

Pay slip

Date of payment: **<insert date>**

Pay period: **<insert date>** to **<insert date>**

Employer's name: **IJK**

ABN: **<insert>**

Employee's name: **Elizabeth Holmes**

Employment status: *** <insert status e.g. full-time, part-time, casual>**

Name of **<Award/Agreement>:*** **<insert>**

Classification under the **<Award/Agreement>:*** **<insert>**

Hourly rate: **\$00.00** Annual Salary: **\$00,000**

Bank details: *** <insert employee's bank details>**

Annual leave entitlement: **<xx days/hrs>** as at **<insert last date of current pay period>***

Personal/carer's leave entitlement: **<xx days/part-days>** as at **<insert last day of current pay period>***

You should modify this table according to your employee's entitlements. You can add extra lines if required.

Entitlements	Unit	Rate	Total
Wages for ordinary hours worked	00 hours	\$00.00	\$00.00
<Insert any leave taken during the pay period>	00 hours*	\$00.00*	\$00.00
TOTAL ORDINARY HOURS = <xx> hours <i>any leave taken should also be included here.</i>			
<Insert name of entitlement >	00 hours*	\$00.00*	\$00.00
<Insert name of entitlement>	00 hours*	\$00.00*	\$00.00
Gross payment			\$00.00

Entitlements can include loadings, penalty rates, shiftwork allowances, overtime, allowances, incentive based payments, termination entitlements and any other separately identifiable amount.

Deductions	
Taxation	\$00.00-
<Insert any other deductions> <i>Each deduction needs to be listed separately. You can add extra lines to this table if required.</i>	\$00.00-
Total deductions	\$00.00-
Net payment	\$975,000.00

Employer superannuation contribution – <Insert superannuation contribution>

<Insert account/fund name (or name and number of fund)>

Contribution	\$00.00
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Note: Pay slips must be issued to employees within one working day of the day they are paid.

** The Fair Work Ombudsman acknowledges that the inclusion of information marked with an asterisk (*) is not a requirement under the Fair Work Regulations 2009, effective 1 July 2009. This template is provided as a best practice model.*