



Payslip Page 1

Payroll Contact Telephone Number & Salary

You can use this number to contact payroll.

Your full time salary is shown in this area. If you are a part time employee you will receive the pro-rata value of this salary over the year.

Earnings

This section will show a summary of all earnings for the period. You will also notice any packaging related deductions as negatives; these include salary packaging, meals and entertainment, parking deductions and superannuation top-ups.

Units: Will show you how many hours you received for each type of earning in the period (or sessions for sessional Doctors). Lines showing 0 units are earnings that are not administered by the hour.

Rate: Shows the rate of pay for each line.

Description: Description of each earning.

Amount: Shows the gross amount that you earned for each line of payment.

The total earnings for this period and for the year to date is shown at the bottom of this section.

Untaxed Earnings

This area will show any untaxed earnings. For example this would be where any refunds or payments that relate to expense claims or travel would appear.

Total Taxable Earnings

Shows your total taxable earnings, this is the gross value of your pay after all salary packaging and pre tax deductions are applied.

Disbursements

This section shows where your net pay has been dispersed. Each bank account will be listed on a separate line so that you can track exactly how much has been deposited into each of your nominated accounts.

If you need to change these details please fill out a D1 form or try one of the new eD1 eForms from HealthPoint.

Employee ID, Payroll Date & Address

This shows your employee number. This should be quoted on all queries forwarded to payroll and added to all forms.

You will also see your street address below, if this is incorrect please fill in a D1 form to change it or try one of the new eD1 eForms from HealthPoint.

The payroll date stated in this area is the end date of the pay period (Sunday).

Tax

This shows the tax amount that has been deducted for the entire period. All PAYG, HELP repayments and extra voluntary tax will be rolled up into this one value.

The total value for this period and the year to date for tax is shown at the bottom of this section.

Deductions

This area shows any deductions from your pay that is not associated with salary packaging. This may include social clubs, health fund providers or laundry deductions.

Superannuation

This area will show your regular superannuation guarantee payments that are contributed by your employer. If you are paying extra value into your superannuation fund it will be shown with your earnings rather than in this area.

If you are paying GoldState superannuation through your salary packaging provider there will be no value in this area.

Leave Balances

This shows the current leave balances at the end of the pay period (Sunday).

Leave Type: Shows the type of leave that you have accrued some balances will be displayed in weeks and others in hours. The type of leave available to you will be governed by your award.

Balance: Shows the current balance at the end of the period (Sunday). This value is shown in weeks or hours depending on the leave type. Values for sessional doctors will be shown in sessions. Please be aware that any balances displayed here will not take into account future dated leave bookings.

Calculated: Shows if a leave balance is maintained in weeks (W) or hours (H).

Please be aware that all leave balances shown on payslips are subject to audit by Payroll Services.

If you are uncertain about any balances shown please consult with your manager first before contacting payroll with your query.

ROYAL PRESENTATION HOSPITAL
Emp No: CGCG654321

<i>Employee Name</i> Doe, Wendy	<i>Payroll Date</i> 13/07/2015	<i>Address</i> 31 Street Road Perth WA 6000
<i>Send To</i> WARD 5A	<i>ABN No:</i> 1399325079 <i>Period No:</i> 123	<i>Full-Time Salary</i> \$76,000
	<i>HR Contact:</i> PAYROLL SERVICES <i>Telephone:</i> 1300 553 927	

1. EARNINGS	This Pay	Year to Date	
Units Rate Description Amount			
76.0 38.3387 BASE HOURS	2,913.74		
20 5.7508 PENALTIES AT 15%	115.02		
12 19.1693 PENALTIES AT 50%	230.03		
0 0 ANF QUALIFICATION	112.60		
0 0 SMART SALARY	-588.96		
0 0 PTXPKG METRO	-53.18		
Total	2,729.25	56,256.15	

