

## Template 3 – Pay slip

| Employment details  |  |                        |  |
|---|--|------------------------|--|
| Employee's name:  |  | Employer's name:       |  |
| Date of birth (if under 21):  |  | ABN:                   |  |
| Name of WA award / industrial agreement:  |  | Business trading name: |  |
| Job classification / Level:<br>(e.g. Food and Beverage Attendant Level 2, apprentice carpenter) |  | Pay period dates:      |  |
| Employment status:<br>(Full time, part time or casual)  |  | Pay date:              |  |

| Pay rates                   | Total hours | Rate per hour (\$) | Total (\$) |
|-----------------------------|-------------|--------------------|------------|
| Ordinary time rate          |             | \$                 | \$         |
| Overtime hours              |             | \$                 | \$         |
| Weekend rates if applicable |             | \$                 | \$         |
|                             |             | \$                 | \$         |
| Other rates if applicable   |             | \$                 | \$         |
|                             |             | \$                 | \$         |
| Allowance (specify type)    |             | \$                 | \$         |
| Allowance                   |             | \$                 | \$         |
| Leave (specify type)        |             | \$                 | \$         |
| Leave                       |             | \$                 | \$         |
| Leave loading if applicable |             | \$                 | \$         |
| <b>GROSS PAY</b>            |             |                    | <b>\$</b>  |

An employer must include on the payslip any incentive-based payments, or payments of a bonus, loading, penalty rates or other monetary allowance or separately identifiable entitlement.

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| Deductions   |        | Employer superannuation contribution |    |
|--|--------|--------------------------------------|----|
| Deduction type   | Amount | Name of fund                         |    |
| PAYG tax   | \$     |                                      |    |
| Other deductions<br>(specify to whom payment made, details of payment and purpose) |        | Contribution                         | \$ |
|  | \$     | <b>Final pay</b>                     |    |
|  | \$     | Gross pay                            | \$ |
|  | \$     | Total deductions                     | \$ |
| <b>Total deductions</b>  | \$     | Net pay paid to employee             | \$ |

For more information on pay slip requirements visit [www.lgirs.wa.gov.au/payslips](http://www.lgirs.wa.gov.au/payslips) or call Wageline on 1300 655 266.

### Disclaimer

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