



## Salaried Employee Payslip

Payroll Document | Confidential  
hashmicro.com

### PAYSLIP — SALARIED EMPLOYEE

#### 1. EMPLOYER DETAILS

|                  |  |                   |                       |
|------------------|--|-------------------|-----------------------|
| Company Name     |  | Payslip Number    |                       |
| ABN              |  | Pay Period        | Monthly / Fortnightly |
| Business Address |  | Period Start Date |                       |
| Payroll Contact  |  | Period End Date   |                       |
| Phone / Email    |  | Payment Date      |                       |

#### 2. EMPLOYEE DETAILS

|                      |                       |                       |                       |
|----------------------|-----------------------|-----------------------|-----------------------|
| Employee Full Name   |                       | Employee ID           |                       |
| Position / Job Title |                       | Department / Division |                       |
| Employment Type      | Salaried — Full-Time  | Employment Start Date |                       |
| Location             |                       | Annual Salary (Gross) | \$                    |
| Pay Frequency        | Monthly / Fortnightly | Tax File Number (TFN) | XXX-XXX-XXX           |
| Tax Scale            | Scale 1–6             | Tax-Free Threshold    | Claimed / Not Claimed |
| HELP / VSL Debt      | Yes / No              |                       |                       |

#### 3. SALARY EARNINGS

| Earnings Component | Amount (\$) |
|--------------------|-------------|
|--------------------|-------------|

|                                   |           |
|-----------------------------------|-----------|
| Base Salary — This Pay Period     | \$        |
| Pro-Rata Adjustment (if any)      | \$        |
| Salary Packaging — Cash Component | \$        |
| Performance Bonus                 | \$        |
| Commission                        | \$        |
| Annual Leave Loading (17.5%)      | \$        |
| Vehicle Allowance                 | \$        |
| Phone / IT Allowance              | \$        |
| Other Allowance                   | \$        |
| <b>GROSS SALARY THIS PERIOD</b>   | <b>\$</b> |

#### 4. LEAVE PAID THIS PERIOD

| Leave Type                              | Amount (\$) |
|-----------------------------------------|-------------|
| Annual Leave Taken (included in salary) | \$          |
| Personal / Sick Leave Taken             | \$          |
| Carer's Leave Taken                     | \$          |
| Public Holiday Pay (included)           | \$          |
| Long Service Leave                      | \$          |
| Parental / Maternity Leave              | \$          |

#### 5. DEDUCTIONS

| Deduction                         | Amount (\$) |
|-----------------------------------|-------------|
| PAYG Income Tax Withheld          | \$          |
| HELP / VSL Repayment              | \$          |
| Salary Sacrifice — Superannuation | \$          |
| Salary Sacrifice — Novated Lease  | \$          |
| Salary Sacrifice — Other          | \$          |
| Health Insurance / Fund           | \$          |
| Other Deduction                   | \$          |
| <b>TOTAL DEDUCTIONS</b>           | <b>\$</b>   |

## 6. SUPERANNUATION

|                                 |    |                        |    |
|---------------------------------|----|------------------------|----|
| Super Fund Name                 |    | Member Number          |    |
| Fund ABN                        |    | Fund USI               |    |
| Annual Salary (OTE)             | \$ | SGC Rate (%)           |    |
| Employer Super Contribution     | \$ | Salary Sacrifice Super | \$ |
| Total Super This Period         | \$ | Super YTD              | \$ |
| Voluntary Employee Contribution | \$ | Super Payment Date     |    |

## 7. SALARY PACKAGING SUMMARY

| Packaging Item        | Pre-Tax Amount (\$) | Post-Tax Amount (\$) | FBT Applicable (Y/N) |
|-----------------------|---------------------|----------------------|----------------------|
| Superannuation        | \$                  | \$                   | Y / N                |
| Novated Lease         | \$                  | \$                   | Y / N                |
| Remote Area Benefit   | \$                  | \$                   | Y / N                |
| Meal Entertainment    | \$                  | \$                   | Y / N                |
| Other                 | \$                  | \$                   | Y / N                |
| <b>TOTAL PACKAGED</b> | <b>\$</b>           | <b>\$</b>            |                      |

## 8. PAY SUMMARY

| Summary                 | This Period (\$) | Year-to-Date (\$) |
|-------------------------|------------------|-------------------|
| Gross Salary            | \$               | \$                |
| <b>Total Deductions</b> | <b>\$</b>        | <b>\$</b>         |
| Employer Super          | \$               | \$                |
| <b>NET PAY</b>          | <b>\$</b>        | <b>\$</b>         |

## 9. LEAVE BALANCES

| Leave Type | Opening Balance (hrs) | Accrued This Period (hrs) | Taken (hrs) |
|------------|-----------------------|---------------------------|-------------|
|------------|-----------------------|---------------------------|-------------|

**Annual Leave**

**Personal / Sick Leave**

**Long Service Leave**

**Flex / TOIL**

**Closing Balance**

**10. YEAR-TO-DATE SUMMARY**

| YTD Item                       | Amount (\$) |
|--------------------------------|-------------|
| YTD Gross Salary               | \$          |
| YTD PAYG Tax                   | \$          |
| YTD HELP Repayment             | \$          |
| YTD Salary Sacrifice (Super)   | \$          |
| YTD Other Salary Packaging     | \$          |
| YTD Employer Super             | \$          |
| <b>YTD Net Pay</b>             | <b>\$</b>   |
| YTD Reportable Employer Super  | \$          |
| YTD Reportable Fringe Benefits | \$          |

*CONFIDENTIAL — This payslip contains personal and financial information. Do not share without authorisation.*