

# Take Responsibility for Your Pay and Allowances



In line with Defence Values, ADF members have an obligation to ensure the pay, allowances, deductions and leave paid each fortnight accurately reflect your personal circumstances. Regularly checking your payslip will assist you to identify and report any anomalies in your pay.

Online: (Internet and Intranet)

[www.defence.gov.au/payandconditions](http://www.defence.gov.au/payandconditions)

Australian Defence Organisation  
ABN 68706814312

Firstname Lastname  
Address  
City, State, Postcode

Pay Period :21/01/2021 - 03/02/2021  
Payment Date :04/02/2021  
Pay Centre :8008  
Employee ID :8999999  
Rank / Name :PTE/Firstname Lastname  
Unit/Dept/Location :123456/Sample Unit/Location  
Skill Grade :150-2 CSPT CLK GD 2  
Service Category :Service Category 7  
Service Option :Not Applicable  
Job Description :Command Support Clerk  
Pay Grade /Incr :Gen OR 2/E02/1  
Annual Salary :\$69,477.19  
Categorisation :Member

SAMPLE ONLY

Pay Summary

	GROSS	TAXABLE	TAXES	DEDUCTIONS	NET PAY
Current	6703.60	2672.66	738.00	1032.24	4933.36
FYTD	43724.83	39434.75	8694.00	2524.45	32514.38

Earnings

Description	Date From	Rate	Units	Current	Prior	Total Earnings
Military Salary		23.793559	96.00	2284.18		2284.18
Recreation Leave	02/02/2021	23.793559	16.00	380.70		380.70
Deployment Allowance	07/01/2021		14.00		2019.36	2019.36
Deployment Allowance	21/01/2021	144.24	14.00	2019.36		2019.36
Total						6703.60

Taxes

Description	Year To Date	Current	Prior	Total
Marginal Tax	7334.00	590.00		590.00
HELP Amount	1360.00	148.00		148.00
Total	8694.00			738.00

Tax Exemption

Description	Date From	Date To
23AG	21/01/2021	22/01/2021

Before-Tax Deductions

Description	Date From	Remaining Balance	Year To Date	Current	Prior	Total
No Before-Tax Deductions found.						

After-Tax Deductions

Description	Date From	Remaining Balance	Year To Date	Current	Prior	Total
Rent Contribution	23/11/2020		1742.54	656.95	326.42	983.37
Overpayment Recovery Sys Auto		879.65	781.91	48.87		48.87
Total			2524.45			1032.24

Employer Super Contributions (Not included in net pay)

Description	Date From	Year To Date	Current	Prior	Total
ADF SUPER		6467.34	482.36		482.36
Total		6467.34			482.36

Absence Balances

Description	End Balance
War Service Leave Entitlement	91.92 Hours (11.49 days)
Total Recr Leave Entitlement	64.48 Hours (8.06 days)
Long Service Leave Entitlement	5 Months 26 Days

Disbursement Details

Bank	BSB	Account #	Amount
Defence Bank	012-345	12345678	4933.36
Total			4933.36

Messages

Due to the Australia Day Public Holiday, all Defence pay offices will be closed.

\*\*\*\*\* End Of Payslip \*\*\*\*\*



# PAYSLIP

Your payslips can be accessed in PMKeyS Self Service via the Defence Protected Network – DPN (formerly DRN) or the Home Portal (Internet) via the following path:

**Employee Self Service > My Pay > My ADF Pay > Payslips ADF**

Your most recent payslip appears at the top of the list and is usually available from the Monday before your next payday.

## PAYSLIP DETAIL EXPLAINED

**Financial Year to Date (FYTD) Amounts** – Differences may appear between the Pay Summary FYTD amounts and the total of all FYTD amounts listed on payslip line items, e.g. Hours and Earnings, Taxes and Before/After Tax Deductions. The Pay Summary FYTD amount is the total of all salary, tax and/or deductions for the current Financial Year, even if a contributing element does not appear on the current payslip. FYTD amounts on line items are only for those elements occurring in that Pay Period.

