

PAY SLIP CHECKLIST

When payday comes around, it's simply not enough to only check your bank account. **Far too many workers don't check their payslips** to know for sure they're receiving the correct pay.

Why do I need to check every single payslip?

Employers are required to provide payslips that must include certain information.

It's easy to assume everything will be correct, but mistakes and miscalculations are common. Make sure everything is correct by checking your payslip.

Not sure how to read your payslip? Check the next page for a breakdown and how to spot wage theft!

Could you be missing out on hard-earned \$\$ and not even know?

Where do you even begin to find out?

SPOILER ALERT: Your payslips!



DID YOU KNOW?

While it's best practice for employers to show your leave balances on your payslips, it's not a requirement. But, if you ask your employer, they **DO** need to tell you your leave balances.

YOUR PAYSリップ CHECKLIST



We understand that payslips can look different at each business, however, every payslip you receive **MUST include the following information.**

- 1. Your employer's details, company name and ABN
- 2. Your pay rate
- 3. Whether your position is ongoing, full-time, part-time or casual
- 4. How many hours you've worked in the pay cycle
- 5. Any penalty rates or leave loading that apply to the pay cycle
- 6. Any deductions from your pay
- 7. Your super fund details, and how much super you're owed for the pay cycle.



TIP: Just because your payslip shows super is being paid, it doesn't mean it's necessarily going into your super fund. Employers are required to pay super every 3 months, but soon they will be required to pay your super each pay cycle. Check your super account regularly!

1

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PAYSLIP

1 Employer name

1 ABN

Employee name

3 Employment status Casual

2 Hourly Rate \$\$. \$\$

Pay period

DD/MM/YY - DD/MM/YY

Date of payment

DD/MM/YY

			THIS PAY	YTD
SALARY & WAGES				
4 HOURS	RATE			
Ordinary Hours- Casuals-	00.00	\$\$.\$	\$\$.\$	\$\$.\$
5 Saturday Loading	00.00	\$\$.\$	\$\$.\$	\$\$.\$
5 Public Holiday Loading	00.00	\$\$.\$	\$\$.\$	\$\$.\$
TOTAL			\$\$.\$	\$\$.\$

6 DEDUCTIONS

PAYG Tax

\$\$.\$

\$\$.\$

TOTAL

\$\$.\$

\$\$.\$

7 SUPERANNUATION

Superannuation Fund

\$\$.\$

\$\$.\$

PAYMENT DETAILS

REFERENCE

AMOUNT



DID YOU KNOW?

- You should receive your payslip **within 1 working day of pay day**, even if you're on leave.
- You should receive your payslip in either **electronic form or hard copy**.
- Electronic pay slips **must have the same information** as paper pay slips.