

## Guide to Reading and Understanding your Payslip

If after viewing this guide you have further queries, please contact Access HR on 9902 0400

MONASH UNIVERSITY Payslip ZESS  
 (View available in ESS Employee Self Service)  
 ABN : 12377614012 (Monash Australian Business Number)  
 Name : J Citizen <sup>1</sup> Pers No : 01000001 <sup>2</sup>  
 Period : 08/2013 05.10.2013 To 18.10.2013 <sup>3</sup> Pay Day : 7.10.2013 <sup>4</sup>  
 Department: Student Services <sup>5</sup>  
 Location : Monash Clayton <sup>6</sup>  
 Class : HEW 07 <sup>7</sup>  
 Fraction : 53.06 % <sup>8</sup>  
 Annual Salary: \$ 82,553 <sup>9</sup> Base hourly rate: \$ 43.05 <sup>10</sup>

- <sup>1</sup> Your name.
- <sup>2</sup> Your staff ID number.
- <sup>3</sup> Pay periods are numbered in accordance with the financial year (1 July to 30 June). The pay fortnight runs from Saturday to Friday.
- <sup>4</sup> Pay day is the guaranteed date of payment into your nominated financial institution.
- <sup>5</sup> Department shows your local work area.
- <sup>6</sup> Location shows your work location.
- <sup>7</sup> Class (classification) shows your salary level (if you are on a Higher Duties Allowance the rate shown will be for your substantive (primary) position).
- <sup>8</sup> Fraction shows the percentage of the full-time equivalent of your appointment.
- <sup>9</sup> Annual salary. This is your pre-tax salary and is shown as 100% fraction. Part-time staff will be paid pro-rata.
- <sup>10</sup> Pre-tax hourly rate.

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**SALARY AND ALLOWANCES <sup>1</sup>**

| Date | Wage Type and Description             | <sup>3</sup> Units - 1.5 | <sup>4</sup> Rate | Amount                |
|------|---------------------------------------|--------------------------|-------------------|-----------------------|
|      | FORT Base Salary + Leave              |                          |                   | <sup>2</sup> 1,678.95 |
|      | **** TOTAL SALARY AND ALLOWANCES **** |                          |                   | <sup>5</sup> 1,678.95 |

- <sup>1</sup> This section shows applicable payments made to you in the current pay period, ie salary, allowances and reimbursements. These payments may include items such as overtime, additional hours, back-pay, casual/sessional hours, kilometre reimbursement, meal allowance, etc.
  - <sup>2</sup> Pre-tax salary for pay period. The total amount is not itemised to detail specific salary adjustments, eg back-pay, salary increases effective for the full or partial pay period, backdated contracts, delay in new commencements being activated in SAP, contract variations, etc.
  - <sup>3</sup> Where applicable, shows the number of units (eg casual/sessional hours, meal allowance, overtime hours).
  - <sup>4</sup> Where applicable, this specifies the pre-tax hourly rate (eg casual/sessional hourly rate).
  - <sup>5</sup> Total gross (before tax is deducted) earnings for the pay period.
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TAX AND DEDUCTIONS ①

| Wage Type and Description ②          | Amount |
|--------------------------------------|--------|
| TAX Taxation ③                       | 98.00  |
| 4545 ParkingPermit Claytn PrTx ④     | 17.10  |
| 4551 Monash Comm Family Co-Op ⑤      | 120.00 |
| 7041 Admin Fee Salary Packaging ⑥    | 4.35   |
| 7115 NLC Pre Tax ⑦                   | 120.00 |
| 7117 NLC Post Tax - Cont. Meth ⑧     | 220.00 |
| 7118 NLC Pre Tax - Monash Adm ⑨      | 10.00  |
| 7131 Clayton Gym PreTax ⑩            | 31.95  |
| 9215 Unisuper EE Con. (UnTaxed) ⑪    | 138.51 |
| 9222 Unisuper Accum Vol PreTax ⑫     | 100.00 |
| 9200 Unisuper Emp'ee Contribution ⑬  |        |
| **** TOTAL TAX AND DEDUCTIONS **** ⑭ | 859.91 |

