Payslips Checklist

The following information is required by law to appear on payslips (which can either be in hard-copy or e-form):

Pay slips have to cover details of an employee's pay for each pay period. Below is a list of what to include:

☐ The employee's name; and

☐ The period to which the pay slip relates; and

☐ The date on which the payment to which the pay slip relates was made; and

☐ The gross amount of the payment; and

☐ The net amount of the payment; and

☐ Any amount paid to the employee that is a bonus, loading, allowance, penalty rate, incentive-based payment or other separately identifiable entitlement; and

☐ The Australian Business Number of the employer.

☐ If an amount is deducted from the gross amount of the payment, the pay slip must also include the name, or the name and number, of the fund or account into which the deduction was paid.

☐ If the employee is paid at an hourly rate of pay, the pay slip must also include:

  ☐ The rate of pay for the employee's ordinary hours (however described); and

  ☐ The number of hours in that period for which the employee was employed at that rate; and

  ☐ The amount of the payment made at that rate.

☐ If the employee is paid at an annual rate of pay, the pay slip must also include the rate as at the latest date to which the payment relates.

☐ If the employer is required to make superannuation contributions for the benefit of the employee, the pay slip must also include:

  ☐ The amount of each contribution that the employer made during the period to which the pay slip relates, and the name, or the name and number, of any fund to which the contribution was made; or

- The amounts of contributions that the employer is liable to make in relation to the period to which the pay slip relates, and the name, or the name and number, of any fund to which the contributions will be made.

Note: It is sometimes an award requirement for payslips to include the employee's classification level. This is also best practice and highly recommended.