

## **Checklist: What to include on a pay slip**

A pay slip must specify:

- ☐ Employer's name.
- ☐ Employee's name.
- ☐ Pay period.
- ☐ Payment date.
- ☐ Gross and net amounts of the payment.
- ☐ Any amount paid to the employee that is a bonus, loading, allowance, penalty rate, incentive-based payment or other separately identifiable entitlement.
- ☐ Your Australian Business Number.
- ☐ Name, or the name and number, of the fund or account into which any deduction was paid.
- ☐ Hourly rate of pay and the total ordinary hours the employee is employed to work in the pay period (in the case of salaried employees, the pay slip just needs to show the annual salary).
- ☐ Amount of each superannuation contribution made in the pay period, the name, or the name and number of the fund.