

QRG:HR21

Payslip Guide

Audience : All employees

Purpose : This guide explains how to interpret your Payslip.



Payroll Distribution Address

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

1 Auditor-General's Department (ABN 53327061410)
Employee Number: 1234567
DOE J
200 Victoria Square
ADELAIDE SA Australia 5000

2 Pay Date: 30/07/YYYY
Pay Period: 18/07/YYYY to 31/07/YYYY
Pay Run Number: 000273

3 Reducing Balance 1: 0.00
Reducing Balance 2: 0.00

4 Annual Salary: \$65,771.00
Position Title: AUDITOR.GRADE I
Salary Class: ASO302
Employment Status: Full Time

Payments

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

5

Description	Hours	Rate	This Pay	Year to Date	Date
Salary	75.00	33.62	2,521.57	7,564.71	
Allowance					
Deductions					
HELP / SFSS					
Gross			2,521.57	7,564.71	
Taxable			2,521.57	7,564.71	
Tax			546.00	1,638.00	
Net Pay			1,975.57	5,926.71	

Deductions

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

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Gross and Taxable Salary

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

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Take Home Salary

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

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Superannuation				
SSSNonContribE% - COY			239.55	718.65

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Leave Taken	Start Date	End Date	Hour Taken
			0.00

Pay Run Details

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

Debt 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 Details

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.

12

Leave Type	Days	Hours
Recreation Leave - TOTAL	28.00	210.00
Sick Leave - TOTAL		78.75

Messages
DB:DB1
For payroll enquiries phone 846 21333 Press 1
Payment Summaries available from 14/07/YYYY through HR21 or posted out
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.

SAMPLE - Auditor General's Department Payslip

Pay Code Legend

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

- ADJ – Adjustments
- ALW – Allowances
- DED – Deductions
- SUP – Superannuation
- TIM – Time sheet

