

Template 3A - Pay slip - WA award employees

Employment details			
Employee's name:		Employer's name:	
Date of birth (if under 21):		ABN:	
Name of WA award:		Business trading name:	
Job classification / Level: <i>(e.g. Food and Beverage Attendant Level 2; apprentice carpenter, hairdresser)</i>		Pay period dates:	
Employment status: <i>(Full time, part time or casual)</i>		Pay date:	

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			\$

Template 3A - Pay slip - WA award employees - Page 2

Deductions		Employer superannuation contribution	
Deduction type	Amount	Name of fund	
PAYG tax	\$		
Other deductions <i>(please specify)</i>	\$	Contribution	\$
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	\$

For more information please visit the Wageline website www.dmirs.wa.gov.au/wageline or call Wageline on 1300 655 266.

Disclaimer

The Department of Mines, Industry Regulation and Safety 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 does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.