

Workers' **rights**, not wrongs

Pay slips

Pay slips must be given to an employee within 1 working day of pay day, even if the employee is on leave. They can be electronic or in hard copy.

A pay slip must including the following information:

- employer's and employee's name
- employer's Australian Business Number (if applicable)
- pay period
- date of payment
- gross and net pay
- if the employee is paid an hourly rate:
 - the ordinary hourly rate
 - the number of hours worked at that rate
 - the total dollar amount of pay at that rate
- any loadings (including casual loading), allowances, bonuses, incentive-based payments, penalty rates or other paid entitlements that can be separated out from an employee's ordinary hourly rate. For example, a note could be included on a pay slip that the hourly rate incorporates the relevant casual loading.
- the pay rate that applied on the last day of employment
- any deductions from the employee's pay, including:
 - the amount and details of each deduction
 - the name, or name and number of the fund / account the deduction was paid into
- any superannuation contributions paid for the employee's benefit, including:
 - the amount of contributions made during the pay period (or the amount of contributions that need to be made)
 - the name and / or number of the superannuation fund the contributions were made to.

Employers can be fined if they don't include the right information a pay slip or don't issue pay slips at all (or at least within 1 working day of paying employees). For more information about pay slips, see the [Fair Work Ombudsman website](#).

If you need help working out what is going on with your payslip, you are welcome to make an appointment to see the PARSA Student Assistance Team who can be contacted on parsa.assistance@anu.edu.au or 02 6125 2603.