### PAY PERIOD

Commencing on payday **Thursday** (Day 1) and ending on the Wednesday (Day 14) prior to the next payday.

### PAY CENTRE

The Pay Centre number is the team or pay centre that administers your pay. You may be asked to provide this number on payroll forms.

### PAY GRADE/INCREMENT

Displays your Pay Grade and Increment level for the current pay period. Refer to your [Grade/Increment](#).

### CATEGORISATION

Categorisation is used for the purposes of determining eligibility for certain allowances and accommodation charges. From July 2023 categorisation will appear on your payslip as:

- Member (MBR);
- Accompanied Resident Family (ARF); or
- Unaccompanied Resident Family (URF)

### PAY SUMMARY

Provides a summary for both the current pay period and the FYTD for your Gross and Taxable income, Taxes, Deductions, and your Net Pay. The FYTD Taxable figure should correlate to the earnings on your Income Statement in your ATO [myGov](#) account.

### GROSS & NET PAY

Gross pay is the amount of money you receive before any taxes and deductions are taken out. Net income is the money you take home after all taxes and contributions have been deducted from your gross salary.

### EARNINGS

Provides a breakdown of the hours worked and the earnings (e.g. military salary, leave, higher duties, non-reduction pay, and other allowances), and the rates at which they were paid during the payslip period. Supplementary Payment will be shown here where applicable. Retrospective amounts will be displayed in the "Prior" column.

### UNITS

The Units column under Earnings shows the sum of each Earning for that period. Units can appear as hours (up to 112 per f/n) or days (up to 14 max), and are multiplied by the amount in the 'Rate' column to calculate the total amount.

### TAXES

Provides a breakdown of the taxes paid in the current pay period and the Year to Date (YTD) amounts for the listed taxes. Additional tax is not displayed as a separate amount.

### TAX EXEMPTION

Where applicable, each tax exemption (23AD or 23AG) will be displayed including the date from and date to.

### BEFORE-TAX DEDUCTION

Includes any deductions that are taken from gross pay. Each deduction will be displayed separately for the YTD, current and prior period (and total for the pay). In the case of recovery of an amount by instalments, the remaining balance to be recovered will be displayed.

### AFTER-TAX DEDUCTION

Includes any deductions that are taken after required taxes are applied. Each deduction will be displayed separately for the YTD, current and prior period (and total for the pay). In the case of recovery of an amount by instalments, the remaining balance to be recovered will be displayed.

### PRIOR

The Prior section of your payslip shows any Earnings and Deductions which are a result of retrospective changes. An amendment relating to a previous fortnight will appear in this column.

### EMPLOYER SUPER CONTRIBUTIONS

Details displayed will vary depending on your superannuation fund. MSBS/DFRDB will not be listed here as it is not a fortnightly payment. The amounts displayed are not included in your net pay.

### ABSENCE BALANCES

Displays leave balances for War Service Leave, Purchased Recreation Leave, Total Recreation Leave, and Long Service Leave at the pay period end date of the selected payslip.

The Total Recreation Leave balance displayed includes Basic Recreation Leave, Additional Recreation Leave, and Extra Recreation Leave.

### DISBURSEMENT DETAILS

Displays your bank account details and the amount of your net pay that is deposited into each of the listed bank accounts.

### MESSAGES

May display important pay messages relevant to all members for the current or an upcoming pay period. Messages are not displayed every fortnight.



