

Employee Guide - Pay Advices

Pay Advice | 12/09/2023.

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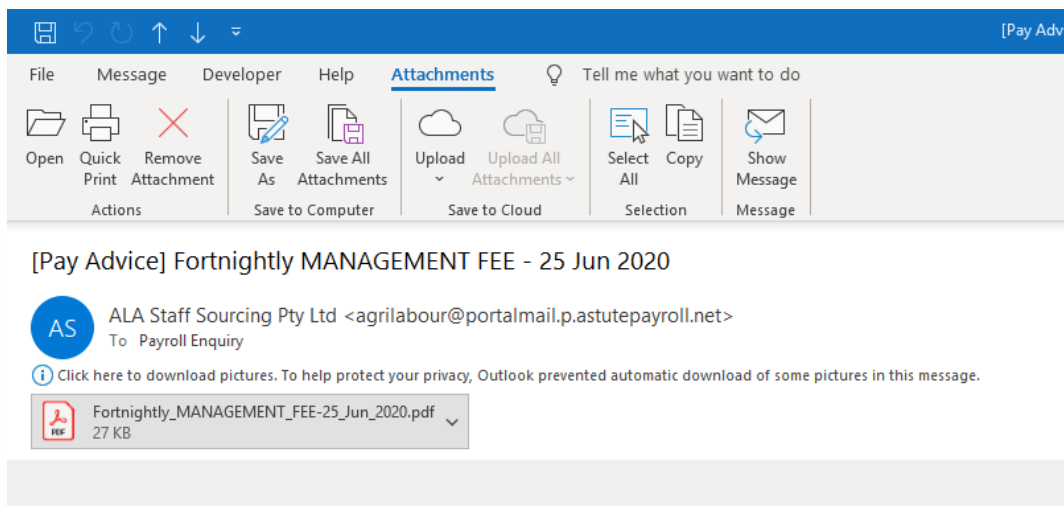
A payslip, also known as pay advice, is a record for employees, so they can see that they're receiving their proper pay and entitlements. It also helps employers to keep track of their payroll expenses. These are sent to all employees via email, and they can also be viewed and downloaded from an employee's Astute portal. The following guide provides steps on how to access your payslips via both methods.

1. View payslips via email

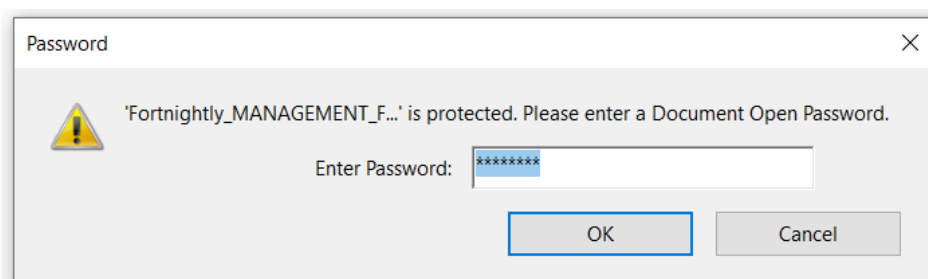


Payslips are sent to employees via email on pay day, and these payslips are password-protected.

When you receive your payslip by email, open the pdf attachment by double clicking on it.



Then you will see a pop-up box asking for password. The password is your DOB in YYYYMMDD format. For example, if your DOB is **31 Jan 1975**, enter password **19750131** and press OK. You will then be able to view the payslip.



2. View payslips via employee Astute portal



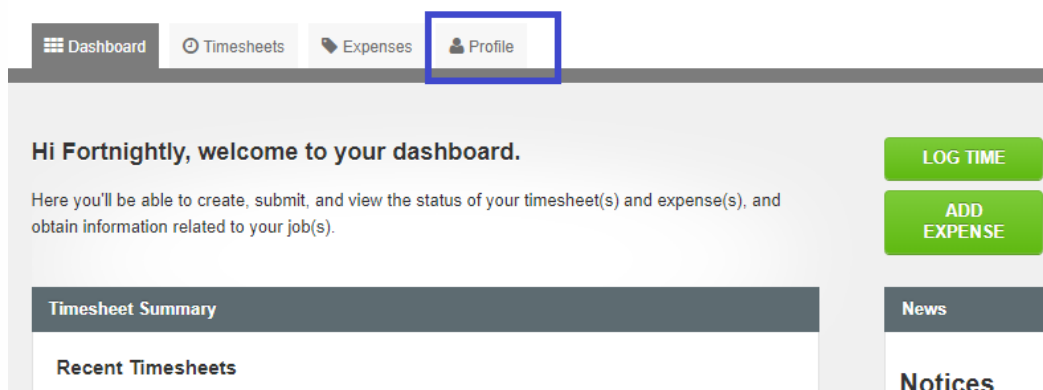
Payslips can be viewed and downloaded from employee Astute portal; these Payslips are not password protected.

