Pay statements explained - Impacts of leave taken (A Panel)

This QRG is designed to help you understand how your pay is affected when you take leave under the new SmartPay payroll system. With the help of this guide, you'll be able to access and interpret your pay statement when taking leave using the SuccessFactors mobile app.

This QRG covers 8/6 rosters with 12-hour shifts in the following three fortnight pay examples.

Further support can be found in the SmartPay Hub:

- Refer to QRG: Viewing your pay statement
- Refer to QRG: Pay statement explained – Pay Impact Due to Leave 8-6

Pay statement #1 - First pay received at GO LIVE;

IFM SERVICES PTY LTD
ABN: 28 608 575 668

Employee ID:		Instrument:		Period Starting:	
Position:		Classification:		Period Ending:	
		Roster:	IFM 8/6_12.0 (1xSa/1xSu)	Pay Date:	

Payments	Retro	Hours/Units	Rate	Amount	YTD Amount
Ordinary Hours		66.50	45.86910	3,050.32	3,050.32
Overtime (Rostered)		17.50	63.27630	1,107.33	1,107.33
Allowance (Tool)		1.00	15.29000	15.29	15.29
RNR (Taken)		72.00	28.28320	2,036.40	2,036.40
RNR (Accrued)		70.12	28.28320	- 1,983.23	- 1,983.23
Penalty (Early)		6.00	3.41000	20.46	20.46
Above EA/Award Ordinary		76.00	5.64700	429.17	429.17
Annual Leave		9.50	45.86910	435.76	435.76

Total Payments :				5,111.50	

Deductions / Taxes	Retro			Amount	YTD Amount
Full Income tax				- 1,420.00	- 1,420.00

Total Deductions :				- 1,420.00	

NET PAY:				**3,691.50**	**3,691.50**

When leave is taken it will be paid on your ordinary hourly rate at your daily base hours.

7 x worked days @ 9.5 ordinary hours per day + 2.5 rostered overtime hours per day = 84 hours paid for working

Completed full scheduled roster previous pay period – Banked full 72 hours RNR.

1 x day annual leave taken – Leave is paid at 9.5 hours per annual leave day (Ordinary base hours) *(Rostered overtime not paid as you do not receive overtime when not working)*

RNR Accrued = *9 (worked to accrue full RNR hours) x 7 = 63 + *7.12 x 1 (RNR accrued on leave at 7.12 per leave day) = 70.12 RNR (Accrued)

Accrue 9 hours RNR (45 minutes per hour worked) per worked day (12 x .75 = 9)
Accrue 7.12 hours of RNR per leave day.

Pay statement #2 - Second pay received with impacts on RNR due to leave taken:

IFM SERVICES PTY LTD
ABN: 28 608 575 668

		Instrument:		Period Starting:	
Employee ID:		Classification:		Period Ending:	
Position:		Roster:	IFM 8/6_12.0 (1xSa/1xSu)	Pay Date:	

Payments	Retro	Hours/Units	Rate	Amount	YTD Amount
Ordinary Hours		76.00	45.86910	3,486.08	3,486.08
Overtime (Rostered)		20.00	63.27630	1,265.52	1,265.52
Allowance (Tool)		1.00	15.29000	15.29	15.29
RNR (Taken)		70.13	28.28320	1,983.51	1,983.51
RNR (Accrued)		72.00	28.28320	- 2,036.40	- 2,036.40
Penalty (Early)		6.00	3.41000	20.46	20.46
Above EA/Award Ordinary		76.00	5.64700	429.17	429.17
RnR (Unpaid)		1.87			
Total Payments :				**5,163.63**	
Deductions / Taxes	**Retro**			**Amount**	**YTD Amount**
Full Income tax				- 1,440.00	- 1,440.00
Total Deductions :				**- 1,440.00**	
NET PAY:				**3,723.63**	**3,723.63**

1.87 hours RNR (Unpaid) – When leave was taken in previous pay fortnight RNR accrued = 70.12. (Pay statement #1). *(if accrued full RNR 7 x9) = 72.00 - 70.12 (one RNR day accrued on leave 7.12) = 70.12*

Pay statement #3 - Third pay received – Return to full pay:

IFM SERVICES PTY LTD
ABN: 28 608 575 668

		Instrument:		Period Starting:	
Employee ID:		Classification		Period Ending:	
Position:		Roster:	IFM 8/6_12.0 (1xSa/1xSu)	Pay Date:	

Payments	Retro	Hours/Units	Rate	Amount	YTD Amount
Ordinary Hours		76.00	45.86910	3,486.08	3,486.08
Overtime (Rostered)		20.00	63.27630	1,265.52	1,265.52
Allowance (Tool)		1.00	15.29000	15.29	15.29
RNR (Taken)		72.00	28.28320	2,036.40	2,036.40
RNR (Accrued)		72.00	28.28320	- 2,036.40	- 2,036.40
Penalty (Early)		6.00	3.41000	20.46	20.46
Above EA/Award Ordinary		76.00	5.64700	429.17	429.17
Total Payments :				**5,216.52**	
Deductions / Taxes	**Retro**			**Amount**	**YTD Amount**
Full Income tax				- 1,462.00	- 1,462.00
Total Deductions :				**- 1,462.00**	
NET PAY:				**3,754.52**	**3,754.52**

Return to full pay in Third fortnight (76 ordinary hours + 20 rostered overtime hours) = 96 worked hours

RNR (Taken) in full 72 hours.

RNR (Accrued) in full 72 hours.