# COMMON PAYSLIP CONCERNS EXPLAINED

CONCERN	POSSIBLE EXPLANATION
My bank details are incorrect	<ul style="list-style-type: none"> <li>You can and should amend your banking details via PMKeyS Self Service prior to calling 1800 DEFENCE (1800 333 362) to register the error</li> </ul>
My pay is less this fortnight	<ul style="list-style-type: none"> <li>An allowance may have ceased</li> <li>A period of half or without pay leave has been processed</li> <li>A new deduction has commenced</li> </ul>
I have no pay	<ul style="list-style-type: none"> <li>Bank account details supplied may be incorrect, or you may have recently closed your bank account where your pay is directed</li> <li>A period of leave without pay has been processed, or pay in advance is being recovered</li> <li>Unused Bond and/or Rent advance is being recovered</li> <li>You were due to discharge and recently changed your mind</li> </ul>
My pay is more this fortnight	<ul style="list-style-type: none"> <li>If you have received a payment you were not expecting please ring 1800 DEFENCE (1800 333 362)</li> <li>Recently commenced an allowance or other benefit</li> <li>Completed a course that moves you to a new pay / skill grade</li> <li>You have met the eligibility criteria for an allowance based on Position, Activity/Operation Log, and/or Location</li> <li>Overpayment recovery has ceased</li> <li>You have been promoted, acting temporary rank, or have received an increment advancement</li> </ul>
I am receiving an allowance I did not apply for, or am no longer entitled to	<ul style="list-style-type: none"> <li>Please immediately call 1800 DEFENCE (1800 333 362)</li> </ul>
I have not received an allowance I believe I am entitled to receive	<p>New Allowance:</p> <ul style="list-style-type: none"> <li>You may not have met the eligibility criteria for an allowance based on your Position, Activity/Operation Log, and/or Location</li> <li>You may not have reached the effective date of an allowance, particularly where it is based on a posting to a new location</li> <li>You may not be eligible based on your rank or proficiency</li> <li>Approver may not have submitted approval for your allowance to commence</li> </ul> <p>Existing Allowance:</p> <ul style="list-style-type: none"> <li>Eligibility based on Position, Activity/Operation Log or Location may no longer be current</li> <li>You have recently posted into or out of a position</li> <li>You are in receipt of an allowance that is incompatible with existing allowances</li> </ul>
My tax zone is incorrect	<ul style="list-style-type: none"> <li>You are in a location that attracts special tax concessions</li> <li>You posted out of an area with a different tax zone</li> </ul>
My pay grade or increment is wrong	<ul style="list-style-type: none"> <li>Incorrect skill grade recorded</li> <li>Increment not updated or an incorrect Increment applied</li> </ul>
My leave balance does not look right – what leave am I entitled to?	<ul style="list-style-type: none"> <li>Supervisor may need to approve an application you have submitted</li> <li>An application has been submitted and approved, but the effective date is in a future pay period</li> <li>You may have submitted an application after the pay has been finalised, for the payslip you are viewing and your application will be processed in the next pay</li> <li>A recent adjustment to your Service Category (SERCAT) may change your <a href="#">Basic Recreation/War Service</a> or <a href="#">Long Service</a> leave accruals. Additional information regarding leave types and conditions can be found on the <a href="#">Pay &amp; Conditions</a> page</li> </ul>
My leave dates appear to be incorrect	<ul style="list-style-type: none"> <li>For leave occurring in the current period, the date against the leave is the leave begin date. Your payslip doesn't list each individual day taken, only the begin date of the leave period</li> <li>Check your leave history in PMKeyS Self Service (Employee Self Service &gt; My Absence &gt; ADF Absence &gt; ADF Absence Request History) to confirm your leave dates are correct. If there is an error or you remain concerned about what is displayed, contact 1800 DEFENCE (1800 333 362) or email <a href="mailto:yourcustomer.service@defence.gov.au">yourcustomer.service@defence.gov.au</a>.</li> </ul>
I cannot find my old payslips in PMKeyS Self Service	<ul style="list-style-type: none"> <li>ADF payslips are available via PMKeyS Self Service (Employee Self Service &gt; My Pay &gt; My ADF Pay &gt; Payslips ADF) all the way back to August 2017 (where applicable)</li> <li>Payslips prior to August 2017 are available via Employee Self Service &gt; My Pay &gt; My ADF Pay (History) &gt; Payslips ADF</li> </ul>

**WHO TO CONTACT FOR HELP** – please call 1800 DEFENCE (1800 333 362) or email [yourcustomer.service@defence.gov.au](mailto:yourcustomer.service@defence.gov.au) for assistance.

**INFORMATION** - [Pay & Conditions](#) - [PACMAN](#) & [ADF Employment Offer Modernisation Program](#)