



# HELP GUIDE

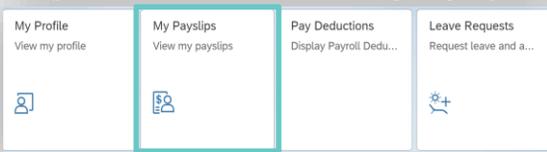
# MY PAYSLEIPS AND PAY DEDUCTIONS

Your payslips outline your earnings and deductions for a specific pay period. It also contains information such as your superannuation, bank account details and year to date summary. Details of the payslip sections are explained on the next page.

For any questions or to update your superannuation fund, promotions or higher duties (temporary progression), please contact Ministerial and Parliamentary Services (MaPS) on 02 6215 3333 or email [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au).

## View your payslips

1. Log into PEMS and select the **My Payslips** tile.



2. A new page will open with your current payslip displayed automatically.
3. Previous payslips are listed in the left-hand pane. Select any record to display that payslip.
4. Use the search field at the top-left of the screen to look for a specific payslip or pay period (eg: '02/2024' or /2024').

## Print your payslips

1. While viewing a payslip (see instructions above), click **Open as PDF** at the bottom-right of the screen.



2. A new tab will open in your web browser to display the PDF.
3. Use the icons at the top-right of the screen to download or print the payslip.



## Payroll cut-off

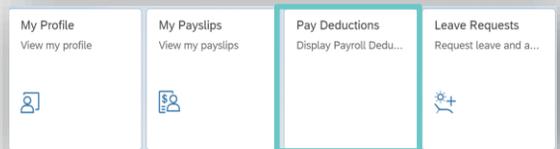
Payroll cut-off dates are subject to change due to public holidays and other factors. Please refer to the [MaPS website](#) for a list of the cut-off dates for each pay period.

Any changes that may affect your pay must be made before payroll cut-off, otherwise it will be processed by the next available pay.

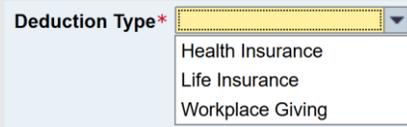
## Set up pay deductions

You can set up recurring deductions directly from your pay for health insurance, life insurance or workplace giving.

1. Log into PEMS and select the **Pay Deductions** tile.



2. Click **Create Deduction** and select the deduction type.



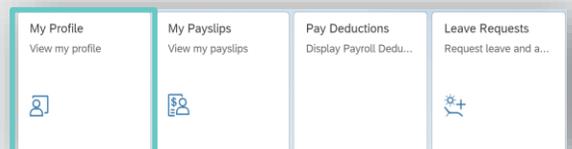
3. Complete the additional fields that display and click **Submit**.
4. You will be returned to the Pay Deductions screen with your new deduction displayed in the table.

Deduction	Begin Date	End Date	Amount	Display	Change	Delete
HCF	30.01.2025	31.12.9999	59.99			

## Updating your bank account

You can update your bank account details and add a secondary account via the **My Profile** tile.

For more details, please see the [PEMS Help Guide – Update my personal details](#).



Substantive position classification and salary details.

AGS Number

Where applicable, your adjusted hourly rate including higher duties allowance (HDA) displays.

Payslip period. (The 14-day pay period begins on the Thursday of payday until the Wednesday prior to the next payday.)

Substantive position hourly rate and employment status (full-time, part-time).

Deductions include tax and post-tax super contributions.

Bank account details (display a second account where applicable).

Gross payments include base salary, allowances, leave, and any pre-tax deductions (salary sacrificing). Where adjustments are made for previous pay fortnights (e.g. back-payments or retrospective leave) each adjustment will be listed as a separate item according to the relevant pay period.

Employee super contribution details.

 <p><b>PAY ADVICE</b> ABN : 61 970 632 495</p>		<p>AGS Number: 00000001</p> <p>First name: John</p> <p>Last name: Citizen</p> <p>Location: QLD - MOPS</p>		
<p>Pay Period: 21/2020</p> <p>From: 01.04.2021</p> <p>To: 14.04.2021</p> <p>Pay Date: 15.04.2021</p>	<p>Classification: ELOA</p> <p>Hourly Rate: 34.5462</p> <p>Employment Status: Full-Time</p> <p>Tax Rate: No TFT</p>	<p>Salary Point: 08</p> <p>Salary: \$68,482.00</p> <p>Hourly Rate (incl. TPL): 52.7371</p>	<p><b>NET PAY</b></p> <p><b>\$ 2,185.57</b></p>	
ENTITLEMENTS				
Description	Pay Start Date	Hours/Units	Rate	Gross
Salary	01/04/2021	76.00		2,625.51
Electorate Staff All 4	01/04/2021	76.00		618.06
<b>Total Gross :</b>				<b>\$ 3,243.57</b>
DEDUCTIONS				
Description			Amount	
Full Income tax			1,058.00-	
<b>Total Deductions :</b>			<b>\$ 1,058.00-</b>	
SUPERANNUATION				
Period Salary			\$ 3,243.57	
Contributions	Fund Name	Amount		
ER Q Super	Q Super	499.51		
<b>Total Contributions :</b>			<b>\$ 499.51</b>	
DIRECT DEPOSIT DETAILS				
Bank	BSB Number	Account Number	Reference	Amount
BBL	100100	1111111		2,185.57
<b>Total Deposits :</b>				<b>\$ 2,185.57</b>
YEAR TO DATE SUMMARY				
Summary	Tax Year	Year to Date Total		
Gross	2020	12,974.28		
Tax	2020	4,232.00-		
ADDITIONAL INFORMATION				

## For further information or support:

### MaPS

Non-travel related work expenses and HR services and advice.



### �PEA

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.

