

Template 2 – Weekly time and wages record

Employment details			
Employee's name:		Employer's name:	
Date of birth (if under 21):		ABN:	
Name of WA award / industrial agreement:		Business trading name:	
Job classification / Level: (e.g. Food and Beverage Attendant Level 2, apprentice carpenter)		Pay period dates:	
Employment status: (Full time, part time or casual)		Pay date:	

Day and date	Ordinary hours						Overtime hours					Leave		
	Start Time	Start unpaid meal break	End unpaid meal break	Other break	Finish time	Total hours (exclude unpaid breaks)	Overtime start time	Start unpaid break	End unpaid break	Overtime finish time	Total hours (exclude unpaid breaks)	Leave type	Leave hours	
WEEKLY TOTAL ORDINARY HOURS:							WEEKLY TOTAL OVERTIME HOURS:						TOTAL:	

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Hours worked				Deductions	
Type of pay	Rate	Total hours	Pay	Deduction type	Amount
Ordinary hours			\$	PAYG tax	\$
Overtime hours			\$	Deductions (specify type and reason)	\$
Weekend rates if applicable			\$		
			\$	Deduction (specify type and reason)	\$
Other rates if applicable			\$		
			\$	Net pay	
Allowances			\$	Gross pay	\$
Allowance (specify)			\$	Total deductions	\$
Allowance			\$	Net pay paid to employee	\$
Allowance			\$	Superannuation	
Leave			\$	Employer contribution	\$
Leave (specify)			\$	Superannuation calculation	<u> </u> % of \$ <u> </u> = \$ <u> </u>
Leave (specify)			\$	Superannuation period	
Leave loading if applicable			\$	Name of fund	
Gross pay			\$	Date paid into fund	

Disclaimer

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