EMPLOYER .....

ZIONS SYSTEMS

EMPLOYEE RECORD CARD

FORM ERC

NAME			JOB TITLE/CLASSIFICATI
ADDRESS			HOME TELEPHONE No.
		POSTCODE	DATE OF BIRTH
DATE EMPLOYED	DATE TERMINATED		NEXT OF KIN
TERMS OF EMPLOYMENT	AWARD/AGREEMENT		TAX FILE No.
HOW TERMINATED	BY WHOM		GENERAL EXEMPTION CL
AMOUNTS PAID ON TERMINATION			DEPENDANT REBATE CLA

SALARY PAYABLE AND DATE OF CHANGE

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	D

LONG SERVICE LEAVE PARTICULARS

LEAVE DUE -	DATE	DAYS	DATE	DAYS
LEAVE TAKEN -	DATE	DAYS	DATE	DAYS
LEAVE BALANCE -	DATE	DAYS	DATE	DAYS

ANNUAL LEAVE

NAME .....

DATE DUE EACH YEAR .....

LEAVE DUE		LEAVE TAKEN					LEAVE BALANCE	LEAVE DUE		LEAVE TAKEN					LEAVE BALANCE
DATE	DAYS	FROM	TO	DAYS	PAID			DATE	DAYS	FROM	TO	DAYS	PAID		

ABSENCES AND SICK LEAVE

DATE	REASON OR REMARKS	HOURS/DAYS			DATE	REASON OR REMARKS	HOURS/DAYS			DATE	REASON OR REMARKS	HOURS/DAYS		
		PAID	BAL DUE	NOT PAID			PAID	BAL DUE	NOT PAID			PAID	BAL DUE	NOT PAID