You have an obligation to ensure that the pay, allowances, deductions and leave paid each fortnight reflect your personal circumstances. To this end, you should regularly check your payslip. In line with Defence values, you have a responsibility to report any anomalies you discover in a timely manner through your chain of command, and/or to your supporting administrative staff.

Online: (Internet and Intranet)
www.defence.gov.au/payandconditions
**Pay Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Date From</th>
<th>Rate</th>
<th>Units</th>
<th>Current</th>
<th>Prior</th>
<th>Total Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>07/09/2017</td>
<td>22.5262065</td>
<td>112.00</td>
<td>2522.26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Allowance</td>
<td>07/09/2017</td>
<td>4.697602</td>
<td>112.00</td>
<td>526.13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Allowance</td>
<td>07/09/2017</td>
<td>9.145493</td>
<td>112.00</td>
<td>16.07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deployment Allowance</td>
<td>19/11/2017</td>
<td>11.00</td>
<td></td>
<td>921.47</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deployment Allowance</td>
<td>30/11/2017</td>
<td>83.770000</td>
<td>14.00</td>
<td>1172.78</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>5158.71</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Taxes**

<table>
<thead>
<tr>
<th>Description</th>
<th>Year To Date</th>
<th>Current</th>
<th>Prior</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marginal Tax</td>
<td>5032.00</td>
<td>144.00</td>
<td></td>
<td>144.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>144.00</td>
</tr>
</tbody>
</table>

**Tax Exception**

<table>
<thead>
<tr>
<th>Description</th>
<th>Date From</th>
<th>Date To</th>
</tr>
</thead>
<tbody>
<tr>
<td>2JAG</td>
<td>07/09/2017</td>
<td>13/09/2017</td>
</tr>
</tbody>
</table>

**Before-Tax Deductions**

- No Before-Tax Deductions found.

**After-Tax Deductions**

<table>
<thead>
<tr>
<th>Description</th>
<th>Remaining Balance</th>
<th>Year To Date</th>
<th>Current</th>
<th>Prior</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overpayment Recovery Sys Auto Child Support</td>
<td>1810.36</td>
<td>492.84</td>
<td>234.04</td>
<td></td>
<td>234.04</td>
</tr>
<tr>
<td>Rent Contribution</td>
<td>2360.19</td>
<td>250.00</td>
<td>-355.65</td>
<td></td>
<td>-355.65</td>
</tr>
<tr>
<td>Total</td>
<td>3063.03</td>
<td></td>
<td></td>
<td></td>
<td>128.39</td>
</tr>
</tbody>
</table>

**Employer Super Contributions (Not included in net pay)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Year To Date</th>
<th>Current</th>
<th>Prior</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADF SUPER FUND</td>
<td>692.27</td>
<td>692.27</td>
<td></td>
<td>692.27</td>
</tr>
</tbody>
</table>

**Absence Balances**

- End Balance: 1.18 Hours (0.15 days)
- 315.58 Hours (39.45 days)
- 3 Months 13 Days

**Disbursement Details**

<table>
<thead>
<tr>
<th>Bank</th>
<th>BSB</th>
<th>Account #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage Bank Limited</td>
<td>012-345</td>
<td>12345678</td>
<td>4886.32</td>
</tr>
</tbody>
</table>

**Messages**

- End Of Payslip ****
DEFENCE ONE PAYSLIP

Payslips can be accessed in Self Service via the Defence Protected Network – DPN (formerly DRN) or the Home Portal (Internet) at:

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

The main Payslip page will display with the most current payslips dating from the first pay period after Defence One go live. For payslips prior to this date, please go to:

**Employee Self Service>My Pay>My ADF Pay (History)>Payslip ADF**

DEFENCE ONE PAYSLIP DETAIL EXPLAINED

**FYTD Amounts** – Differences may appear between the Pay Summary FYTD amounts and the After Tax Deductions FYTD amounts. The Pay Summary FYTD amount is the total of all salary, tax and/or deductions for the current financial year. The After Tax FYTD shows the total for each current, active deduction occurring in that Pay Period for the current financial year.

**PAY PERIOD**
Commencing on payday Thursday (Day 1) and ending on the Wednesday (Day 14).

**PAY CENTRE**
The Pay Centre number is used for administration purposes to identify the transactor group that administers your pay and assists with pay enquiry referrals. Please quote when making enquiries about your pay or leave.

**CATEGORISATION**
Categorisation is used for the purposes of determining eligibility for certain allowances and where applicable, accommodation charges.

