# Payslip template

## WA state system employers

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| **Employee’s name:** |  | **Employers name:** |  |
| **Date of birth (if under 21)** |  | **ABN** |  |
| **Name of WA award:** |  | **Trading name of business:** |  |
| **Job classification / Level:**  *(eg Food and Beverage Attendant Level 2; apprentice carpenter, senior hairdresser)* |  | **Pay period dates** |  |
| **Employment status**  *(Full time, part time or casual):* |  | **Pay date** |  |

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| --- | --- | --- | --- |
| **Pay period:** |  | **Date of payment:** |  |

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| --- | --- | --- | --- |
| **Wages** | **Total hours** | **Rate per hour ($)** | **Total ($)** |
| **Ordinary time rate** |  | **$** | **$** |
| **Additional ordinary time rate** |  | **$** | **$** |
| **Saturday rate** |  | **$** | **$** |
| **Sunday rate** |  | **$** | **$** |
| **Public holiday rate** |  | **$** | **$** |
| **Overtime – Time and a half** |  | **$** | **$** |
| **Overtime – Double time** |  | **$** | **$** |
| **Other rate** *(please specify)* |  | **$** | **$** |
| **Allowance** |  | **$** | **$** |
| **Allowance** |  | **$** | **$** |
| **Leave** *(type)* |  | **$** | **$** |
| **Leave** *(type)* |  | **$** | **$** |
| **Leave loading** |  | **$** | **$** |
| **GROSS PAY** | | | **$** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Deductions** | | **Employer superannuation contribution** | |
| **Deduction type** | **Amount** | **Name of Fund:** |  |
| PAYG Tax | **$** |
| Other deductions *(please specify)* | **$** | **Contribution:** |  |
| Other | **$** |
| **Total deductions** | **$** | **Final Pay** | |
| *Permitted deductions are any amount the employer is authorised, in writing, by the employee to deduct and pay on behalf of the employee; any amount the employer is authorised to deduct and pay on behalf of the employee under the relevant WA award; or any amount the employer is authorised or required to deduct by law or a court order.* | | Gross pay: | **$** |
| Total deductions: | **$** |
| **Net pay paid to employee** | **$** |

* It is not compulsory to provide a payslip to employees who are award free. However it is good business practice to provide a payslip and this may help to avoid confusion and disputes if queries arise.
* Note that if an award free employee makes a written request for pay related information, the employer is required to provide it.
* For information about payslip requirements visit the [Payslip requirements webpage](https://www.commerce.wa.gov.au/labour-relations/payslip-requirements).
* Employers must keep all records for at least seven years after they are made for both current and past employees. If the business is sold, the records should be transferred to the new employer.
* For more information please visit the Wageline website [www.commerce.wa.gov.au/wageline](http://www.commerce.wa.gov.au/wageline) or call Wageline on 1300 655 266.

**Disclaimer**

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