

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: <i>(e.g. Food and Beverage Attendant Level 2, apprentice carpenter)</i>		Pay period dates:	
Employment status: <i>(Full time, part time or casual)</i>		Pay date:	

Pay rates	Total hours	Rate per hour (\$)	Total (\$)
Ordinary time rate		\$	\$
Overtime hours		\$	\$
Weekend rates if applicable		\$	\$
		\$	\$
Other rates if applicable		\$	\$
		\$	\$
Allowance <i>(specify type)</i>		\$	\$
Allowance		\$	\$
Leave <i>(specify type)</i>		\$	\$
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 <i>(specify to whom payment made, details of payment and purpose)</i>		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 or call Wageline on 1300 655 266.

Disclaimer

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