**PAYROLL TEMPLATE**

**Payee  Payment Date: 29/05/XX**

 **Pay Period Start: 18/05/XX**

 **Pay Period Ending: 31/05/XX**

 **Memo Net Pay**

Name

Address

**Employee**

**$**

**EFT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DESCRIPTION  | HOURS | CALC. RATE | AMOUNT  | YTD | TYPE |
| Base Hourly  |  |  |  |  | Wages |
| Bereavement Leave  |  |  |  |  | Wages |
| Holiday Leave Loading [17.5%] |  |   |  |  | Wages |
| Holiday Pay  |  |  |  |  | Wages |
| Overtime (1.5x)  |  |  |  |  | Wages |
| Overtime (2x) |  |  |  |  | Wages |
| Overtime Meal Allowance  |  |  |  |  | Wages |
| Personal/Carer's Leave  |  |  |  |  | Wages |
| Public Holiday  |  |  |  |  | Wages |
| Time In Lieu  |  |  |  |  | Wages |
| Time Off Without Pay  |  |   |  |  | Wages |
| Travelling Allowance [0.66c per Km] |  | 0.66 |  |  | Wages |
| Centrelink section 1233  |  |   |  |  | Deductions |
| PAYG Withholding |  |  |  |  | Tax |
| Private Health Insurance  |  |  |  |  | Deductions |
| Social Club |  |  |  |  | Deductions |
| E N T I T L E M E N T S |
| Holiday Leave (Hourly)  |  |   |   |  | Entitlements |
| Personal Leave (Hourly)  |  |   |  |  | Entitlements  |
| E M P L O Y E R E X P E N S E S |
| SGC Superannuation Admin |   |  |  |  | Superannuation Administration |
| SGC Superannuation Admin |  |  |  |  | Super Payable |