2. UNTAXED EARNINGS	This Pay	Year to Date	
Description Amount			
TOTAL	0.00		
*Untaxed Earnings			
Total	0.00	0.00	

3. TOTAL TAXABLE EARNINGS	This Pay	Year to Date	
	2,729.25	56,256.15	

4. TAX	This Pay	Year to Date	
Description Amount			
TAXATION	1,058.00		
Total	1,058.00	21,160.00	

5. DEDUCTIONS	This Pay	Year to Date	
Description Amount			
ROYAL PRES SOCIAL CLUB	4.00		
Total	4.00	80.00	

6. SUPERANNUATION	This Pay	Year to Date	
Super Contributions			
NEW GESB SUPER WSG	311.60	6,232.34	

7. NET PAY	1,671.25	32,708.20	
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GENERAL INFORMATION

DISBURSEMENTS (BANKED)		
Bank	Account	Amount
ANZ	Wendy & John Doe	4,944.13

LEAVE		
Leave Type	Balance	Calculated
ACCRUED DAY OFF	0.32	H
ANNUAL LEAVE	3.20	W
LONG SERVICE LEAVE	0.00	W
PERS LV NON-CUMULATIVE	2.50	H
PERSONAL LV CUMULATIVE	123.23	H
CONFERENCE LEAVE	1.88	H
TOIL PUBLIC HOLIDAY	15.00	H

Leave Balances displayed are subject to audit

Payslip Page 2

Prior Period (Taxed)

This section will show earnings, back pay or adjustments that relate to a prior period.

A total of all earnings or adjustments will be given at the bottom right of this section.

Current Period (Taxed)

This section will show all earnings for the current period along with any salary packaging deductions that may have occurred in the period.

A new line will be used for each day so that you can track day by day what you have earned. Entries in the **Date From** and **Date To** column will denote the day that the earnings relate to.

Allowances & Salary Packaging

Any allowances or salary packaging deductions that are not maintained by the hour will show at the bottom of the Taxed Earnings section.

You will notice that these have a date range rather than a single day in the **Date From** and **Date To** columns. Looking at the **Units** and **Rate** column you will also notice that there is no value shown for these entries.

Current & Prior Period (Untaxed)

These sections will show any untaxed earnings for the current or prior periods.

Untaxed earnings may include refunds for travel or work related expenses. Most employees will not see anything in these areas.

ROYAL PRESENTATION HOSPITAL						
Employee Name Doe, Wendy			Emp No: RPCO654321	Payroll Date 13/05/2010	Address 31 Street Road Perth WA 6000	
Send To HUMAN RESOURCES 5 TH FLOOR (RPH)			ABN No: 1399325079	Period No: 423	Full-Time Salary \$253,774.00	
			HR Contact: PAYROLL SERVICES	Telephone: 1300 553 927		
Date From	Date To	Description	Units	Rate	Amount	
PRIOR PERIOD TAXED EARNINGS						
TOTAL						0.00
CURRENT PERIOD TAXED EARNINGS						
1/01/2015	1/01/2015	BASE HOURS	7.6	38.3387	291.37	
1/01/2015	1/01/2015	PENALTIES AT 15%	5.0	5.7508	28.75	
2/01/2015	2/01/2015	BASE HOURS	7.6	38.3387	291.37	
2/01/2015	2/01/2015	PENALTIES AT 15%	5.0	5.7508	28.75	
3/01/2015	3/01/2015	BASE HOURS	7.6	38.3387	291.37	
4/01/2015	4/01/2015	BASE HOURS	7.6	38.3387	291.37	
5/01/2015	5/01/2015	BASE HOURS	7.6	38.3387	291.37	
5/01/2015	5/01/2015	PENALTIES AT 50%	6.0	19.1694	115.02	
8/01/2015	8/01/2015	BASE HOURS	7.6	38.3387	291.37	
8/01/2015	8/01/2015	PENALTIES AT 15%	5.0	5.7508	28.75	
9/01/2015	9/01/2015	BASE HOURS	7.6	38.3387	291.37	
9/01/2015	9/01/2015	PENALTIES AT 15%	5.0	5.7508	28.75	
10/01/2015	10/01/2015	BASE HOURS	7.6	38.3387	291.37	
11/01/2015	11/01/2015	BASE HOURS	7.6	38.3387	291.37	
12/01/2015	12/01/2015	BASE HOURS	7.6	38.3387	291.37	
12/01/2015	12/01/2015	PENALTIES AT 15%	6.0	19.1694	115.02	
1/01/2015	14/01/2015	ANF QUALIFICATION			112.60	
1/01/2015	14/01/2015	SMART SALARY			-588.96	
1/01/2015	14/01/2015	PTXPKG METRO			-53.18	
TOTAL						2,729.21
TOTAL TAXABLE EARNINGS (SECTION 1)						2,729.21
PRIOR PERIOD UNTAXED EARNINGS						
TOTAL						0.00
CURRENT PERIOD UNTAXED EARNINGS						
TOTAL						0.00
TOTAL UNTAXED EARNINGS (SECTION 2)						0.00

