

Payslip template

WA state system employers

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

Pay period:		Date of payment:	
--------------------	--	-------------------------	--

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 <i>(please specify)</i>		\$	\$
Allowance		\$	\$
Allowance		\$	\$
Leave <i>(type)</i>		\$	\$
Leave <i>(type)</i>		\$	\$
Leave loading		\$	\$
GROSS PAY			\$

Deductions		Employer superannuation contribution	
Deduction type	Amount	Name of Fund:	
PAYG Tax	\$	Contribution:	
Other deductions <i>(please specify)</i>	\$		
Other	\$		
Total deductions	\$	Final Pay	
<i>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.</i>		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](#).
- 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 or call Wageline on 1300 655 266.

Disclaimer

The Department of Commerce has prepared this template to provide information on record keeping requirements for state system employers. It is provided as a general guide only and is not designed to be comprehensive or to provide legal advice. The Department of Commerce does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.