- ① This section shows tax, superannuation, salary packaging and other amounts (pre and post tax) deducted from your pay. These amounts may be legislated or as per your instructions. Amounts are remitted to designated institutions, such as the Australian Taxation Office, UniSuper, NLC, Monash Child Care, etc. Other items that may be salary packaged are mobile phones, laptops and airline memberships.
- ② A wage type is a payment code used in the payroll system to indicate the type of salary payment or deduction made to you.
- ③ PAYG (pay as go) tax deduction - rates prescribed by Australian Taxation Office (ATO).
- ④ Pre-tax salary packaged parking permit fee.
- ⑤ Pre-tax Salary packaged child care fee (for Monash Child Care only).
- ⑥ Fortnightly salary packaging administration fee. (One fee covers up to 5 items)
- ⑦ Pre-tax component of Novated Lease for vehicle.
- ⑧ Post-tax component of Novated Lease for vehicle.
- ⑨ Fortnightly Novated Lease administration fee.
- ⑩ Pre-tax salary packaged gym membership fee for Monash Sport.
- ⑪ Pre-tax salary packaged UniSuper employee contribution (only applies for staff members in the 17% Defined Benefit/Accumulation 2 membership scheme - can be up to 8.25%).
- ⑫ The amount you have requested as a voluntary contribution to Superannuation pre-tax.
- ⑬ Your superannuation contribution (up to 7%) post tax.
- ⑭ Total of all deductions.

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NET AND NET ADJUSTMENT DETAILS ①

| Wage Type and Description     | Amount |
|-------------------------------|--------|
| CNET Current Period Net ②     | 819.04 |
| **** NET PAID ON PAY DAY **** | 819.04 |

- ① This section identifies the fortnightly amount after taxation and deductions that will be deposited into your nominated financial institution/s.
- ② CNET stands for current net pay for this pay period.

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PAYMENT/BANKING DETAILS ①

| Amount   |        |
|--|--------|
| Date : ②15.10.13 ③BSB : 063-004 Account : ④178000001 ⑤ | 10.00  |
| Date : ②15.10.13 ③BSB : 063-005 Account : ④161600001 ⑤ | 809.04 |
| **** TOTAL PAYMENT THIS PERIOD **** ⑥                  | 819.04 |

- ① This section shows the date, amounts allocated, and your financial institution/s account numbers.

- ② Date on which the payment is electronically transferred to your nominated financial institution/s.
- ③ BSB is the code that identifies the financial institution and branch where your account is held.
- ④ Nominated financial institution account number/s.
- ⑤ You can nominate multiple financial institution accounts in which to deposit your fortnightly pay.
- ⑥ Total net payment for this pay period.

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| LEAVE BALANCES (excluding future booked leave) ① | Hours  | FTE Days |
|--|--------|----------|
| Annual Leave                                     | 160.45 | 21.83    |
| Long Service Leave                               | 576.64 | 78.45    |
| Personal Leave                                   | 587.29 | 79.90    |

① This section shows your leave balances in both hours and FTE (full-time equivalent) working days. The balance shown in each pay fortnight will be an accrual up to the end of the current pay period. Other leave balances may include: Leave Loading Substitution, an extra 3.5 days leave - (pro-rata for part-time staff) per calendar year in lieu of 17.5% leave loading paid in December and voluntary reduced working year, eg 48/52 leave.

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| ① LEAVE PROCESSED (excluding future booked leave) | Hours | FTE Days |
|---|-------|----------|
| eg Personal Leave                                 | 7.35  | 1.00     |

① This section itemises any leave taken in this pay. (NB Academic staff standard hours per day are 7.25, professional staff 7.35 and trades and services 7.6 hours per day.)

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| PERIOD SUMMARY ①      | This Period | Year to Date |
|-----------------------|-------------|--------------|
| ⑨ Total Gross ②       | : 1,678.95  | 13,201.10    |
| Taxable Gross ③       | : 1,137.04  | 11,200.00    |
| Taxation ④            | : 98.00     | 900.00       |
| Deductions ⑤          | : 220.00    | 800.00       |
| Net ⑥                 | : 1,039.04  | 9,500.00     |
| UniSuper Emp'r Cont ⑦ | : 235.05    | 1,848.13     |
| UniSup Accum Emp'r ⑧  | : 50.37     | 396.03       |

- ① This section shows the amounts processed in this pay and the year-to-date figures.
- ② Total of all taxable & non-taxable payments for current pay period.
- ③ Total of all taxable payments for current pay period.
- ④ Total taxation deducted for the current pay period.
- ⑤ Total post tax deductions for current pay period (eg salary packaging).
- ⑥ Total net payment paid to you for current pay period.
- ⑦ Indicates the superannuation contributions that Monash University has paid on your behalf into the Defined Benefit Fund (applies to 17% superannuation scheme).
- ⑧ Indicates the superannuation contributions that Monash University has paid on your behalf into the Accumulation fund \*Please note: For those staff members in the Accumulation fund (9.25% Employer Contribution) contributions will only be listed on a monthly basis. Casual staff will only have superannuation paid if their monthly salary exceeds \$450.
- ⑨ All figures under this section identify the year-to-date payments and deductions made within the current financial year (from 1 July to current pay period). The figures shown in this section on the last payslip of the financial year will appear on your Payment Summary.