

Pay statements explained – fortnightly employees

You can access your pay statement using the SuccessFactors mobile app. This QRG explains your pay statement in more detail and shows you the formula used to convert how your leave was *previously calculated in the old payroll system* to how it is *currently being calculated in the new SmartPay system*.

This QRG covers both 14/7 and 8/6 rosters in the examples.

Further support can be found in the [SmartPay Hub](#):

- Refer to QRG: [Viewing your pay statement](#)
- Watch video: [Uneven to even pays explained](#)

Your new-look pay statement

Retro is short for retroactive and refers to payments / deductions / absences that were not captured in former pay periods.

Name & ABN of the entity you are employed under

Dates you are paid for. If starting part way through the pay period, **Period Starting** will reflect that date

All **Payment** types will have a value against them

All salary and leave components will add up to your gross fortnightly salary

Any **Deductions** relevant to this pay cycle

Any accounts that received payment during this pay period

Super details including pre and post-tax deductions

Current **Leave Balances** – can be found in the accruals tab on your UKG mobile app home-screen

RNR (Taken) – what was earned prior to commencement of RNR, being paid in this pay period

RNR (Accrued) – what is earned in current pay period, to be paid in current or next pay period (dependant on when your RNR falls)

Pay Statement

Miss REINDEER Vixen
1 Smart Sheet
MELBOURNE VIC 3000

Employee ID: 00100180
Position: QF Co 1310 FT Q4

IFM SERVICES PTY LTD
ABN: 28 608 575 668

Instrument: IFMS RTIO PILB EA
Classification: Vill Serv ServAttend
Roster: IFM 14/7_11.0

Period Starting: 18 Apr 2022
Period Ending: 01 May 2022
Pay Date: 05 May 2022

Payments	Retro	Hours/Units	Rate	Amount	YTD Amount
Ordinary Hours		73.38	25.52470	1,872.91	5,852.41
Overtime (Rostered)		25.62	38.93880	997.78	3,144.37
RNR (Taken)		55.00	19.33920	1,063.66	2,998.42
RNR (Accrued)		49.50	19.33920	- 957.29	- 2,998.42
Total Payments:				2,977.06	

Deductions / Taxes	Retro	Amount	YTD Amount
Full Income tax		- 662.00	- 2,160.00
Total Deductions:		- 662.00	
NET PAY:		2,315.06	8,299.22

Bank Payments	BSB Number	Account Number	Amount
Aunt Becky Aunt Becky & Uncle Jesse	032-134	132465	2,315.06

Superannuation	Retro	Fund Name	Member Number	Amount	YTD Amount
Super ER SGC		SUNSUPER	1	197.93	643.34
Total Superannuation:				197.93	

Year-To-Date Details		YTD Amount
Total gross		10,459.22
Full Taxable Gross		10,459.22
Full Income tax		- 2,160.00

Absences	Retro	Leave Start	Leave End
Leave Balances			
Annual Leave			Hours 24.99



Replacement of ‘Average rate’ in SmartPay – formula explained

For increased transparency, the new system separates each different rate for visibility **with zero change to your pay** overall. Previously the system averaged out all your different pay rates.

Example 1 – Bonnie, Sous Chef

Old system

Bonnie used to receive an annualised gross pay of **\$87,236.69** for an 8:6 11.

This was a single payment based on:

<p><i>Annualised wage divided by number of pay periods, divided by number of hours worked</i></p> <p>Equating to average hourly rate = <u>\$38.1279</u></p>	<p>Calculation: $[\\$87,236.69 \div 26 \div 88] = \underline{\underline{\\$38.1279}}$</p>
<p>Her fortnightly payment being = <u>\$3,355.2996</u></p>	

New SmartPay system

Bonnie still receives an annualised gross pay of **\$87,236.69** for an 8:6 11.

But this is now split into two payments:

<p>1) ‘Ordinary annualised rate’ per year = <u>\$72,468.84</u></p> <p style="text-align: center;">+</p> <p>2) ‘Rostered OT annualised rate’ per year = <u>\$14,767.85</u></p> <p>Equating to an annualised wage = <u>\$87,236.69</u></p>	
<p>This is based on:</p> <p><i>‘Ordinary annualised rate’ divided by number of pay periods divided by number of Ordinary Hours worked =</i> <u>\$36.6745</u></p>	<p>Calculation: $[\\$72,468.84 \div 26 \div 76] = \underline{\underline{\\$36.6745}}$</p>
<p><i>‘Rostered OT annualised rate’ divided by number of pay periods divided by number of Rostered OT Hours worked =</i> <u>\$47.3329</u></p>	<p>Calculation: $[\\$14,767.85 \div 26 \div 12] = \underline{\underline{\\$47.3329}}$</p>
<p>The combined average of these two rates = <u>\$38.1279</u></p>	<p>Calculation: $[\\$36.6745 \times 9.5 \text{ hrs} \times 8 \text{ days}] +$ $[\\$47.3329 \times 1.5 \text{ hrs} \times 8 \text{ days}]$ $= 3,355.2568 / 88 = \underline{\underline{\\$38.1279}}$</p>
<p>The estimated fortnightly gross payment being = <u>\$3,355.2996</u></p>	

Note: Calculations are estimates only and are based on rounding to 4 decimal places e.g., 0.9999.