- Login to Astute portal <https://agrilabour.astutepayroll.com/agrilabour/auth/login/> and enter your username and password.



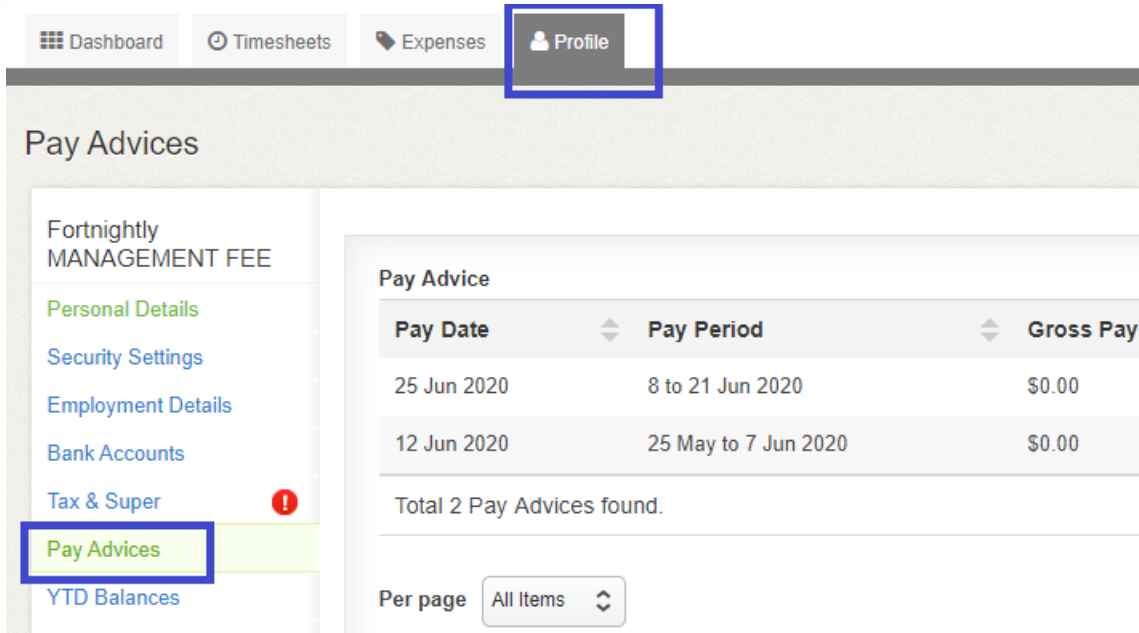
The screenshot shows the login page for AGRI LABOUR australia. At the top is the logo. Below it are two input fields: 'Username' with the value 'fortnightly.managementfee1' and 'Password' with masked characters. There is a 'Remember Me' checkbox which is checked, and a green 'Log In' button. At the bottom, there are links for 'Forgot Password' and 'Contact Support'.

- Go to **Profile** tab.



The screenshot shows the employee dashboard. The navigation tabs at the top are 'Dashboard', 'Timesheets', 'Expenses', and 'Profile'. The 'Profile' tab is highlighted with a blue box. Below the tabs, the main content area says 'Hi Fortnightly, welcome to your dashboard.' and provides instructions on how to use the dashboard. On the right side, there are two green buttons: 'LOG TIME' and 'ADD EXPENSE'. Below these buttons, there are sections for 'Timesheet Summary', 'Recent Timesheets', 'News', and 'Notices'.

- At Profile tab, click on **Pay Advices**. Your payslips are shown on the left side of the page.



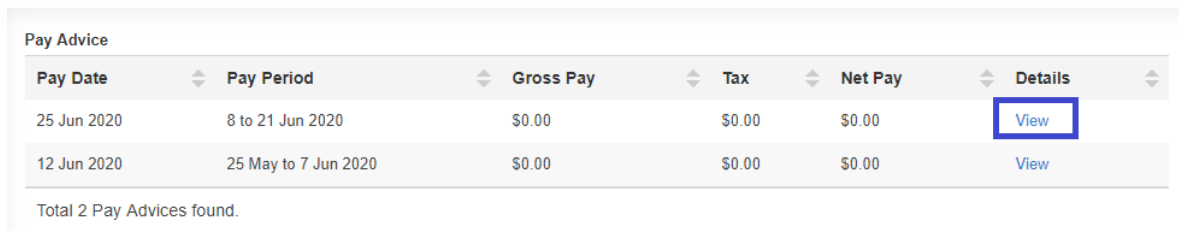
The screenshot shows the user profile page with the 'Profile' tab selected. The left sidebar contains a menu with 'Pay Advices' highlighted. The main content area displays a 'Pay Advice' table with two entries, both showing a gross pay of \$0.00.

