

How To Check Your Payslip Factsheet

When you sign an employment contract, the salary, or wages that you agree to receive matters, but do you know if it's above the minimum legal requirements?

What is a payslip?

Employees need to receive pay slips within 1 business day of receiving their pay. Pay slips can be given electronically or in hard copy.

What would a payslip include?

- Your name
- Employer's name
- Employer's Australian Business Number (ABN)
- Employment status (full time/ part time/ casual)
- Name of Award/ Agreement
- The date of payment
- Number of days your work
- If you are paid in hourly basis:
 - Hourly rate
 - The number of hours worked
 - The total amount of pay received
- Your gross and net payment
- Your entitlements
- Any deductions
- Any superannuation contributions
- Taxation

How do I figure out if I have been underpaid?

If you have read your payslip, but you are unsure whether you are underpaid, you can go to <https://calculate.fairwork.gov.au/findyouraward> to check or calculate your pay.

What is an award in relation to my employment?

A Modern Award may cover your employment, depending on the industry you work in and the type of work you do. If you know which award applies to you, and would like to know more, you can go to <https://www.fairwork.gov.au/employment-conditions/awards/list-of-awards#w>, to access the details of the award that applies to you.

How do I know which award applies to me?

If you are unsure about the Award you are covered for, you can go to <https://services.fairwork.gov.au/find-my-award> to find the award that applies to you.

If you are unsure as to how to read your payslip, or unsure if you are being paid correctly, solicitors at Marrickville Legal Centre can help you identify what award applies to you in relation to your employment and help you recover your payment if you have been underpaid.

[Submit an enquiry online](#) or call us on 02 9559 2899.