- Member with dependants (MWD)
- Member with dependants (Unaccompanied) (MWD-U)
- Member without dependants (MWOD)

**PAY SUMMARY**
Provides a summary for both the current pay period and the financial year to date (FYTD) for the following elements: Gross, Taxes, Deductions and Net Pay.

**EARNINGS**
Each earning will be displayed separately for the current and prior period (and total for the pay); for example, salary, leave, HDA/NRP and other allowances. Regularly check these details to ensure salary and allowance payments are correct. If there are any retrospective amounts, these 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 (112 per f/n) or days (14 max) and is multiplied by the Rate to calculate the fortnightly amount.

**TAXES**
The amount for the Year to Date (YTD), current and prior period for each tax class paid and the total summed. 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. Any amount in the Prior column shows the changed retrospective amount applying to previous pay periods.

**EMPLOYER SUPER CONTRIBUTIONS (NOT INCLUDED IN NET PAY)**
The Superannuation Fund will be displayed with the amount for the YTD and current period, which excludes any retrospective adjustments. Any applicable retrospective amounts will be displayed in the “Prior” column (Not applicable for ADF SUPER or CHOICE).

**ABSENCE BALANCES**
Absence Entitlements are displayed here in the following order.

- War Service Leave
- Purchased Recreation Leave
- Total Recreation Leave
- Long Service Leave

Total Recreation Leave includes Basic Recreation Leave, Environmental Leave, Additional Recreation Leave and Extra Recreation Leave.

**DISBURSEMENT DETAILS**
The details of the financial institution(s), BSB and account number to which your pay has been credited.

**MESSAGES**
May display important pay messages relevant to all members for the current or an upcoming pay period.
POSSIBLE PAYSLIP DIFFERENCES EXPLAINED
A summary of reasons why your pay might be different are detailed below – there may be additional reasons for the difference.

<table>
<thead>
<tr>
<th>SCENARIO</th>
<th>COULD BE DUE TO:</th>
</tr>
</thead>
</table>
| MY PAY IS LESS                             | • A period of Higher Duties Allowance (HDA) has ceased or new period has been submitted late  
                                            • commenced leave at half or no pay  
                                            • ongoing or one off recovery / deduction from pay                                                                                                         |
| I HAVE NO PAY                              | • bank account details supplied may be incorrect  
                                            • recently closed bank account where pay is directed  
                                            • ongoing or one off recovery / deduction from pay  
                                            • commenced leave without pay (LWOP)  
                                            • pay in advance being recovered  
                                            • were you due to discharge and then changed your mind?                                                                                               |
| MY PAY IS MORE                             | • recently commenced an allowance or other benefit  
                                            • completed a course that moves you to new pay / skill grade  
                                            • overpayment recovery has ceased  
                                            • you have been promoted or have acting temporary rank                                                                                               |
| I AM STILL IN RECEIPT OF AN ALLOWANCE     | • posted from a remote location (District Allowance)  
                                            • recently come back from overseas deployment  
                                            • posted from a ship or submarine  
                                            • recently returned from field exercises  
                                            • moved from a Rental Assistance property into own home                                                                                             |
| I DON'T THINK I AM ENTITLED TO            | • New Allowance:  
                                            - Have you met the eligibility criteria where the allowance is based on Position, Activity/Operation log and/or Location.  
                                            - Have you reached the effective begin date where it is based on a posting to a new location.  
                                            - You may not be eligible based on your rank or member Proficiency.  
                                            • Existing Allowance:  
                                            - Eligibility based on Position, Activity/Operation log or Location may no longer be current  
                                            - You have recently posted into or out of a position  
                                            - You are in receipt of an allowance that is incompatible with existing allowances.                                                                 |
| I AM ENTITLED TO RECEIVE                   | • you are in a location that attracts special tax concessions  
                                            • posted out of an area that attracts a different tax zone                                                                                            |
| MY PAY GRADE IS WRONG                     | • incorrect skill grade recorded in Defence One                                                                                                                                                |
| MY INCREMENT IS WRONG                      | • Increment not updated or an incorrect Increment applied in Defence One                                                                                                                               |

WHO TO CONTACT

NAVY & AIR FORCE
Visit your local Customer Service Centre, call 1800 DEFENCE (1800 333 362) or email yourcustomer.service@defence.gov.au

ARMY
Contact your Unit Administrative Staff, visit your local Customer Service Centre, call 1800 DEFENCE (1800 333 362) or email yourcustomer.service@defence.gov.au