Payroll Details Overview

- Payroll Details menu allows you to view and print your current and past payslips and payment summaries as well as edit your bank disbursements as required.
- Electronic payslips are available from 14 July 2004 onwards. Copies of earlier payslips and payment summaries can be requested from salaries@cdu.edu.au.

To access the Payroll Details menu
  - Login to StaffOnline
  - Under the My Pay
  - Select Payroll Details

Current Payslip

- This allows you to view and print your current payslip.
Using the Print option on the top right hand corner you are able to get a paper copy of the payslip.

**How to read your Payslip**

**Section 1: Payroll Reference Data**

- **Period End**: End of pay period for this pay slip
- **Admin Location**: No longer used.
- **Paypoint**: No longer used.
- **Pay group**: Payroll reference.
- **Pay Date**: Last day of the pay period.
- **Payslip Dest**: HRS Reference for payslip destination.
Section 2: Occupancy Details

- **Job:** The job number you are being paid for.
- **Duty:**
  - **SUB:** Substantive
  - **CON:** Concurrent Occupancy
  - **HDA:** Higher Duties Occupancy
- **Award:** The award being paid.
- **Class:** The classification being paid.
- **Clevel:** The business unit your occupancy is in.
- **Location:** The campus you are located.
- **Salary PA$:** The base annual salary of the classification.

Section 3: Salary and Allowances

NOTE: Casual staff members will see every job that has been paid in the pay period.

- **Paycode:** The type of payment.
- **Date Fields:** From and To are the dates for the current pay period. Retro pay periods display the retrospective pay date in both fields.
- **Job:** The job number you are being paid for.
- **Units:** Hours paid during the period.
- **Rate:**
- **Amount:** Total amount paid of each component.
- **Gross:** The total payment.
Section 4: Deductions

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Date From</th>
<th>Date To</th>
<th>Job</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>WB</td>
<td>20-DEC-2006</td>
<td>10-JAN-2007</td>
<td>01</td>
<td>$14.33</td>
</tr>
<tr>
<td>PWA</td>
<td>20-DEC-2006</td>
<td>10-JAN-2007</td>
<td>01</td>
<td>$10.00</td>
</tr>
<tr>
<td>TIO-V1/1/2/1</td>
<td>20-DEC-2006</td>
<td>10-JAN-2007</td>
<td>01</td>
<td>$17.55</td>
</tr>
<tr>
<td>Tax</td>
<td>20-DEC-2006</td>
<td>10-JAN-2007</td>
<td>01</td>
<td>$153.00</td>
</tr>
<tr>
<td>SSAAU - Sacrifice</td>
<td>20-DEC-2006</td>
<td>10-JAN-2007</td>
<td></td>
<td>$140.22</td>
</tr>
<tr>
<td><strong>Total Deductions</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$592.10</strong></td>
</tr>
<tr>
<td><strong>Net Pay</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$1,234.67</strong></td>
</tr>
</tbody>
</table>

- **Deduction:** Deductions made on your behalf for the pay period.
  Employee Superannuation contributions are recorded here.
  Common deductions:
  - SPNT/A/B/- Salary Packaging NT
  - PAWA – Power & Water
  - DCC – Darwin City Council
  - PCC – Palmerston City Council
  - TESS – Award UniSuper
  - TESSG – SCG UniSuper

- **Date Fields:** From and To are the dates for the current pay period.
- **Job:** Identifies the Job you are being paid for.
- **Amount:** Total amount of each deduction.
- **TOTAL:** Total amount of deductions.
- **NET PAY:** Gross Amount minus Total Deductions is the amount to be disbursed.

  \[
  \text{Net Pay} = \text{Gross - Total Deductions}
  \]

Section 5: Disbursements

<table>
<thead>
<tr>
<th>Pay Disbursement Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method</td>
</tr>
<tr>
<td>Bank</td>
</tr>
</tbody>
</table>

- Details of the banking institutions you have elected to have your Net Pay disbursed to.

Section 6: Subsidies, Superannuation

<table>
<thead>
<tr>
<th>Subsidy</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TESS</td>
<td>$53 90</td>
</tr>
<tr>
<td>SSAAU-Sacrifice</td>
<td>$251 51</td>
</tr>
</tbody>
</table>

- Details of employer superannuation contributions

Section 7: Leave Bookings

<table>
<thead>
<tr>
<th>Leave Code</th>
<th>Type</th>
<th>Unit</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Booking ARL</td>
<td>Annual Rec Leave</td>
<td>1 Days booked from 29-JUL-2013 to 29-JUL-2013</td>
<td></td>
</tr>
</tbody>
</table>

- Details of leave bookings taken during the pay period.