

# Pay Slips — Reading and Calculating

Use this worksheet after reading the lesson to practise the key ideas and prove you can meet the success criteria.

Name \_\_\_\_\_

Date \_\_\_\_\_

Class \_\_\_\_\_

## 1. Key Ideas

Read and interpret a pay slip, calculate gross and net pay, and check whether the recorded figures are correct.

- The components listed on a standard pay slip (ordinary pay, overtime, allowances, deductions, gross, net)
- Why gross and net pay are different figures

## 2. Success Criteria

By the end, you should be able to:

- The components listed on a standard pay slip (ordinary pay, overtime, allowances, deductions, gross, net)
- That gross pay = all earnings before deductions
- That net pay = gross pay – total deductions

## 3. Key Terms

### Gross Pay

Total earnings before deductions, shown on a pay slip.

### Net Pay

The final amount paid into a bank account after all deductions.

### Deductions

Amounts subtracted from gross pay (tax, superannuation, union fees, etc.).

### Superannuation

Compulsory employer contributions to a retirement savings fund.

### PAYG Tax

Pay As You Go tax — income tax withheld by the employer and sent to the ATO.

## 4. Activity: Build the Lesson Map

Use the lesson to complete the table. Keep answers brief but specific.

Prompt	Your answer
Main concept	
Important example	
Common mistake to avoid	
How this links to the next lesson	

## 5. Short Answer Questions

1. Explain this lesson goal in your own words: "The components listed on a standard pay slip (ordinary pay, overtime, allowances, deductions, gross, net)". Use one specific example from the lesson.

**BAND 3** **2 MARKS**

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2. Apply this idea to a new example: "That gross pay = all earnings before deductions". Show your reasoning clearly.

**BAND 4** **3 MARKS**

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3. Analyse why this idea matters for understanding Pay Slips — Reading and Calculating: "That net pay = gross pay – total deductions".

**BAND 5** **4 MARKS**

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## 6. Extend: Apply the Idea

BAND 5/6

5 MARKS

**A student gives a memorised answer about Pay Slips — Reading and Calculating but does not use evidence or reasoning.**

Improve the answer by writing a stronger response that uses accurate terminology, a relevant example and a clear explanation.

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## 7. Multiple Choice

1. What is the best first step when answering a question about Pay Slips — Reading and Calculating?

- A. Identify the key concept being tested
- B. Write every fact from memory
- C. Ignore the command word
- D. Skip examples and evidence

2. Which answer would show stronger understanding of Pay Slips — Reading and Calculating?

- A. An answer with accurate terms and reasoning
- B. A copied definition only
- C. A single-word response
- D. An answer with no example

3. What should you do if a question asks you to explain?

- A. Link the idea to a reason or cause
- B. List unrelated facts
- C. Only draw a diagram
- D. Write the shortest possible answer

## 8. Success Criteria Proof

Finish with evidence that you can do each success criterion.

### SUCCESS CRITERION 1

**Prove that you can: The components listed on a standard pay slip (ordinary pay, overtime, allowances, deductions, gross, net)**

**BAND 3** 2 MARKS

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### SUCCESS CRITERION 2

**Prove that you can: That gross pay = all earnings before deductions**

**BAND 4** 3 MARKS

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### SUCCESS CRITERION 3

**Prove that you can: That net pay = gross pay – total deductions**

**BAND 5** 4 MARKS

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**One thing I still need help with:**

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