



Payslip Information

A Fair Go All Around



United Voice advises that all workers in Australia covered by the *Fair Work Act 2009* have an entitlement to receive a payslip each time that they are paid (regardless of what Award or Agreement they are employed under).

The payslip must be provided by the employer to the employee “within one working day of paying an amount” (*FW Act s536 (1)*). The payslip must be either in an electronic or hard copy (*Fair Work Regulation s.(3.45)*).

Also, the Fair Work Regulations requires that the payslip that each worker must receive each time they are paid must include some specific information. *s.(3.46 (1-6))*

This information which must be provided each time includes –

- The employer’s name;
- The employee’s name;
- The period to which the payslip applies;
- The date the payment was made;
- The gross amount paid;
- The net amount paid;
- Any amounts that were bonuses, loadings, allowances, penalty rates, incentive payments, or any other separate entitlement;
- The ABN of the employer (if any);
- Details of any amounts deducted and to whom they were paid;
- The hourly rate of pay (if paid an hourly rate);
- The number of hours worked (if paid an hourly rate);
- The total of the hourly rate paid at each hourly rate (if paid an hourly rate);
- The annual rate paid (if paid an annual amount);
- Superannuation information, including the amount paid and the name of the fund.

There is no requirement at this stage to provide accrued entitlements like annual leave and sick leave in payslips*.

The *Fair Work Act 2009* sets out fines that can be applied to employers who do not provide payslips (*FW Act s539*). These fines can be a maximum of \$16500 applied to the employer and \$3300 for individuals responsible for each payslip not provided every time this occurs.

*Your payslip does not need to have your annual leave or other entitlements provided each time. However, you are able to ask for this information to be provided to you at any time (*Fair Work Regulation 3.42 (1)* says your employer must make this information available to you and that you can make / get a copy if you request one).

For further information, please contact United Voice Member Assist for further information at:

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