pay slip, see our [Pay slips page](https://fairwork.gov.au/payslips) at [fairwork.gov.au/payslips](https://fairwork.gov.au/payslips)

#### **! IMPORTANT**

We update our templates from time to time. Make sure you're using the [latest version](https://fairwork.gov.au/templates) from [fairwork.gov.au/templates](https://fairwork.gov.au/templates)

This template has been colour coded to help you to complete it. You need to replace the **red < > writing** with the information relevant to your employee and any applicable award, enterprise agreement or contract of employment.

Instructions or explanations are shown in **purple writing** to assist you and **must be deleted once you have finished**. When you're finished, ensure that all text is changed to **black**.

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.

Last updated October 2023

## EXAMPLE PAY SLIP

### ! IMPORTANT

The information contained in the below pay slip is shown as an example only. The business, superannuation fund, bank and employee details are not real.

The figures used may not accurately reflect the current award rates and entitlements. You can check current pay rates, as well as other entitlements like allowances and penalty rates, using our [Pay calculator](https://fairwork.gov.au/pact) at [fairwork.gov.au/pact](https://fairwork.gov.au/pact)

### PAY SLIP

**Employer:** A Pretend Business

**ABN:** 12 345 678 910

**Employee:** Jo Worker

**Employment status:** Part-time

**Award:** Fast Food Industry Award

**Classification:** Level 1

**Hourly rate:** \$24.73

**Pay period:** 03/07/2023 to 09/07/2023

**Pay date:** 12/07/2023

**Annual leave balance:** 47.3 hours

**Sick/carer's leave balance:** 23.9 hours

#### Entitlements

Description	Hours/units	Rate	Total
Ordinary hours	15.0	\$24.73	\$370.95
Personal/carer's leave	6.5	\$24.73	\$160.75
Laundry allowance (per shift)	2.0	\$1.25	\$2.50
Saturday penalty rate	8.0	\$6.18	\$49.44
Overtime – Monday to Saturday – first 2 hours	1.5	\$37.10	\$55.65
Total gross payment			\$639.29

#### Deductions

Income tax	\$66.00-
On-site Childcare Service Pty Ltd (employer subsidised childcare)	\$38.00-
Total deductions	\$104.00-

#### Superannuation

Employee superannuation fund Pty Ltd	\$64.24
Total contribution	\$64.24

#### NET PAY

**Bank details:** A Pretend Bank

**BSB:** 123-456

**Account:** 1234 5678

Total net payment \$535.29

## TEMPLATE – Pay slip

<Add your business letterhead if required>

[This template is provided as a best practice example. Information marked with an asterisk (\*) must be included on a pay slip under workplace laws. Other information is optional but encouraged. You should check your award or enterprise agreement for any additional pay slip requirements.]

### PAY SLIP

\***Employer:** <insert business name>

\***ABN:** <insert ABN>

\***Employee:** <insert employee name>

**Employment status:** <full-time/part-time/  
casual>

<**Award/Agreement:** <insert  
award/agreement title, if applicable>

**Classification:** <insert classification>

\***Hourly rate:** \$00.00

\***Annual salary:** [if applicable] \$00,000

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

\***Pay date:** <insert date>

[Annual and personal leave balances are not  
applicable to casual employees]

**Annual leave balance:** <xx days/hrs>

**Sick/carer's leave balance:** <xx days/hrs>

Entitlements			
Description	Hours/units	Rate	Total
*Ordinary hours [This includes rostered hours worked where penalty rates apply, for example on a Saturday shift. It does not include overtime hours. You must use separate rows to record any penalty amounts paid for ordinary hours, and any overtime worked.]	*00.00	*\$00.00	*\$00.00
<insert any leave taken during the pay period> [ <b>Important:</b> Family and domestic violence leave and leave balances must not be identified on a pay slip.]	00.00	\$00.00	\$00.00
<insert name of entitlement>	00.00	\$00.00	\$00.00
<insert name of entitlement>	00.00	\$00.00	\$00.00
<insert name of entitlement>	00.00	\$00.00	\$00.00
Total gross payment			*\$00.00

[Rows should be added or deleted as required to include any amount paid to the employee as a bonus, loading, allowance, penalty rate, incentive based payment or other separately identifiable entitlement.]

Deductions	
*Income tax	*\$00.00-
*<insert any other deductions>	*\$00.00-

[Each deduction needs to be listed separately. Rows may be added or deleted as required to include all deductions made. Deductions must include the name, or name and number, of the fund or account into which the deduction was paid.]	
<b>Total deductions</b>	<b>*\$00.00-</b>

<b>*Superannuation</b>	
*<insert account/fund name (or name and number of fund)>	*\$00.00
<b>Total contribution</b>	<b>*\$00.00</b>

<b>NET PAY</b>	
<p>[This is the amount paid after tax and any other allowable deductions have been deducted from the total gross payment.</p> <p>Use this section to confirm the details of the bank account that wages have been paid to. If the employee is paid by cash or cheque, delete the details below and enter 'CASH/CHEQUE'.]</p> <p><b>Bank details:</b> &lt;insert name of bank for employee's bank account&gt;</p> <p><b>BSB:</b> &lt;insert BSB for employee's bank account&gt;</p> <p><b>Account:</b> &lt;insert account number for employee's bank account&gt;</p>	
<b>Total net payment</b>	<b>*\$00.00</b>

PLEASE KEEP A COPY FOR YOUR RECORDS