**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:** *(e.g. Food and Beverage Attendant Level 2, apprentice carpenter)*  |  | **Pay period dates:**  |  |
| **Employment status:** *(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**  |  | $ | $ |
| **GROSS PAY** | **$** |

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.

Template 3 – Pay slip - Page 2

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

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

**Disclaimer**

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