# HOURS & WAGES RECORD

**No. 76L**
LARGE

EMPLOYER'S NAME ..... ADDRESS .....

EMPLOYEE'S NAME ..... DATE OF BIRTH ..... (IF UNDER 21 YEARS) ADDRESS .....

APPLICABLE AWARD/AGREEMENT ..... CLASS OF WORK .....

TERMS OF EMPLOYMENT ☐ FULL TIME ☐ PART-TIME ☐ PERMANENT ☐ TEMPORARY ☐ CASUAL

| WEEK ENDING *EMPLOYEE NAME | HOURS WORKED DAILY | | | | | | | TOTAL HOURS | RATE | ALLOWANCES | | GROSS WAGES | DEDUCTIONS | | | NET PAYMENT | EMPLOYER SUPER. CONTRIB. | SIGNATURE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | | | | | | TAX | | | | | |
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| **TOTALS** | | | | | | | | | | | | | | | | | | |

SAMPLE

***EMPLOYEE NAME.** Under current requirements, employers are expected to use a separate sheet(s) for each employee. However, the employer may use a sheet for the whole staff to summarise the wages bill for the week in addition to the individual's wages record, if so desired.

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