

# What you need to know about employment



What has to be on a pay slip?

Pay slips have to cover details of an employee's pay for each pay period. Below is a list of what to include:

- employer's and employee's name
- employer's Australian Business Number (if applicable)
- pay period
- date of payment
- gross and net pay
- If the employee is paid an hourly rate:
  - the ordinary hourly rate
  - the number of hours worked at that rate
  - the total dollar amount of pay at that rate
- any loadings, allowances, bonuses, incentive-based payments, penalty rates or other paid entitlements that can be separated out from an employee's ordinary hourly rate
- the pay rate that applied on the last day of employment
- any deductions from the employee's pay, including:
  - the amount and details of each deduction
  - the name, or name and number of the fund / account the deduction was paid into
- any superannuation contributions paid for the employee's benefit, including:
  - the amount of contributions made during the pay period (or the amount of contributions that need to be made)
  - the name and / or number of the superannuation fund the contributions were made to.

**Pay slips have  
to be given to  
an employee  
within 1  
working day of  
pay day, even if  
an employee is  
on leave.**

**Super** is money set aside over your lifetime to provide for your retirement.

For most people, super begins when you start work and your employer starts paying a portion of your salary or wages into a super fund for you – these payments are known as super guarantee contributions or concessional contributions.

Super funds invest your money in many things, such as shares, property and managed funds. They may also offer different types of insurance, such as income protection.



Instructions and form for employers and employees

### Superannuation (super) standard choice form

**WHEN TO USE THE FORM**

**Employers:**

- Use the form to offer eligible employees their choice of super fund. You must do so in the event of your nominated super fund who must be your default fund, before giving the form to employees.
- Give the form to an employee when:
  - you hire a new employee who is eligible to choose a super fund
  - an existing eligible employee asks you for it
  - you can no longer contribute to an employer's nominated super fund or it is no longer a complying fund
  - you change your employer-nominated super fund and need to advise employees affected by this change.

**Employees:**

- Use the form to select an employer of your choice of super fund.
- You must provide the required information so your employer can make contributions to your nominated super fund.

**ABOUT THE FORM**

The Standard Choice Form has three sections:

- Section A, which the employee completes by providing details of their choice of super fund, together with supporting documents.
- Section B, which the employer completes by providing details of their nominated super fund before they give the form to an employee.
- Section C, which the employer completes to document the choice process for an employee.

Employers must retain the returned form as their record of the choice process. Completed forms must be retained for five years.

**Superannuation reform changes – SuperStream**

SuperStream is a new standard for the way employers pay contributions and send information to super funds. This form collects information that employers will need when using SuperStream.

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Generally, if you earn \$450 or more (before tax) in a calendar month, your employer has to pay super guarantee (SG) on top of your wages.

If you are under 18 or a private or domestic worker, such as a nanny, you must also work for more than 30 hours per week to qualify.

# MyGov portal

The myGov portal allows Australians to link all information stored on them by multiple government agencies to one account that has a single username and password.

These agencies include the Australian Taxation Office (ATO), Medicare and Centrelink.

As it is linked to the ATO—you are able to lodge your tax return through this portal.

The screenshot shows the myGov portal interface. At the top, there are navigation links for 'home', 'sign out', and 'need help'. The main heading is 'Services'. Below this, a message states: 'You will get the most benefit from using myGov if you link all the services you need to use regularly. To link a service click the link icon.' Below the message is a table of services.

Member services	Status	Date linked	Link / Unlink
<a href="#">Australian Taxation Office</a>	✓ Linked	17/04/2015	
<a href="#">Medicare</a>	✓ Linked	05/02/2014	
My Health Record	✗ Unlinked	Not Linked	
National Disability Insurance Scheme	✗ Unlinked	Not Linked	
My Aged Care	✗ Unlinked	Not Linked	
Child Support	✗ Unlinked	Not Linked	
Department of Veterans' Affairs	✗ Unlinked	Not Linked	
Centrelink	✗ Unlinked	Not Linked	
Victorian Housing Register Application	✗ Unlinked	Not Linked	
Australian JobSearch	✗ Unlinked	Not Linked	

At the bottom of the page, there are navigation links: 'About myGov', 'Privacy', 'Security', 'Terms of use', 'Contact us', and 'Visit us'.