

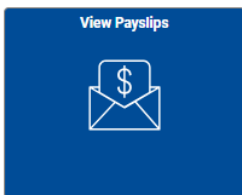
EduPay Overview - Payslips

Payslips display in PDF format which you can view, save, email, or print as required.

You will need to have appropriate PDF reader software on your device and turn off any pop-up blockers. You can allow pop-ups from the department to view payslips. To disable your pop-up blocker, for [Google Chrome](#) or [Microsoft Edge](#).

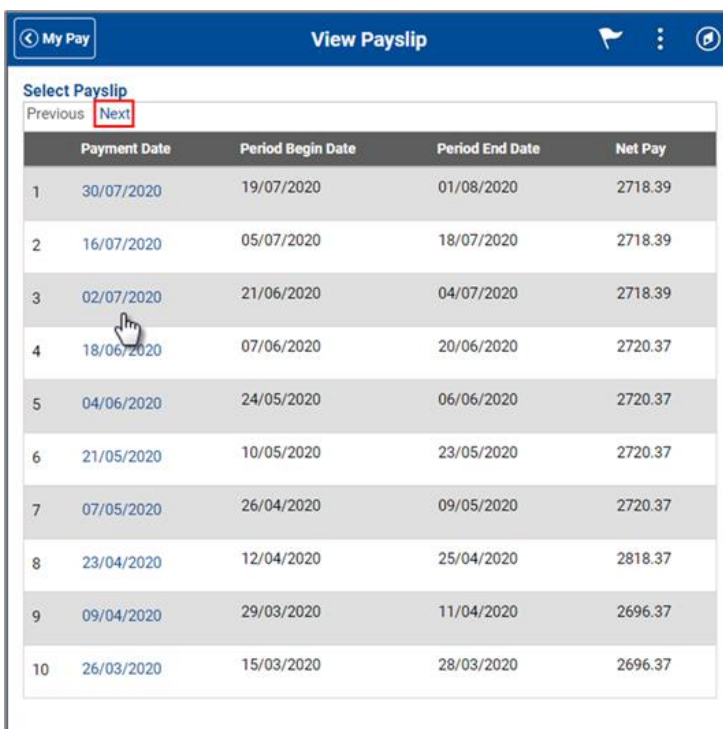
How do I view my payslips?

Log in to [eduPay](#) and on the Employee Homepage select the 'My Pay' tile. On the 'My Pay' page select the 'View Payslips' tile.



The 'View Payslips' page will display, containing a table with links to your 10 most recent payslips. To access older payslips, click the 'Next' link at the top of the page to display the next 10 payslips.

To view your payslips, click the payment date link for the payslip you wish to open. The payslip will then display on a new tab.


 A screenshot of the "View Payslip" page in the eduPay system. The page has a blue header with "My Pay" and "View Payslip" text. Below the header is a "Select Payslip" section with "Previous" and "Next" buttons. A table lists 10 payslips with columns for Payment Date, Period Begin Date, Period End Date, and Net Pay. A mouse cursor is hovering over the "18/06/2020" payment date in the 4th row.

	Payment Date	Period Begin Date	Period End Date	Net Pay
1	30/07/2020	19/07/2020	01/08/2020	2718.39
2	16/07/2020	05/07/2020	18/07/2020	2718.39
3	02/07/2020	21/06/2020	04/07/2020	2718.39
4	18/06/2020	07/06/2020	20/06/2020	2720.37
5	04/06/2020	24/05/2020	06/06/2020	2720.37
6	21/05/2020	10/05/2020	23/05/2020	2720.37
7	07/05/2020	26/04/2020	09/05/2020	2720.37
8	23/04/2020	12/04/2020	25/04/2020	2818.37
9	09/04/2020	29/03/2020	11/04/2020	2696.37
10	26/03/2020	15/03/2020	28/03/2020	2696.37

How do I understand my payslip?

The payslip displays the following information.

