**PAYSLIP TEMPLATE**

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

**Disclaimer**

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Employee: **[insert employee’s full name]** Pay Period Ending: **[insert start & end date]**

Address: **[insert employee’s full address]** Date of Payment: **[made into bank account]**

Employer: **[insert full name of organisation]** ABN: **[insert company ABN]**

Job Title: **[insert job title as per employment contract or industrial instrument]**

Employment Status: **[insert whether the employee is full time, part time or casual]**

|  |  |  |  |
| --- | --- | --- | --- |
| ENTITLEMENT | HOURS | RATE | TOTAL |
| Normal Hours |  |  |  |
| Annual Leave  |  |  |  |
| Personal Leave |  |  |  |
| Unpaid Leave |  |  |  |
| Long Service Leave |  |  |  |
| **TOTAL HOURS** |  |  |  |
| **PENALTIES\*** |  |  |  |
| **ALLOWANCES^** |  |  |  |
| TOTAL GROSS PAYMENT |  |

|  |
| --- |
| **DEDUCTIONS** |
| Tax Withheld |  |
| **[Insert Additional Deductions Withheld]** |  |
| **TOTAL WITHELD** |  |
| TOTAL NET PAYMENT |  |

**Bank Details:** **Total Net Payment Transferred**

**[insert employee’s bank account number]** **[insert net payment amount]**

**Superannuation:** **This Pay**

**[insert name of superannuation provider and %]** **[insert super contribution]**

**Leave Entitlement:** **Total in Days/Hours**

Annual Leave **[insert annual leave accrued]**

**\*Penalties can include, shift allowances, weekend and public holiday rates and overtime**

**^ Allowances can include but not limited to first aid, industry, meal, leading hand and tool allowances. Please refer to your relevant award/agreement for any other allowances your employees may be entitled to.**