



ADP Payroll Services UPDATE

Loadings & Penalty Rates - make sure your payslips are compliant

Does your kindergarten use the below pay elements?

These pay elements currently have loadings or penalty rates applied which need to be separated from the base rate so they show separately on payslips

What does this mean?

Employees should be easily able to identify any loadings (including casual loading), allowances, bonuses, incentive-based payments, penalty rates and/or other paid entitlements from their ordinary hourly rate on their pay slip.

What do you need to do?

Contact the **ADP Kindergarten Support Team** to set up new loading codes on your payroll.

Phone 1300 763 652 or raise an e-service ticket to the Kindergarten Support Team.

Pay elements with loadings/penalties

External Relievers Vectea2016

25 EMTR – Emergency Teacher

29 RAGL – Relief AGL

11 RELD – Relief Diploma Educator

69 REC3 – Relief Cert 111

Internal Relievers where additional hours worked

26 INTC

82 ADDT

83 ADDA

84 ADDD

85 ADDE

ESA

26 INTC

CSA Award

58 CSAQ

PCS Award

59 PCSQ