

PAYSLIP CHECKLIST

12 items you must include in your payslips

- Employer's name
- Date of payment
- Employer's ABN
- Employee's name
- Pay period
- Gross and net amounts paid
- PAYG withholding amount
- Deductions details (if any)
- Any loadings, allowances, penalty rates or other paid entitlements
- Superannuation contributions (incl. the amount and to which fund)
- Employees on hourly rates: the ordinary hourly rate, the no. of hours worked & total amount of pay at that rate
- Employees on salary: the rate as of the last day in the pay period