

QRG:HR21

Payslip Guide

Audience : All employees

Purpose : This guide explains how to interpret your Payslip.

Payslip Distribution Address

Displays the Organisation's Name and ABN, employee number and postal address.

Country Health SA Local Health (ABN 7157660816)
Employee Number: 1234567
SMITH J
10 Smith Street
ADELAIDE SA 5000

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Pay Date: 28/10/####
Pay Period: 15/10/#### - 28/10/####
Pay Run Number: 000058

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Reducing Balance 1: 0
Reducing Balance 2: 0

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Annual Salary: \$ 54,823.58
Position Title: CLINICAL NSE RN2C
Salary Class: RN2C09
Employee Status: Part Time

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Payments

Includes salary, allowances and extras (e.g. overtime), with each item listed separately.

Description	Hours	Rate	This Pay	Year to Date	Date
Allowance					
Overtime 1.5 - TIM	5.00	65.68	328.42	558.31	28/10/####
Penalty 12.5% - TIM	28.00	5.47	153.26	678.74	28/10/####
Penalty 50% - TIM	8.00	21.89	175.16	700.64	28/10/####
Penalty 75% - TIM	8.00	32.84	262.73	722.51	28/10/####
Salary - TIM	48.00	43.79	2,101.86	7,356.51	28/10/####
Salary Additional Hrs - TIM	32.00	43.79	1,401.24	5,129.85	28/10/####
OnCall NURSES High - TIM	1.00	54.15	54.15	324.90	28/10/####
Resp CL 6.1 - 6.3 - TIM	2.00	1.73	3.46	8.65	28/10/####
RNM Grad Diploma - TIM	80.00	1.80	143.91	642.47	28/10/####
Resp CL 6.1 - 6.3 112.5% - TIM	9.00	1.95	17.52	64.24	28/10/####
Resp CL 6.1 - 6.3 175% - TIM	7.00	3.03	21.19	42.38	28/10/####
Nursing Prof Dev Hrly - ADJ	0.00		54.26	0.00	
Nursing Prof Dev Hrly - TIM	80.00	0.35	28.25	180.33	28/10/####

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Deductions

Are amounts that have come out of the pay.
Note: Where more than one bank account; appears as a deduction.

Deductions	This Pay	Year to Date
Maxosa Pre Tax\$ - DED	353.84	1,769.20
HELP / SFSS		
Total Deductions	353.84	1,769.20
Gross	4,745.41	20,497.43
Taxable	4,391.57	18,728.23
Tax	1,238.00	4,974.00
Net Pay	3,153.57	13,754.23

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Gross and Taxable Salary

Figures may be different as some allowances and deductions are not taxable.

Take Home Salary

Displayed figure is the take home salary for the fortnight; deposited into primary bank account.

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Pay Run Details

Displays fortnightly period for which being paid, and date take home salary deposited into primary bank account.

Debit Recovery

Displays amount(s) being recovered, for example an overpayment or purchased leave.

Salary Details

Includes annual salary, and classification being paid.

Year to Date

Actual Year to Date figures.

Superannuation

Displays company and employee contributions., including Salary Sacrifice for superannuation.

Leave Taken

Displays leave taken during pay period.

Leave Balances

Displays entitled leave balances as at the pay period end date.

Pay Code Legend

Examples of Pay codes displayed within the Allowance and Deductions sections.

- ADJ – Adjustments
- ALW – Allowances
- DED – Deductions
- SUP – Superannuation
- TIM - Timesheet

Leave Type	Days	Hours
Recreation Leave - TOTAL	17.50	179.53
Long Service Leave - ENTITLEMENT	139.11	
Retention Leave - TOTAL		53.20
Personal Leave - TOTAL		790.59

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Messages
DB:DB2
For payroll enquiries phone 846 21333 Press 1
LEAVE DISCLAIMER: The leave balances displayed are as at the pay period end date of this payslip. The leave balances may not be accurate as some leave bookings and/or adjustments may not yet have been processed.
PAYMENT SUMMARY REMINDER: Advise change of postal address ASAP

SAMPLE of Country Health SA Local Health Payslip

