

# Payslip template

## WA state system employers

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

<b>Pay period:</b>		<b>Date of payment:</b>	
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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		\$	\$
<b>GROSS PAY</b>			\$

**EXAMPLE**

Deductions		Employer superannuation contribution	
Deduction type	Amount	Name of Fund:	
PAYG Tax	\$	Contribution:	
Other deductions <i>(please specify)</i>	\$		
Other	\$		
<b>Total deductions</b>	\$	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:	\$
		<b>Net pay paid to employee</b>	\$

**EXAMPLE**