

How to Read your Payslip

1. Section 1: (Payroll Information)

Period End 10-JAN-2007	Paygroup MAIN fn salary payments(
Admin Location 03411 People Management &	Pay Date 10-JAN-2007
Paypoint 30000 Team 3	Payslip Dest EL Staff OnLine

Period End: End of pay period for this payslip.
Admin Location: PMD Internal reference for Reporting
Paypoint: PMD Internal reference for Payroll
Paygroup: PMD Internal Reference for Payroll
Pay Date: Date paid.
Payslip Dest: PMD Reference for delivery of you payslip.

2. Section 2 (Job Details)

Job	Duty	Award	Class	Clevel	Location	Salary PA\$
01	SUB	HEW	HAD05	N03411	CAS Casuarina Campus	\$47,683.00

Job: Identifies the Job you are being paid for.
Duty: Identifies whether you are being paid from your substantive (SUB) position, or are in a concurrent (CON) or Higher Duties (HDA) position for the pay period.
Award: Identifies the award you are being paid under.
Class: Identifies the classification under the award.
Clevel: Identifies your cost centre.
Location: Identifies the campus you are employed at.
Salary PA\$: Displays your base annual salary within the Award and Classification.

3. Section 3 (Salary and Allowances)

Paycode	Date From	Date To	Job	Units	Rate	Amount
FAID1 First Aid Allow	28-DEC-2006	10-JAN-2007	01	73.50		\$20.40
REC Recreation Iv	28-DEC-2006	10-JAN-2007	01	44.10		\$1071.64
SAL Salary	28-DEC-2006	10-JAN-2007	01	29.40		\$724.93
Gross						\$1,816.97

Paycode: Identifies each component being paid.
Date Fields: Identifies period payment is for.
Job: Identifies the Job you are being paid for.
Units: (Hours) being paid for during the period.
Rate:
Amount: Total amount paid of each component.
GROSS: The total payment due **before** Deductions.

4. Section 4 (Deductions)

Deduction	Date From	Date To	Job	Amount
MBF	28-DEC-2006	10-JAN-2007	01	\$34.33
PAWA	28-DEC-2006	10-JAN-2007	01	\$30.00
TIO GENERAL	28-DEC-2006	10-JAN-2007	01	\$17.55
Tax	28-DEC-2006	10-JAN-2007		\$352.00
SSAU -Sacrifice	28-DEC-2006	10-JAN-2007		\$148.22
Total Deductions				\$582.10
Net Pay				\$1234.87

Deduction: Deductions, tax and superannuation made on your behalf for the pay period.

Date Fields: Identifies period payments made for.

Job: Identifies the Job you are being paid for.

Amount: Total amount of each deduction, tax and super component paid.

TOTAL: Total amount of deductions.

NET PAY: Total Deductions deducted from the Gross amount giving you your Net Pay.

Net Pay = Gross - Total Deductions

5. Section 5 (Disbursements)

Pay Disbursement Details:			
Method	Institution	Details	Amount
Bank	TIO Territory Insurance Office		\$1234.87

Details the banking institutions you have elected to have your Net Pay and other disbursements sent to and the amounts that have been forwarded to these institutions.

6. Section 6 - Subsidy (Superannuation)

Subsidy	Amount
TESS	\$53.90
SSAU -Sacrifice	\$251.51

Details the superannuation paid by the University on your behalf.

TESS: Award Unisuper

SSAU - Sacrifice: Unisuper - After tax contributions

7. Section 7 - Leave Bookings

Leave Code	Type	Unit	Actual
Leave Booking: ARL	Annual Rec Leave		9 Days booked from 21-DEC-2006 to 05-JAN-2007

Details of leave bookings taken during the pay period.

8. Section 8 (Messages)

Messages:

1. This is an official Charles Darwin University pay advice.
3. Staff can sign up for the PMD-News mailing list at <http://lists.cdu.edu.au/mailman/listinfo/pmd-news>
2. Each employee is responsible for notifying their pay section if an overpayment occurs.
4. Aust Fair Pay Comm min Federal awd increase applied to eligible classification HEW Level 1

Information on pay related matters is included in this section.