

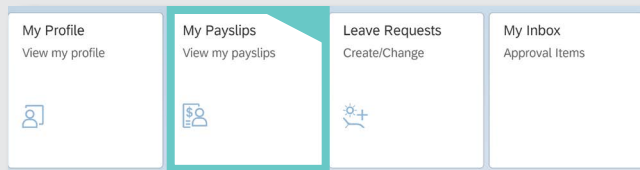


## HOW TO GUIDE

## PAYSLIPS

This guide provides you with an overview of your payslip, how to print your payslip and where to find other pay-related things like pay deductions, workplace giving, and leave entitlements.

### Where can I find my payslip information?



You can access your current and previous payslips via PEMS using the **My Payslips** tile. You can save or print a copy of your payslips as required.

### To view your pay slips

1. Click on the **My Payslips** tile
2. You will see your current payslip, and a column on the left showing your previous payslips.

### How do I print my pay slip?

1. Click on the **Payslips** tile
2. Go to the bottom right hand corner of your window and click on **Open as PDF**.
3. That will open another tab in your browser. In the top right hand corner you can either download the PDF or print.



### Payroll cut-off

Refer to MaPS website for the cut-off date for the relevant payday – as cut off dates are changeable due to Public Holidays and other factors. Any changes that may affect your pay must be made before payroll cut-off, otherwise it will be processed by the next available pay.

You can make some changes via PEMS. Other changes require contacting Ministerial and Parliamentary Services (MaPS). These include promotions, higher duties (temporary progression) and changes to your superannuation fund.

### Pay deductions and allowances

You can setup recurring deductions directly from your pay in PEMS using the **Pay Deductions** tile. These include things like health insurance, life insurance and workplace giving.

### Changing your bank account

If you need to change your bank account you enter this information through the **My Profile** tile – this includes updating your primary account or adding a secondary account.

### Leave entitlements

If you need to check on your leave entitlements, go to the **Leave Requests** tile then click on Entitlements at the bottom right hand corner of the screen.

### How does the new payslip differ from the old one?

- There are a few differences from the old system. Leave balances are NOT shown. You'll need to go to the **Leave Request** tile for that.
- Messages displayed at the bottom of the pay slip may differ slightly.
- Staff with defined benefits super will only see the Employee Productivity Superannuation Component.

# Payslips comparison

## Current Payslip

**PAY ADVICE** ABN : 61 970 632 495

AGS Number: 00000001  
 First name: John  
 Last name: Citizen  
 Location: QLD - MOPS

Pay Period: 21/2020  
 From: 01.04.2021  
 To: 14.04.2021  
 Pay Date: 15.04.2021

Classification: ELOA  
 Hourly Rate: 34.5462  
 Employment Status: Full-Time  
 Tax Rate: No TFT

Salary Point: 08  
 Salary: \$68,482.00

**NET PAY**  
**\$ 2,185.57**

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>

Description	Amount
Full Income tax	1,058.00
<b>Total Deductions :</b>	<b>\$ 1,058.00</b>

Period Salary	Fund Name	Amount
ER Q Super	Q Super	499.51
<b>Total Contributions :</b>		<b>\$ 499.51</b>

Bank	BSB Number	Account Number	Reference	Amount
BBL	100100	1111111		2,185.57
<b>Total Deposits :</b>				<b>\$ 2,185.57</b>

Summary	Tax Year	Year to Date Total
Gross	2020	12,974.28
Tax	2020	4,232.00

ADDITIONAL INFORMATION

## Previous Payslip

**Australian Government**  
**Department of Finance**

Pay Date: 14/11/2019  
 Pay Period: 31/10/2019 to 13/11/2019  
 Pay Run Number: 001168

State Number: 00000001  
 Position Classification: Executive Assistant Office Mgr  
 Classification Paid: Executive Assistant Office Mgr  
 Annual Salary: \$72,150.00 (as at 13/11/2019)

John Citizen  
 Address Line 1  
 Suburb, STATE, PIC

PAYMENTS	HOURS	RATE	THIS PAY	YEAR TO DATE TOTALS
Salaries	76.00	35.3365	2,785.20	146.42
CRA WH&S Officer PSA High (Superable)	76.00	12.5922	957.00	
<b>TOTAL GROSS</b>			<b>3,744.42</b>	<b>38,495.38</b>
<b>TOTAL TAXABLE</b>			<b>3,744.42</b>	<b>38,495.38</b>

DEDUCTIONS	BSB	ACCOUNT	THIS PAY	YEAR TO DATE TOTALS
HELP / SFSS HL/P/TS/SSL			282.00	2,614.00
<b>TOTAL DEDUCTIONS (EXCLUDING TAX)</b>			<b>282.00</b>	<b>2,614.00</b>
<b>TAX</b>			<b>982.00</b>	<b>9,888.00</b>

NET PAY	THIS PAY	YEAR TO DATE TOTALS
	<b>2,500.42</b>	<b>25,992.38</b>

SUPERANNUATION (EMPLOYER CONTRIBUTION)	THIS PAY	YEAR TO DATE TOTALS
PS Accum Employer	576.64	5,928.27

LEAVE BALANCES AS AT 13/11/2019	HOURS
Annual Leave	226.93
Personal Leave	221.83

NET PAY BANK INFORMATION  
 BSB / Account No: 100100 / 1111111

Messages  
 Pay cut-off dates for pay days in 2019 are available on the M&PS website and should be regularly consulted. Please contact the M&PS Help Desk on telephone 02 6215 3333 or email mpshelp@finance.gov.au for queries.

Ministerial and Parliamentary Services  
 Enquiries Staff Help Desk Tel (02)62153333 Fax:(02)62673271 Email mpshelp@finance.gov.au  
 Department of Finance ABN 61970632495  
 Note: Unless otherwise stated, details current as at 14/11/2019

### Key payslip details:

- AGS number
- Employee details
- Pay period
- Employment details
- Net pay
- Entitlements
- Deductions
- Superannuation
- Bank account details
- Year to date summary
- Items not included on the new payslip

**NOTE:** Items that are not shown on the new payslip are leave balance, MaPS contact details and messages.

- To view leave balance, log into PEMS and select the **Request Leave** tile.
- Messages displayed at the bottom on the payslip may differ slightly.
- Other helpful resources can be found on [MOP\(S\) Learning](#) including videos and how to guides.

## For further information or support:

### MaPS

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



### IPEA

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