VICTORIAN CURRICULUM ASSESSMENT AUTHORITY					
ABN 82 628 957 617					
DIRECT PAYMENT ADVICE					
Name:	John Do	Pay Type:	On Cycle		
Employee ID:	00000000	Pay Calendar:	MLTPAY2024-21		
Empl Rcd Nbr:	1	Period From:	06/04/2025		
Classification:	VCAA Casual Staff	Period To:	19/04/2025		
Salary Step:		Pay Date:	17/04/2025		
Location:	61000001	Time Fraction:	0.00		
Region:	VC0204 - VCAA-Enrlmt, Assmt & Results	Weekly Hours:	0.00		
Salary Range:	\$0.00	Annual Salary/TRP:	\$0.00		
Superannuation Fund	Member No	Salary for Super Purposes	Percent Rate	Contribution Amount	
Vic Super	12345	\$7,510.78	11.50%	\$984.64	
Tax Scale	TFN Status	Study and Training Support Loans		Total Rebate	
1 - Tax Free Threshold Not Claimed	TFN Provided	No		\$0.00	
Pay Details					
	Dates	Percent	Units	Rate	Amount
Earnings					
Arrears					\$1,051.35
VCAA Casual Loading Level 7 VC0001234567	23/03/2025 - 05/04/2025	25.00	100.50	59.573900	\$1,496.79
VCAA Casual Regular Level 7 VC0001234567	23/03/2025 - 05/04/2025		100.50	59.573900	\$5,987.18
VCAA CasShift15% Level 7		15.00	3.00	59.573900	\$26.81
Taxation					
Marginal Tax					\$2,556.00
Arrears Tax					\$410.00
Disbursement Details		BSB	Account	Amount	Net Pay
Commonwealth Bank of Australia		123-000	12345678	\$5,596.13	\$ 5,596.13
SGC Adjustments		Amount			
SGC		\$863.74			
SGC Adjusted this Pay		\$120.90			
SGC Outstanding		\$0.00			

A. Superannuation details

Displays your superannuation fund and the amount paid in the fortnight. ‘Salary for Super Purposes’ shows regular earnings for the current pay fortnight only, doesn't incl. arrears pay if applicable – see F. Retrospective superannuation adjustments).

B. Tax details

Displays your tax scale, tax file number status and other applicable taxation information.

C. Pay details

Displays your earnings, taxation amount, deductions, and other pay adjustments.

a. Earnings Column

When timesheets are submitted in line with VCAA timesheet submission and approval timelines found [here](#), the payslip will be broken down into two payment lines >

- ‘VCAA Casual Regular Level X’ – payment of timesheet (code: VC000XXXXX) at MO Level base rate. Units (hrs) x Base Rate = \$ Amount.
- ‘VCAA Casual Loading Level X’ – this payment line represents the +25% casual loading amount applicable to all VCAA casual employees. 25% of (Units (hrs) x Base Rate) = \$ Amount.

When timesheets are submitted out of cycle (i.e. you submitted the timesheet a month after work was completed) the payment line appears as ‘Arrears’. Arrears payment lines do not include timesheet codes, dates or hours. Just the total amount payable from your late timesheet (No. of hours X MO level payment rate = arrears amount). This section is only visible when timesheets are submitted out of cycle.

b. Dates Column

Displays the fortnight in which work was completed. Dates only present if timesheet is submitted in line with VCAA timesheet submission and approval timelines found [here](#).

c. Percent Column

Displays the +25% casual loading that is applied to all VCAA casual employee or in reference to shift/overtime, represents the shift/overtime % applied. +25% only present if timesheet is submitted in line with VCAA timesheet submission and approval timelines found [here](#).

d. Units Column

Displays the number of hours of worked relative to the timesheet submitted or in reference to shift/overtime reflects number of hours that incur this penalty. Units only present if timesheet is submitted in line with VCAA timesheet submission and approval timelines found [here](#).

e. Rate Column

Displays the base rate of your assigned MO level. The MO level displayed on your Letter of Offer is Base + 25% casual loading. Base rate only present if timesheet is submitted in line with VCAA timesheet submission and approval timelines found [here](#).

f. Amount Column

Displays the gross amount of the relevant payment line (i.e. hours x base rate or hours x +25%)

g. Taxation

Marginal Tax reflects your taxed amount for your regular earnings for the current pay fortnight.

Arrears Tax reflects your taxed amount for any arrears paid in the current pay fortnight. This section is only visible when timesheets are submitted out of cycle.

E. Disbursement details

Displays the bank accounts the department transfers your net pay to.

F. Retrospective superannuation adjustments

This section is only visible when retrospective adjustments to superannuation have occurred. These adjustments may be due to a retrospective pay change or for payment of out of cycle timesheets/arrears. This section shows super contribution amount for your regular earnings (SGC) and super contribution for any arrear’s payments (SGC Adjusted this pay).

Other - Shift/Overtime Penalties

- ‘VCAA CasShift% Level X’ – will appear on payslip if any shift or overtime penalties are owed and have been approved by management for payment.

Other - Travel allowances or reimbursements

- VCAA Remote Travel Allw Cat A or B / Travel Reim Domestic NonTax will appear on payslip when travel claims are submitted, approved, and processed.

Other - Overpayment details

The below section is only visible when an overpayment exists. The amount displayed would reflect the overpayment amount for recovery.

Overpayment Outstanding	\$278.06
-------------------------	----------