Pay Date	Pay Period	Gross Pay
25 Jun 2020	8 to 21 Jun 2020	\$0.00
12 Jun 2020	25 May to 7 Jun 2020	\$0.00

Total 2 Pay Advices found.

Per page: All Items

- Click on **View** to open a payslip.

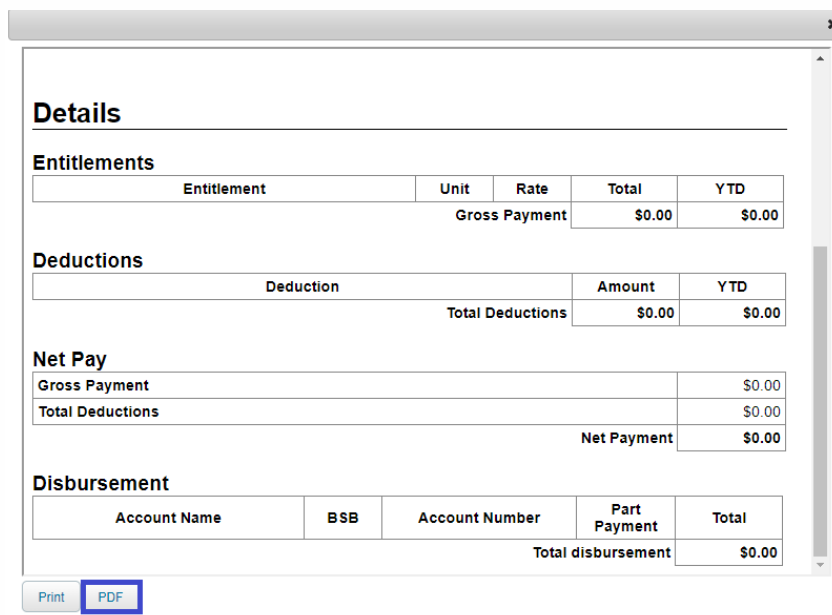


The screenshot shows the 'Pay Advice' table with the 'View' button highlighted for the first entry.

Pay Date	Pay Period	Gross Pay	Tax	Net Pay	Details
25 Jun 2020	8 to 21 Jun 2020	\$0.00	\$0.00	\$0.00	View
12 Jun 2020	25 May to 7 Jun 2020	\$0.00	\$0.00	\$0.00	View

Total 2 Pay Advices found.

- Once a payslip is opened, click on **PDF** to download a payslip.



The screenshot shows the 'Details' page for a payslip. It contains several tables and sections:

Entitlements

Entitlement	Unit	Rate	Total	YTD
Gross Payment			\$0.00	\$0.00

Deductions

Deduction	Amount	YTD
Total Deductions	\$0.00	\$0.00

Net Pay

Gross Payment	\$0.00
Total Deductions	\$0.00
Net Payment	\$0.00

Disbursement

Account Name	BSB	Account Number	Part Payment	Total
Total disbursement				\$0.00

At the bottom of the page, there are 'Print' and 'PDF' buttons, with the 'PDF' button highlighted.

3. What information needs to be included

While payslips might vary a little for your employees depending on their circumstances, here is a list of the details that you should always include:

1. **Employer's name.** This should be the company's registered name, but you can also show other names that identify your business.
2. **Employer's Australian Business Number (ABN).** If your business has an ABN, include it under 'employer's name'.
3. **Employer's name.** This should be the name they used to register for their Australian Tax File Number (TFN).
4. **Pay period.** This could be weekly, fortnightly, or monthly, depending on your business's pay cycles.
5. **Date the payment was issued.** You always need to include this because it might be different from the pay period, for example, if you pay in advance.
6. **Gross and net pay to the employee.** Gross pay is the total amount of pay before any tax deductions or other deductions. Net pay is the amount the employee receives after these deductions. But note that gross and net pay don't include superannuation – this is a separate line.
7. **Tax withheld.** This is also known as pay-as-you-go (PAYG). It is the amount calculated at the correct rate that you withhold from your employee's wages and pay to the ATO on their behalf.
8. **Rate calculation.** If your employee is paid at an hourly rate, this is where you show how you calculated your employee's total pay. Include: the ordinary hourly rate, the number of hours worked and the total amount of pay. If your employee is salaried, show the details of their salary rates.
9. **Any additional deductions.** Make sure you list each of these on a separate line and include the amount and details.
10. **Loadings, penalties, and allowances.** This can include things like casual loading, bonuses, incentives, overtime hours, penalty rates and termination entitlements.
11. **Super contributions.** The compulsory super contribution is currently 10% of your employee's earnings. If your employee chooses to make their own contributions, you should include the amount of their contributions in their pay advice.
12. **Salary to date.** This should be the total dollar figure your employee has been paid in the current financial year up until the last payment date.
13. **Take-home pay.** Most importantly, make sure you include the amount your employee gets to take home after all the deductions – their 'take-home pay'.

