

**Ace Bean Counters
Payroll Form**

**Mail to Ace Bean Counters
PO Box 2584
Taren Point NSW 2229**

Fax to :- 02-9531-2060

Client Name :-

Payroll Master Details

Employee Types

Yes/No

- Permanent
- Permanent Part Time
- Casual

Available Payment Periods

Yes/No

- Weekly
- Fortnight
- Monthly
- Bi-Monthly

Pay Period

Ends Day / Date

Payroll Rates

Super (Y/N)

- Normal Time Y
- Time + 1/4
- Time + 1/2
- Time + 3/4
- Double Time
- Double Time + 1/2
- Casual Time
- Holidays
- Holiday Loading
- Sick Leave
- Special Leave
- Rostered Day Off
- Long Service
- Other Rate 1
- Other Rate 2
- Other Rate 3
- Other Rate 4

Payroll is calculated by using hours. Please specify your payroll in hours. E.g. 38 hours
Different types may be office hours to factory hours

Hours 1 Hours 2

Weekly		
Fortnight		
Monthly		
Bi-Monthly		

Leave Types Yes/No

- Annual Leave
- Long Service
- Sick Leave

Specify _____
Specify _____
Specify _____
Specify _____

Allowances

Tax (Y/N)

Super (Y/N)

- Car Allowance
- Mileage Allowance
- Travel Allowance
- Other Allowance 1
- Other Allowance 2
- Other Allowance 3
- Other Allowance 4

Specify _____
Specify _____
Specify _____
Specify _____

Deductions

Before Tax (Y/N)

Pay Slip Style

See examples

- Union Dues
- Child Support
- Loans Repaid
- Other Deduction 1
- Other Deduction 2
- Other Deduction 3
- Other Deduction 4

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Specify _____
Specify _____
Specify _____
Specify _____

Round Net Pays to Nearest \$

Yes/No