

Quick Reference Guide (QRG) to be used for training purposes

For Faculty Managers (FM) and Senior Administration Officers (SAO)

This guide will demonstrate what a basic payslip layout will look like for
Academic Sessional Staff

[CONTINUE](#)





*Time Reporting Code	2-Saturday	3-Sunday	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	Override Reason
	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 1	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 12	Scheduled 7.5 Reported 3	Scheduled 7.5 Reported 2	
10 LB - Lecture Basic				1.00				
10 LD - Lecturing Developed				1.00				
10 LR - Lecturing Repeat					11.00			
10 LS - Lecturing Specialized						1.00		
90 ONNP - Other Normal Non-Practicur			1.00					
10 TR - Tutorial Repeat							1.00	



- The Payslip shows the exact breakdown of the TRCs that were seen on the Timesheet.
- These amounts have then had their rules applied, e.g. 1 unit Lecture Basic = 3 hours worked on the payslip.



		<u>Pay Summary</u>								
		GROSS	TAX	NET						
This Pay		1756.76	224.00	1532.76						
Year To Date		1756.76	224.00	1532.76						

<u>Payment Details</u>											
Current Values				Payback	Adjustments			YTD Values			
<u>Taxable Earnings</u>											
Description	Base	Percent	Rate	Units	Amount	Amount	Base	Unit	Amount	Units	Amount
Lecture - Basic			47.48	3.00	142.44						142.44
Lecture - Develo			47.48	4.00	189.92						189.92
Lecture - Repeat			47.48	22.00	1044.56						1044.56
Lecture - Specia			47.48	5.00	237.40						237.40
Tutorial Repeat			47.48	2.00	94.96						94.96
Other Normal Non			47.48	1.00	47.48						47.48
Total					1756.76						1756.76

<u>Pre Tax Deductions</u>											
Description	Base	Percent	Rate	Units	Amount	Amount	Base	Unit	Amount	Units	Amount
Marginal Tax					224.00						224.00
Total					224.00						224.00