



Full-time & Part-time Payslip

Payroll Document | Confidential
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PAYSLIP

1. EMPLOYER DETAILS

Company Name		Pay Period	
ABN		Period Start Date	
Address		Period End Date	
Phone / Email		Payment Date	
Payroll Contact		Payslip Number	

2. EMPLOYEE DETAILS

Employee Full Name		Employee ID	
Position / Job Title		Department	
Employment Type	Full-Time / Part-Time	Employment Start Date	
Location		Tax File Number	XXX-XXX-XXX (masked)
Pay Frequency	Weekly / Fortnightly / Monthly	PAYG Tax Scale	Scale 1-6 / Tax-Free Threshold (Y/N)
Ordinary Hours (FTE)		Part-Time Hours	

3. EARNINGS

Earnings Type	Hours / Units	Rate (\$/hr)	Amount (\$)
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Ordinary Time Earnings	\$	\$
Part-Time Ordinary Hours	\$	\$
Overtime — 1.5×	\$	\$
Overtime — 2.0×	\$	\$
Public Holiday Pay	\$	\$
Annual Leave Loading (17.5%)	\$	\$
Paid Annual Leave Taken	\$	\$
Paid Personal / Sick Leave	\$	\$
Paid Carer's Leave	\$	\$
Long Service Leave	\$	\$
Tool Allowance	\$	\$
Uniform / Clothing Allowance	\$	\$
Travel Allowance	\$	\$
Meal Allowance	\$	\$
Other Allowance	\$	\$
GROSS EARNINGS		\$

4. DEDUCTIONS

Deduction Type	Amount (\$)
PAYG Withholding Tax	\$
Salary Sacrifice — Superannuation	\$
Salary Sacrifice — Other	\$
Union / Association Fees	\$
Child Support / Garnishee	\$
Voluntary Super Contribution	\$
Health Fund / Other Deduction	\$
Loan Repayment (Employer)	\$
HELP / VSL Repayment	\$
Other Deduction	\$
TOTAL DEDUCTIONS	\$

5. SUPERANNUATION

Super Fund Name		Fund ABN	
Member Number		Fund USI	
Ordinary Time Earnings (OTE)	\$	Super Rate (SGC %)	
Employer Super Contribution	\$	Salary Sacrifice Super	\$
Total Super This Period	\$	Super Payment Date	

6. PAY SUMMARY

Summary Item	This Period (\$)	Year-to-Date (\$)
Gross Earnings	\$	\$
Total Tax (PAYG)	\$	\$
Total Other Deductions	\$	\$
Total Deductions	\$	\$
Employer Super	\$	\$
NET PAY	\$	\$

7. LEAVE BALANCES

Leave Type	Opening Balance (hrs)	Accrued This Period (hrs)	Taken This Period (hrs)
Annual Leave			
Personal / Sick Leave			
Carer's Leave			
Long Service Leave			
Time Off in Lieu (TOIL)			
Closing Balance (hrs)			

8. YEAR-TO-DATE SUMMARY

YTD Item	Amount (\$)
YTD Gross Earnings	\$
YTD PAYG Tax Withheld	\$
YTD Employer Super	\$
YTD Salary Sacrifice Super	\$
YTD Other Deductions	\$
YTD Net Pay	\$
YTD Reportable Fringe Benefits	\$
YTD HELP / VSL Repayments	\$

9. NOTES

Payroll System

Processed By

Queries / Contact

Notes

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