

APPROVED DESTINATION STATUS (ADS) SCHEME

PAY SLIPS INFORMATION

The below information is considered the minimal information required to be included on pay slips according to Fair Work Ombudsman.

- › Employer's and employee's name
- › Employer's Australian Business Number (if applicable)
- › Pay period
- › Date of payment
- › Gross and net pay
- › If the employee is paid an hourly rate:
 - the ordinary hourly rate
 - the number of hours worked at that rate
 - the total dollar amount of pay at that rate
- › Any loadings, allowances, bonuses, incentive-based payments, penalty rates or other paid entitlements that can be separated out from an employee's ordinary hourly rate
- › The pay rate that applied on the last day of employment
- › Any deductions from the employee's pay, including:
 - the amount and details of each deduction
 - the name, or name and number of the fund / account the deduction was paid into
- › Any superannuation contributions paid for the employee's benefit, including:
 - the amount of contributions made during the pay period (or the amount of contributions that need to be made)
 - the name and / or number of the superannuation fund the contributions were made to

For more information on pay slips and record keeping visit the Fair Work Ombudsman's website <https://www.fairwork.gov.au/pay/pay-slips-and-record-keeping/pay-slips>

For more information:
email ads@austrade.gov.au
phone 1800 048 155
or visit austrade.gov.au