

Have you checked your pay?

Over the past few weeks the PSA has had reports from members that their pay has been incorrect. This is causing some angst amongst members being underpaid, dropping back an increment, or waiting for extended periods of time for overtime or back pay only to have it taxed at a higher rate when it is paid.

We have also had reports that overtime has been declined and award entitlements are not being paid.

Check your payslips and log any inconsistencies

The PSA is advising all members to check their payslips to ensure they are being paid correctly. If you believe there is an error in your pay, you should log the incident with FACS as soon as possible and request for it to be resolved.

If your issue is not resolved, please log it with the PSA's Member Support Centre. You should include a brief outline of the issue, supporting documents and the steps you have taken to resolve it.

Once you have collected together all relevant information please contact the MSC on **1300 772 679**.

Think you might have been overpaid?

If you think you might have been overpaid, it's important that you do not spend the money until you are sure it is correct. Overpayments can be recovered by Family and Community Services.

It has been reported to the PSA that a number of members have had overpayments recovered in a way that has caused them some difficulty and has impacted their fortnightly take home pay dramatically.

Members should be aware of what the FACS policy in relation to over and underpayments states:

1. Recovery of one-off amounts employees are not entitled to will be deducted in full as a salary adjustment in the next pay.
2. Automatic fortnightly adjustments will be made for shift workers to take into account late changes to shift or rostering arrangements.
3. Recovery of cumulative overpayments may occur by a single instalment or a rate of five per cent (or greater) of the gross fortnightly pay.
4. No overpayment will be recovered without prior notice to or consultation with the employee.

You can read the FACS policy and procedures about salary over and underpayments by clicking the links below.

Salary Under and Overpayments [POLICY](#)

Salary Under and Overpayments [PROCEDURE](#)

Three easy things you can do to support your union:

1. Assist the work of the PSA and delegates by asking your colleagues to [JOIN](#).
2. Download the PDF version of this bulletin and pin it up on your staff noticeboard.
3. If members you work with have not received this bulletin, forward it to them so they can update their details at: <https://membership.psa.asn.au/>

If you have any questions about this bulletin please email: FACSOrganising@psa.asn.au

