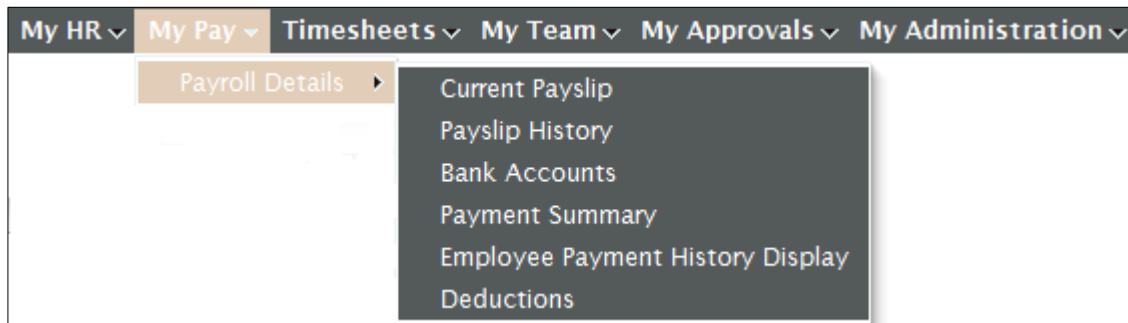


## Payroll Details Overview

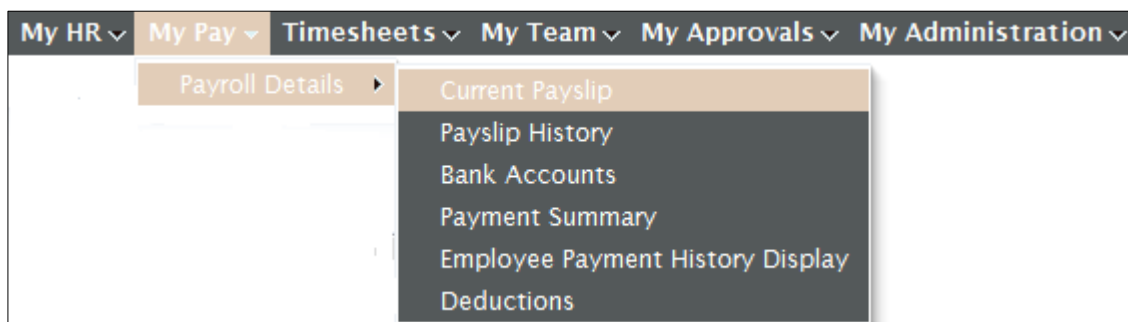


- Payroll Details menu allows you to view and print your current and past payslips and payment summaries as well as edit your bank disbursements as required.
- Electronic payslips are available from 14 July 2004 onwards. Copies of earlier payslips and payment summaries can be requested from [salaries@cdu.edu.au](mailto:salaries@cdu.edu.au)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

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.

Payslip								
Company Charles Darwin University - ABN: 54093513649				Paygroup MAIN F/N Salary Payments				
Period End 21-MAY-2014				Pay Date 21-MAY-2014				
Admin Location				Payslip Dest WO StaffOnline				
Paypoint								
Job	Duty	Award	Class	Clevel	Location	Salary PA\$	Hourly Rate	
01	SUB	CDU	HEW07	NUOPDCOO	TCH	CAS Casuarina Campus	\$74,600.00	\$38.9127
Paycode	Date From	Date To	Job	Units	Rate	Amount		
SAL Salary	08-MAY-2014	21-MAY-2014	01	73.50		\$2860.08		
<b>Gross</b>						<b>\$2,860.08</b>		
Deduction	Date From	Date To	Job	Amount				
Fit Chc Aft-Tax	08-MAY-2014	21-MAY-2014	01	\$188.46				
Fit Chc Pre-Tax	08-MAY-2014	21-MAY-2014	01	\$299.94				
Tax	08-MAY-2014	21-MAY-2014		\$548.00				
SSAU	08-MAY-2014	21-MAY-2014		\$28.60				
<b>Total Deductions</b>						<b>\$1,065.00</b>		
<b>Net Pay</b>						<b>\$1,795.08</b>		
Pay Disbursement Details:								
Method	Institution	Details		Amount				
Bank	DCC	158	C	\$700.00				
Bank	NAB	843	C	\$1095.08				
Subsidy				Amount				
TESS				\$85.80				
SSAU				\$400.41				
Leave Code	Type	Unit	Actual					

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

Payslip			
Company Charles Darwin University - ABN: 54093513649		Paygroup MAIN F/N Salary Payments	
Period End 31-JUL-2013		Pay Date 31-JUL-2013	
Admin Location		Payslip Dest WO StaffOnline	
Paypoint			

- **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	Duty	Award	Class	Clevel	Location	Salary PA\$	Hourly Rate
01	SUB	CDU	HEW05	NCRPEXDHRS DIRADM	CAS Casuarina Campus	\$64,388.00	\$33.5858

- **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

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
<b>Gross</b>						<b>\$1,816.97</b>

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

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
<b>Total Deductions</b>				<b>\$582.10</b>
<b>Net Pay</b>				<b>\$1,234.87</b>

- 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.

$$\text{Net Pay} = \text{Gross} - \text{Total Deductions}$$

### Section 5: Disbursements

Pay Disbursement Details:			
Method	Institution	Details	Amount
Bank	TIO Territory Insurance Office		\$1,234.87

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

### Section 6: Subsidies, Superannuation

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

- Details of employer superannuation contributions

### Section 7: Leave Bookings

Leave Code	Type	Unit	Actual
Leave Booking: ARL	Annual Rec Leave		1 Days booked from 29-JUL-2013 to 29-JUL-2013

- Details of leave bookings taken during the pay period.