SmartPay Training – SAP SuccessFactors

Example 2 – Reggie, Service Attendant

Old system

Reggie used to receive an annualised gross pay of **\$72,975.53** for a 14:7 10.

This was a single payment based on:

<p><i>Annualised wage divided by number of pay periods, divided by number of hours worked</i></p> <p>Equating to average hourly rate = \$30.0723</p>	<p>Calculation: $[\\$72,975.53 \div 26 \div 93.3333]$ = \$30.7023</p>
<p>His fortnightly payment being = \$2806.7511</p>	

New SmartPay system

Reggie still receives an annualised gross pay of **\$72,975.53** for a 14:7 10.

But this is now split into two payments:

<p>1) 'Ordinary annualised rate' per year = \$56,092.29</p> <p style="text-align: center;">+</p> <p>2) 'Rostered OT annualised rate' per year = \$16,883.24</p> <p>Equating to his annualised wage = \$72,975.53</p>	
<p>This is based on:</p> <p><i>'Ordinary annualised rate' divided by number of pay periods divided by number of Ordinary Hours worked =</i> \$28.3868</p>	<p>Calculation: $[\\$56,092.29 \div 26 \div 76]$ = \$28.3868</p>
<p><i>'Rostered OT annualised rate' divided by number of pay periods divided by number of Rostered OT Hours worked =</i> \$37.4629</p>	<p>Calculation: $[\\$16,883.24 \div 26 \div 17.3333]$ = \$37.4629</p>
<p>The combined average of these two rates = \$30.0723</p>	<p>Calculation: $[\\$28.3868 \times 8.1429 \text{ hrs} \times 14 \text{ days}]$ + $[\\$37.4629 \times 1.8571 \text{ hrs} \times 14 \text{ days}]$ = $4,210.1251 \div 140 =$ \$30.0723</p>
<p>The estimated fortnightly gross payment being:</p> <p style="text-align: right;">= \$2,806.8904</p>	<p>Calculation: $[4,210.1251 \times 0.6667]$ = \$2,806.8904</p>

Note: Calculations are estimates only and are based on rounding to 4 decimal places e.g., 0.9999.



Understanding your RNR rate of pay

Example 3 – Reggie, Service Attendant

New system R&R explained

Reggie used to receive an annualised gross pay of **\$72,975.53** for a 14:7 10.

This is the rate based on:

<i>Annualised wage plus the rostered overtime when leave is taken, divided by number of hours worked in the fortnight</i>	$\$72975.53 + (1.86 \times 20 \times 40.86) =$ \$74495.52	Calculation: [\$74495.52 ÷ 26.08 ÷ 140] = \$20.40
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R&R Rate is inclusive of all scheduled hours, incorporating the Rostered Overtime when Annual Leave is taken.

Understanding your ordinary rate

Example 4 – Jenny, Service Attendant

New system ordinary rate explained

Jenny used to receive an annualised gross pay of **\$53,032.36** for a 14:7 11.

This is the rate based on:

<i>All ordinary annualised remuneration divided by number of ordinary hours worked</i>	Equating to your blended ordinary hourly rate = \$26.75	Calculation: [\$53,032.36 ÷ 1982.79 = \$26.75
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All ordinary rates include a blended rate of Mon – Fri, Sat, Sun penalty rates, inclusive of 20 Annual Leave days, Leave loading, and public holidays worked.

Understanding your rostered overtime rate

Example 5 – Jenny, Service Attendant

New system understanding your rostered overtime rate

Jenny used to receive an annualised gross pay of **\$26,055.35** for a 14:7 11.

This is the rate based on:

<i>All overtime annual remuneration, divided by number of rostered overtime hours worked</i>	Equating to your blended rostered overtime hourly rate = \$40.80	Calculation: [\$26,055.35 ÷ 638.57] = \$40.80
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All overtime rates include a blended rate of Mon – Fri, Sat, Sun penalty rates, inclusive of public holidays worked.