4. Example – Pay Advice (Part A)



Agri Labour Australia Pty Ltd
PO Box 2094
Windsor QLD 4030
Australia

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Australia

1. Pay Advice

Pay Summary

Pay Date 14 Sep 2023
Pay Period 4 Sep 2023 to 10 Sep 2023
Net Payment \$631.91
Employer's Name Agri Labour Australia Pty Ltd
ABN 23142526216

2. Details

2.1 Entitlements

Entitlement	Unit	Rate	Total	YTD
Stanbroke Beef - Processing Department				
Time & Half (Week ending 10 Sep 2023)	2.0100	\$39.53	\$79.46	\$278.69
DAYS WORKED (Week ending 10 Sep 2023)	4.0000	\$0.00	\$0.00	\$0.00
Normal Time (Week ending 10 Sep 2023)	40.0000	\$26.35	\$1,054.00	\$10,791.90
Other				
Unpaid Hours			-	\$0.00
Public Holiday - not working			-	\$721.30
Gross Payment			\$1,133.46	\$11,791.89

2.2 Deductions

Deduction	Amount	YTD
PLS - Knife Deduction (post tax) ¹	-\$29.20	-\$50.55
PLS - Knife Deduction (post tax) ²	-\$21.35	-
PLS4STAN - Rent (post tax)	-\$160.00	-\$1,760.00
PLS4STAN - Health Insurance (post tax)	-\$18.00	-\$198.00
PLS4STAN - Transport excluding Fuel (post tax)	-\$65.00	-\$765.00
Tax (PAYG)	-\$208.00	-\$1,992.00
Total Deductions	-\$501.55	-\$4,765.55

2.3 Net Pay

Gross Payment	\$1,133.46
Total Deductions	-\$501.55
Net Payment	\$631.91

2.4 Disbursement

Account Name	BSB	Account Number	Part Payment	Total
████████████████████	██████████	████████████████████	-	\$631.91
Total disbursement				\$631.91

1. **Pay Advice** – you will find a pay summary with pay date, pay period, net payment, employer’s name, and ABN.

2. Details

2.1 Entitlement: Any entitlement such as a normal time, allowance, overtime, penalties, leave taken or any other paid entitlements that can be separated out from an employee ordinary hourly rate. If the employee is paid an hourly rate will show the ordinary hourly rate, the number of hours worked at that rate and the total dollar amount of pay at that rate.

2.2 Deductions: Any deductions from the employee's pay including the amount and details of each deduction.

2.3 Net Pay:

- Gross payment is the total amount of pay before any tax deductions.
- Total deduction is the total amount of each deduction.
- Net Payment is the amount the employee receives after these deductions.

2.4 Disbursement: Include bank details and the total amount after all deductions.

5. Example – Pay Advice (Part B)

2.5 Employer Contributions

Item	Accrual	YTD
SGC - Candidates	\$115.94	\$1,266.45
Total Contributions	\$115.94	\$1,266.45

2.6 Superannuation Fund

Currently Nominated Fund	Member Number
THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	██████████

2.7 Leave Entitlements

Leave	Accrued	Balance
Annual Leave	3.08	161.65

3. Notes

1 Knife purchased 28.07.23 ATD signed 14.08.23
 2 Knife purchased 04.08.23 ATD signed 22.08.23

2.5 Employer Contributions: The amount of contribution made during the pay period (or the amount of contributions that the employer intends to make). - The compulsory super contribution is currently 10.5% of your earnings.

2.6 Superannuation Fund: The name, or the name and number, of the superannuation fund the contributions were (or will be) made to.

2.7 Leave Entitlements: Annual leave accrued during the pay period and the total balance.

3. Notes

You will find any information relating to ATD such as a Knife purchased.



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