# Professional Pay slip

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

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

**Employer’s name:** <insert>

**ABN:** <insert>

**Employee’s name:** <insert>

**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/hrs> 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 *any leave taken should also be included here.* | | | |
| <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>  *Each deduction needs to be listed separately. You can add extra lines to this table if required.* | $00.00- |
| Total deductions | $00.00- |
| **Net payment** | $00.00 |

|  |  |
| --- | --- |
| *Employer superannuation contribution – <Insert superannuation contribution>* | |
| *<Insert account/fund name (or name and number of fund)>* | |
| *Contribution* | *$00.00* |

*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.*