

**OZ Office Supplies Pty Ltd  
Employee Information**

	<b>Employee 1</b>	<b>Employee 2</b>	<b>Employee 3</b>
Last name	Anderson	Xing	Cox
First name	Alex	Ben	Kris
Employee Card ID	OZOS0-1	OZOS0-2	OZOS0-3
Address	5 Sydney Way	2 Karawang Street	5 Knight Street
City	Sydney	Sydney	Sydney
State	NSW	NSW	NSW
Postcode	2000	2000	2000
Email	alexa@gmail.com	ben.xing@outlook.com	Kriscox1993@hotmail.com
Phone	0427 282 989	0412 345 989	0487 342 898
Position	Manager	Office Administrator	Sales Representative
Award Classification	N/A	General Retail Industry Award [MA000004] Retail employee level 2	N/A
DOB	20/5/1972	19/4/1982	19/5/1993
Gender	Female	Male	Female
TFN	111 111 111	111 111 111	111 111 111
TFN Status	Has provided TFN	Has provided TFN	Has provided TFN
Residency status	Australian Resident for tax purposes	Australian Resident for tax purposes	Australian Resident for tax purposes
Tax detail	Tax-free threshold	Tax-free threshold and HELP	No Tax Free Threshold
Rebates per year	\$1,655.00	N/A	
Start Date	23 May 2022	23 May 2022	23 May 2022
Employment Basis	Permanent Full - Time	Permanent Full - Time	Temporary Casual
Salary Package	Salary - \$80,000.00 per year Annual Leave Personal Leave Annual Leave Loading *First Aid Allowance \$11.69 per week	Salary – \$45,177.60 per year Annual Leave Personal Leave Annual Leave Loading	Hourly - \$35.73 (\$28.58 + casual loading) Commission ** Uniform Allowance \$3.75 per week based on 3 shifts
Superfund	AMP MYLIFE MYSUPER	AMP MYLIFE MYSUPER	AMP MYLIFE MYSUPER
Super membership No.	012 002	012 876	012 855
Super category	Superannuation Guarantee	Superannuation Guarantee	Superannuation Guarantee

	10% Super on Gross Earnings	10% Super on Gross Earnings \$50 per week Salary Sacrifice Super	10% Super on Gross Earnings including commission
Entitlements category	Annual Leave Personal Leave	Annual Leave Personal Leave	N/A
Union fees	10.00 p/w	10.00 p/w	N/A
Payment method	Electronic	Electronic	Electronic
Bank a/c	BSB 111-111 A/C 226644 Alex Anderson (\$200 each pay)  BSB 111-111 A/C 229876 A Anderson & G Anderson (balance of weekly pay)	BSB 222-222 A/C 336677 Ben Xing	BSB 111-000 A/C 334455 Kris Cox

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#### 19.10 First aid allowance

(a) Clause 19.10 applies to an employee who:

- (i) has a current first aid qualification from St John Ambulance Australia or a similar body; and
- (ii) is appointed by the employer to perform first aid duty.

[19.10(b) varied by [PR718821](#); corrected by [PR725977](#); varied by [PR729257](#) ppc 01Sep21]

(b) The employer must pay the employee an allowance of **\$11.69** per week.

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#### 19.3 Special clothing allowance

(a) In clause 19.3 **special clothing** means any article of clothing (including uniform, waterproof or other protective clothing) that the employer requires the employee to wear or that it is necessary for the employee to wear.

(b) The employer must reimburse an employee who is required to wear special clothing for the cost of purchasing any such clothing (including purchasing replacement clothing due to normal wear and tear) that is not supplied or paid for by the employer.

(c) If the employee is responsible for laundering any special clothing that is required to be worn by them, the employer must pay the employee a laundry allowance of:

- (i) **\$6.25** per week for a full-time employee; and
- (ii) **\$1.25** per shift for a part-time or casual employee.

#### Notes to Assessor

**Employee 1** Alex Anderson is paid a manager's salary. He is not paid under an award; however, the national workplace relations system covers him, and the National Employment Standards (NES) apply.

<https://www.fairwork.gov.au/sites/default/files/migration/723/Introduction-to-the-national-employment-standards.pdf>

**Employee 2** Ben Xing is paid under the General Retail Industry Award [MA000004] at Retail Employee Level 2. The rate used is applicable on 29/04/2022 and is subject to change. A copy of the pay rate for full-time adult workers is provided below.

The General Retail Industry Award [MA000004] includes 17.5% leave loading on paid annual leave. It does not apply to casual employees. Both Alex Anderson and Ben Xing are paid leave loading.

