EMPLOYMENT

* Working in Australia
  + Pay slips and pay
  + Taxation and superannuation
  + Leave and holidays

**P1** Am I supposed to get a play slip in Australia?

**P2** Yes. Your employer has to give you pay slips by law. They must give it to you within 1 day of each pay. They have to show what your hourly rate is, how many hours your worked, your leave balances, how much superannuation has been paid, how much tax you have paid and any other amounts that they have deducted from your pay.

**P1** How do I know if I am being paid correctly?

**P2** Check your pay slip and make sure that your hourly rate is the same as what the employer said in your employment contract, even if that was not written down – a verbal contract only.

You should also check that your employer is not under paying you.

**P1** How do I check that?

**P2** Contact the Fair Work Ombudsman first. You can go to their website <https://www.fairwork.gov.au/pay> where they have an online tool or you can email them. If you can’t get to a computer or have trouble using the internet you can telephone them on 13 13 94

**P1** You said that my payslip should show taxation and superannuation. I am not an Australian citizen so do I still pay tax and get superannuation?

**P2** With superannuation, if you are an Australian resident and you earn over a certain amount each month, before tax, your employer has to pay you superannuation. Superannuation is compulsory savings for Australian resident’s future.

There are different tax rates for people who are not Australian residents and working holiday makers.

**P1** Why do employees need to pay tax?

**P2** Taxation is paid so that the governments can provide services and build public infrastructure, like roads, hospitals, schools. The tax rate changes depending on how much you earn.

You can earn a minimum amount each year and not pay tax. This is called the tax fee threshold. This only applies to Australian residents.

**P1** What do you mean when you say my pay slip can show my leave entitlements?

**P2** If you are a full time or part time worker, the amount of sick leave, annual leave and long service leave adds up. Your pay slip can show those balances.

**P1** Does my pay slip show all leave entitlements?

**P2** Not necessarily. For every year that you work full time or part time, workers are entitled to at least 10 days paid personal or sick leave, 2 days of unpaid carers leave and 2 days of compassionate leave.

If you are a casual worker, your leave entitlements are 2 days unpaid carers leave and 2 days unpaid compassionate leave.

**P1** Does that include leave if we have a baby?

**P2** That is called parental leave and there are no balances for that on your pay slip. You are entitled to unpaid parental leave and you may be entitled to paid parental leave. To check if you are eligible ring the Commonwealth Government’s department of human services phone number 136 150. You can also check to see if you are eligible for dad and partner pay.

**P1** What about public holidays?

**P2** This also depends on whether you are casual or not. If you are full time or part time and usually would work on a public holiday, you are entitled to be paid for that day even though you don’t work that day. If you are casual, you only get paid if you work.

**P1** What is long service leave?

**P2** If you stay with the same employer for a long time, normally 10 years, you are entitled to long service leave.