

Your pay advice explained

- Messages** box shows any relevant pay advice messages for the pay period.
- Employer name**, even for those in a prescribed employer HHS, will continue to show Queensland Health due to it being the paying entity for tax purposes.
- A **personal assignment number (PAN)** is allocated for each role you have with Queensland Health. If you have more than one role with different conditions, such as different leave entitlements, you will be allocated a different PAN for each role and receive a separate pay advice for each role per fortnight.
- Person ID** is your unique employee identification number. You only have one ID number even if you have more than one role.
- Sub Position** is your substantive or permanent position. HD Position will appear as well if you are performing a higher duties role.
- The **earnings table** provides a breakdown of hours worked and applicable allowance for the current pay period.
The hours worked and allowances are sourced from advice received from your line manager, from your roster or submitted forms (such as DSVPs and AVAC forms). The earnings table will reflect this advice and be processed in the current pay period.
Please note: some allowances paid on penalties, such as overtime, are not shown on a separate line. If you are entitled to receive these allowances they will be incorporated into your hourly rate and displayed in the rate column.
- Current Fortnight Gross Pay** is the amount you have earned for work performed in the current pay period before tax or any other adjustment/deduction is taken into account.
- Total Adjustments From Previous Pay Periods (Gross)** is the total value of adjusted payments. Refer to the adjustment section (page two of the pay advice) for a detailed breakdown of these payments.
- The **Total Gross** amount includes the current fortnight gross plus the total adjustments from previous pay periods (gross).
- The **Bank Disbursements** box shows the net amount (after tax and all deductions) that was deposited into your nominated bank account and will appear as **Payment Banked Pay Date**. If you have requested that your pay is split and paid into different bank accounts, each account will be displayed as a separate line item.
Ad hoc payments appear as **Previous Ad Hoc Payment** as a separate line item this confirms the ad hoc payment was deposited into that bank account during the pay period. The payment(s) which make up the ad hoc, will be displayed in the adjustments section (page two of the pay advice).
- The **Deductions** box includes any deductions taken from your pay such as income tax, voluntary tax, repayment of overpayments, memberships and salary sacrifice amounts. HECS/HELP deductions are included in the full income tax figure.
- The **Total Deductions** amount is the total of all deductions for the current pay period.
- The **Net Income** amount is the **Total Gross** amount minus the Total Deductions amount, plus the **New Overpayment identified This Pay Period (See Over) – To be Recovered (Net)**.
- The **Leave Balances (Hrs)** box includes your eligible accumulated leave entitlements.
- The **Year to Date** box includes your total earnings, full taxable earnings and tax paid from 1 July each year.
- Adjustments From Previous 4 Pay Periods** itemises details of pay adjustments modified this period relating to dates less than, or equal to, four previous pay periods.
- Where **units are greater than a standard day** and dated as the last day of the fortnight (Sunday), these will be multiple dates grouped together.
- Adjustments from > Previous 4 Pay Periods** itemises any adjustments from a pay period greater than the four previous pay periods.
- If you have a positive gross adjustment then **Total Adjustments From Previous Pay Periods (Gross)** will display. If you have a negative gross adjustment, **Total Adjustments From Previous Pay Periods (Gross Overpayment)** will display.



Person ID:22
Distribution Point: CODW
John B Smith
PO Box 01
BRISBANE QLD 4000

Messages	
1	

Pay Advice

Private and Confidential

Pay Date	22.02.2017	Employee Name	John B Smith
Employer ABN	66329169412	Person ID	22
Employer Name	QUEENSLAND HEALTH	Sub Position	Health Practitioner HP4 (04)
Assignment No(S)	PAN 00000022		

Type	Week 1							Week 2							Hrs / Units	Rate	Amount
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
	30/01	31/01	01/02	02/02	03/02	04/02	05/02	06/02	07/02	08/02	09/02	10/02	11/02	12/02			
Fortnightly Salary	7.60	7.60	7.60	7.60	7.60			7.60	7.60	7.60	7.60	7.60			76.00	53.8382	4,091.70
HP Retention Pay																	134.16

