

PAYSLIP

Fair Work Regulations 2009 — reg 3.46

Free template from payslipmate.com

EMPLOYER

Business name

ABN

Address

Contact

EMPLOYEE

Full name

Employee ID

Classification / role

Employment type

PAY PERIOD

Period start

Period end

PAYMENT

Date of payment

Pay frequency

EARNINGS

DESCRIPTION	HOURS	RATE	AMOUNT
GROSS PAY			

DEDUCTIONS

DESCRIPTION	FUND / ACCOUNT	AMOUNT
TOTAL DEDUCTIONS		

SUPERANNUATION

FUND NAME	MEMBER NUMBER	RATE	CONTRIBUTION

NET PAY

\$

YEAR TO DATE

GROSS YTD	TAX WITHHELD YTD	SUPER YTD	NET YTD
-----------	------------------	-----------	---------

A payslip must be issued within one working day of payday. Under Fair Work Regulations 2009 reg 3.46 it must show: employer name and ABN; employee name; date of payment; the pay period; gross and net amounts; any loadings, allowances, bonuses, incentive payments or penalty rates paid separately; the ordinary hourly rate, hours worked at that rate and the amount paid (or the annual salary rate); the amount and details of each deduction including the fund or account it was paid into; and any superannuation contributions with the fund name or number. Do not print an employee's full tax file number. This template is general information, not legal or tax advice.

Need the numbers calculated for you? Generate a payslip with automatic PAYG, Medicare levy, 12% super and HECS-HELP at [payslipmate.com/generate](#)