

## Frequently asked questions

### **I am confused about the different terms and codes on my payslip. What do they mean?**

A glossary of terms is available to help understand the terms used in your payslip. The glossary provides clear descriptions of entitlements, allowances and deductions. It is available on QHEPS through the Payroll Assistance site

<https://www.health.qld.gov.au/ghpp/docs/glossary-of-terms.pdf>

### **Why does my Attraction and Retention allowance not calculate correctly based on the percentage of my fortnightly salary?**

If you are in receipt of a Medical or Clinical managers allowance which is recognised as all-purpose, the fortnightly value of your Medical or Clinical managers allowance will be added to your fortnightly salary to calculate your Attraction and Retention allowance.

### **I submitted a MedAVAC, but this has not appeared on my payslip as an adjustment. Why?**

Adjustments that appear on your payslip only reflect MedAVACs that have been processed.

### **I think there is an error with my pay – what do I do?**

Your first point of contact is your local HHS – start with your manager, who may refer you to your local human resources team member.

## Frequently used abbreviations

Abs	Absence
Adj	Adjustment
Allw	Allowance
Db	Debit
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



# Your payslip explained

Senior Medical Officers under MOCA 4.

- 1 **Messages** box shows any relevant payslip messages for the pay period.
- 2 **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.
- 3 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 payslip for each role per fortnight.
- 4 **Person ID** is your unique employee identification number. You only have one ID number even if you have more than one role.
- 5 **Sub Position** is your substantive or permanent position.
- 6 The **earnings table** provides a breakdown of hours worked and applicable allowances for the current pay period.  
Tier payments as per the previous individual contracts are no more. The hours worked and allowances are sourced from advice received from your line manager from your roster or submitted forms (such as a MedAVAC form). The earnings table will reflect this advice and be processed in the current pay period – except where annualised arrangements apply.

Messages

1

Person ID:77188270  
Distribution Point: Elect  
Dr Jane Smith  
1 Test Street  
BRISBANE QLD 4000

**Pay Advice**

Pay Date 16.12.2015  
Employer ABN 68329169412  
Employer Name QUEENSLAND HEALTH  
Assignment No(S) PAN 77188270

**Private and Confidential**

Employee Name Dr Jane Smith  
Person ID 77188270  
Sub Position Med-SMO  
MMO/2 (01)

6	Type	Week 1							Week 2							Hrs / Units	Rate	Amount
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
		23/11	24/11	25/11	26/11	27/11	28/11	29/11	30/11	01/12	02/12	03/12	04/12	05/12	06/12			
Fortnightly Salary	8.00	8.00	8.00	8.00				8.00	8.00	8.00	8.00	8.00			72.00	93.2788	6,716.07	
SMO Attract & Retain															50.00		3,731.15	
SMO Motor Vehicle High																	977.41	
SMO Prof Dev Assistance																	766.60	
OCA - SMO						8.00									8.00	11.1935	89.55	
SMO Overtime 270%				3.00											3.00	251.8528	755.56	
SMO recall 270%						2.00									2.00	251.8528	503.71	
Sick Leave					8.00										8.00	93.2788	746.23	
												<b>7</b>		Current Fortnight Gross Pay	14,286.28			
														Total Gross	14,286.28			

8		Bank Disbursements		9		Deductions		
	Payment Banked Pay Date	BSB: 064-003	8,067.16				Income Tax-T/Scale- TaxFree Threshold	-5,846.00
							AccumPlan Employee Cont	-373.12
							<b>11</b> Total Deductions	-6,219.12
							<b>10</b> Net Income	8,067.16

12		Employer Super Contributions		13		Leave Balances (Hrs)		Year To Date	
	OSAC Employee Cont.	1,083.36					Total Earnings	14,286.28	

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12		Employer Super Contributions		13		Leave Balances (Hrs)		Year To Date	
							Taxable Earnings	14,286.28	
							Income Tax	5,846.00	

- 7 **Current Fortnight Gross Pay** is the amount (before tax) you have earned for work performed in the current pay period.
- 8 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 with the same BSB number, each account will be displayed as a separate line item in the bank disbursements box. Ad hoc payments appear in the bank disbursements box as **Previous Ad Hoc Payment**—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 (second page of the payslip).
- 9 **Deductions** box includes any deductions taken from your pay such as income tax, voluntary tax, memberships and salary sacrifice amounts. HECS/HELP deductions are included in the full income tax figure.
- 10 The **Total Deductions** amount is the total of all deductions for the current pay period.
- 11 The **Net Income** amount is the **Total Gross** amount minus the **Total Deductions** amount, plus the **New Overpayment Identified This Pay Period To Be Recovered (Net)**.
- 12 The **Leave Balances** box includes your eligible accumulated leave types, including recreational leave, sick leave and long service leave.
- 13 The **Year to Date** box includes your total earnings, full taxable earnings and tax paid from 1 July each year.