

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	SA Metro Fire Service (ABN 26897550904) Employee Number: 1234567 DOE J 99 Wakefield St ADELAIDE SA Australia 5000
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2	Pay Date: 16/07/ YYYY Pay Period: 04/07/ YYYY to 17/07/ YYYY Pay Run Number: 000271
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3	Reducing Balance 1: 0.00 Reducing Balance 2: 0.00
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4	Annual Salary: \$81,198.46 Position Title: 20A FIREFIGHTER Salary Class: FFC001 Employment Status: Full Time
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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.

Payments

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

Description	Hours	Rate	This Pay	Year to Date	Date
5	Allowance				
Adjustment Hours - TIM	8.00	38.91	311.30	4,604.21	17/07/ YYYY
Salary - TIM	14.00	38.91	544.78	5,992.59	04/07/ YYYY
Salary - TIM	10.00	38.91	389.13	5,992.59	09/07/ YYYY
Salary - TIM	10.00	38.91	389.13	5,992.59	10/07/ YYYY
Salary - TIM	14.00	38.91	544.78	5,992.59	11/07/ YYYY
Salary - TIM	14.00	38.91	544.78	5,992.59	12/07/ YYYY
Salary - TIM	10.00	38.91	389.13	5,992.59	17/07/ YYYY

Deductions

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

6	Deductions				
Aust ProfFireFightFound\$ - DED		0.00	4.00	8.00	
Fire Service Fund \$10 - DED		0.00	10.00	20.00	
UFU Union\$ - DED		0.00	37.95	75.90	
SAMFS DB MandPre EmpE\$C\$ - SUP		0.00	219.78	439.56	

HELP / SFSS					
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Total Deductions			271.73	543.46	9
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Gross			3,113.03	6,226.07	
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Taxable			2,893.25	5,786.51	
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Tax			674.00	1,348.00	
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8	Net Pay		2,167.30	4,334.61	
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Superannuation					
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SAMFS DB MandPre EmpE\$C\$ - SUP			219.78	439.56	10
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Leave Taken	Start Date	End Date	Hour Taken	0.00	11
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Leave Type	Days	Hours			
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Recreation Leave - TOTAL	12.50				
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Sick Leave - TOTAL		252.00			12
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Messages					
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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.

Gross and Taxable Salary

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

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

SAMPLE - Metropolitan Fire Service Payslip

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.

