



**MAHBOBA'S  
PROMISE**

An Australian Aid Organisation

# Salary Payments



## **Mahboba's Promise Inc**

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### **PPG 5.5: Salary Payments**

1. All new staff must complete a tax file number declaration and provide a letter authorizing their net salary to be paid to their bank account. They also must provide details of their preferred superannuation.
2. Salaries are paid monthly in the middle of each month for permanent staff.
3. Casual staff are paid monthly [unless special circumstances require more frequent payments] and are paid for days worked.
4. Tax is calculated using the ATO tax calculator [http://www.ato.gov.au/scripts/taxcalc/calc\\_standard\\_hire.asp](http://www.ato.gov.au/scripts/taxcalc/calc_standard_hire.asp)
5. Requests for additional deductions for personal after-tax superannuation payments must be made in writing.
6. Employees are provided with a pay slip after each payment.
7. Superannuation is paid each time a salary payment is made.