**Employee 3** Kris Cox is paid as a casual employee. The rate that he is paid is based on the Casual Retail Employee Level 2 rate. The rate used is applicable on 29/04/2022 and is subject to change. A copy of the pay rate for adult casual workers is provided below. Kris is paid a 25% casual loading on top of her hourly rate. The hourly rate the student must use is \$35.73 per hour. Kris does not accrue annual leave or personal leave.



## Pay Guide - General Retail Industry Award

### [MA000004]

Published 15 November 2021

Pay rates change from 1 July each year, the rates in this guide apply from the first full pay period on or after 01 September 2021.

Information about the definition and operation of allowances, penalties and overtime can be found in the [award](#) and the [Pay and Conditions Tool](#).

The best way to get general pay and conditions advice is to register for [My account](#) on our website. Once you have registered you can ask questions and save replies, view tailored information relevant to you and save pages, pay rates and awards.

### Rates of pay

#### Adult

#### Full-time & part-time

Table 1 of 3

Classification	Weekly pay rate	Hourly pay rate	Evening - Monday to Friday after 6pm	Saturday - not shiftworkers	Sunday - not shiftworkers	Public holiday - not shiftworkers
Retail employee level 1	\$848.50	\$22.33	\$27.91	\$27.91	\$33.50	\$50.24
<b>Retail employee level 2</b>	<b>\$868.80</b>	<b>\$22.86</b>	\$28.58	\$28.58	\$34.29	<b>\$51.44</b>
Retail employee level 3	\$882.30	\$23.22	\$29.03	\$29.03	\$34.83	\$52.25
Retail employee level 4	\$899.50	\$23.67	\$29.59	\$29.59	\$35.51	\$53.26
Retail employee level 5	\$936.50	\$24.64	\$30.80	\$30.80	\$36.96	\$55.44
Retail employee level 6	\$950.10	\$25.00	\$31.25	\$31.25	\$37.50	\$56.25
Retail employee level 7	\$997.70	\$26.26	\$32.83	\$32.83	\$39.39	\$59.09
Retail employee level 8	\$1,038.20	\$27.32	\$34.15	\$34.15	\$40.98	\$61.47

## Casual

Table 1 of 3

Classification	Hourly pay rate	Evening - Monday to Friday after 6pm	Saturday - not shiftworkers	Sunday - not shiftworkers	Public holiday - not shiftworkers
Retail employee level 1	\$27.91	\$33.50	\$33.50	\$39.08	\$55.83
<b>Retail employee level 2</b>	<b>\$28.58</b>	\$34.29	\$34.29	\$40.01	\$57.15
Retail employee level 3	\$29.03	\$34.83	\$34.83	\$40.64	\$58.05
Retail employee level 4	\$29.59	\$35.51	\$35.51	\$41.42	\$59.18
Retail employee level 5	\$30.80	\$36.96	\$36.96	\$43.12	\$61.60
Retail employee level 6	\$31.25	\$37.50	\$37.50	\$43.75	\$62.50
Retail employee level 7	\$32.83	\$39.39	\$39.39	\$45.96	\$65.65
Retail employee level 8	\$34.15	\$40.98	\$40.98	\$47.81	\$68.30

## 11. Casual employees

**11.1** An employer must pay a casual employee for each hour worked a loading of **25%** on top of the minimum hourly rate otherwise applicable under clause [17—Minimum rates](#).

NOTE 1: The casual loading is payable instead of entitlements from which casuals are excluded by the terms of this award and the [NES](#). See Part 2-2 of the Act.

NOTE 2: Overtime rates applicable to casuals are set out in [Table 10—Overtime rates](#).

NOTE 3: Penalty rates applicable to casuals are set out in [Table 11—Penalty rates](#).

[11.4 renumbered as 11.2 by [PR733977](#) from 27Sep21; substituted by [PR735945](#) ppc 06Dec21]

**11.2** The minimum daily engagement of a casual employee is 3 hours, or 1.5 hours in the circumstances set out in clause [11.3](#).

[11.5 renumbered as 11.3 by [PR733977](#) from 27Sep21]

**11.3** The circumstances are:

- (a) the employee is a full-time secondary school student; and
- (b) the employee is engaged to work between 3:00 pm and 6:30 pm on a day on which the employee is required to attend school; and
- (c) the employee, with the approval of the employee's parent or guardian, agrees to work for fewer than 3 hours; and
- (d) employment for a longer period than the agreed period is not possible either because of the operational requirements of the employer or the unavailability of the employee.

[11.6 renumbered as 11.4 by [PR733977](#) from 27Sep21]

**11.4** An employer must pay a casual employee at the end of each engagement or weekly or fortnightly in accordance with pay arrangements for full-time and part-time employees.