**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 |