7 **Current Fortnight Gross Pay** 4,225.86
 8 **Total Adjustments From Previous Pay Periods (Gross) - (See Over)** 409.17
 9 **Total Gross** 4,635.03

Visit the [payslip glossary of terms](https://streamline.health.qld.gov.au/Account/Help) for information on wage types at <https://streamline.health.qld.gov.au/Account/Help>

Bank Disbursements		
Payment Banked Pay Date	BSB: 084-959	3,096.44

Deductions	
Income Tax-T/Scale- TaxFree Threshold	-1,334.00
Super_Comp.QSUPER_ACCUM_PLAN	-204.59
12 Total Deductions	-1,538.59
13 Net Income	3,096.44

Employer Super Contributions	Leave Balances (Hrs)	Year To Date
QSUPER_ACCUM_PLAN 521.69	PDL - Health Practitioner 45.60	Total Earnings 78,547.73
	Banked RDO 43.00	Taxable Earnings 143,629.93
	14% Leave Loading 307.52	Income Tax 50,360.00
	Recreation Leave(5wk accrual) 307.52	
	Sick Leave 609.22	
	LSL Balance 383.42	

Page 2

Pay Date	22.02.2017	Employee Name	John B Smith
Employer ABN	66329169412	Person ID	22
Employer Name	QUEENSLAND HEALTH	Sub Position	Health Practitioner HP4 (04)
	PAN 00000022		

Adjustments From Previous 4 Pay Periods	Date	Units	Rate	Amount
Rec_Leave	24.01.2017	7.60	53.8382	409.17
Fortnightly_Salary	29.01.2017	7.60-	53.8382	-409.17
Sub Total:				0.00
Adjustments From > Previous 4 Pay Periods	Date	Units	Rate	Amount
Overtime - 1.0 - Adjustment				409.17
Sub Total:				409.17
19 Total Adjustments From Previous Pay Periods (Gross)				409.17

Frequently asked questions

I am confused about the different terms and codes on my pay advice. What do they mean?

A list of frequently used abbreviations is available to help staff understand their pay advice. This list of abbreviations has been revised to provide clearer descriptions of allowances and deductions.

All of my allowances aren't showing on my pay advice. Does this mean I'm not receiving them?

No. A number of allowances that include overtime, will not be shown on your pay advice. If you are entitled to receive these allowances, they will be built into your hourly rate.

I submitted an AVAC but this has not appeared on my pay advice as an adjustment. Why?

Adjustments that appear on your pay advice only reflect AVACs that have been processed. If you submitted an AVAC and it has not appeared on your pay advice, check with your line manager.

Where will an overpayment appear on my pay advice?

Overpayments appear on your pay advice directly above net income as 'new overpayment identified this pay period'. It will appear as a positive amount to you.

What is an ad hoc payment?

An ad hoc payment can be made to rectify an underpayment. It is paid into your nominated bank account in an overnight payrun.

Why are there negative and positive adjustments?

When rates change and these are back dated, payments at the old rate are reversed (negative entries) and then paid at the new rates (positive entries).

I think there is an error with my pay, what do I do?

Your first point of contact is your line manager who may refer you to your local human resources team member.

Frequently used abbreviations

Abs	Absence
ACCUM_PLAN	Accumulation plan
ADJ	Adjustment
Allw	Allowance
Db	Debit
DEF_BENEFIT	Defined benefit
EMF	Employee movement form
ETP	Eligible termination payment
FBT	Fringe benefits tax
H	Half rate
HP	Half pay
HHS	Hospital and Health Service
LL	Leave loading
LSL	Long service leave
Lve	Leave
MedAVAC	Attendance variation and allowance claim form
MVA	Motor vehicle allowance
NP	No pay
NS	No superannuation
OCA	On call allowance
OTE	Ordinary time earnings
OT	Overtime
PDA	Professional development allowance
PDL	Professional development leave
PH	Public holiday
PIA	Pay in advance
PP	Private practice
RDO	Rostered day off
RL	Recreation leave
RMO	Resident medical officer
SalSac	Salary sacrifice
T&R	Travel and relieving
TRF	Transfer expenses
VMO	Visiting medical officer