Column Headers

All data below conforms to the column headers shown here.

Date From: First day that the payment corresponds to.

Date To: Last day that the period corresponds to.

Description: Description of the earning.

Units: Will always show hours worked, unless payments are for a sessional doctor, in this case the value will show sessions worked.

Rate: Shows the rate of pay for the earning.

Amount: Shows the gross value for each line of earning.

Totals

Totals for Current Period Taxed Earnings and Prior Period Taxed Earnings will be shown at the bottom right of each section. Below this you will see a combined total of all Taxable earning paid.

The same is done below for Untaxed Earnings if there is any to report.



Understanding my payslip: Leave

Guide for all Doctors in Training on Lattice

Depending upon the leave type your balance will be displayed in either hours or weeks.

Below are some examples of leave types you may see on your payslip, not all entitlements are flagged to appear on payslips.

Leave Type	Payslip Abbreviation	Displayed as
Annual Leave	ANNUAL LEAVE	Weeks (W)
Long Service Leave	LONG SERVICE LEAVE	Weeks (W)
Medical Practitioner- Additional Leave	MEDICAL PRACT AL ADDIT LVE	Hours (H)
Overseas Professional Development Leave	OVERSEAS PROF DEV LVE	Hours (H)
Professional Development Leave - accruing	PROF DEV LV ACCRUING	Hours (H)
Professional Development Leave - non accruing	PROF DEV LV NON-ACCRUE	Hours (H)
Sick Leave	SICK LEAVE- FULL PAY	Hours (H)
Toil Public Holiday	TOIL PUBLIC HOLIDAY	Hours (H)

Interpretation and administration of industrial agreement terms such as leave entitlements must be considered in the context of the entire agreement.

Leave Payslip Overview

Depending upon the leave type your balance will be displayed in either hours or weeks. **Annual** (holiday) **leave** and **Long Service Leave (LSL)** are displayed in weeks. One week is equal to 40 hours (pro rata). Your LSL balance will only display on your payslip once you are **entitled** to claim LSL.

Professional Development Leave (PDL): One week of PDL accrues on a pro rata weekly basis and accrues year to year. An additional two weeks of **non-accruing** PDL accrues on a pro rata weekly basis. Any balance not used will reset to zero on your anniversary date.

Additional Leave is accrued when you work Oncall, Public Holidays and Sundays. These are calculated manually and credited once a year (typically August/September).

A Sample Doctors Pay Slip

Leave Type	Balance	Calculated
ANNUAL LEAVE	5.67	W
LONG SERVICE LEAVE	2.57	W
MEDICAL PRACT AL ADDIT LVE	45.70	H
OVERSEAS PROF DEV LVE	36.89	H
PROF DEV LV ACCRUING	55.53	H
PROF DEV LV NON-ACCRUE	25.00	H
SICK LEAVE	385.26	H
TOIL PUBLIC HOLIDAY	0.00	H

$$5.67 \text{ weeks} \times 40 = 226.8 \text{ hours}$$

Professional Development is split into accruing and non accruing

Fulltime sick leave accrual per year is 80hrs accruing on a fortnightly basis. Family and bereavement leave come out of this leave entitlement.