ZIONS SYSTEMS

# WEEKLY TIME, PAY AND WAGES BOOK

SHEET No. .....

EMPLOYER'S NAME & ABN ..... ADDRESS .....

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

APPLICABLE AWARD/AGREEMENT ..... CLASSIFICATION/ DESIGNATION OF EMPLOYEE .....

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

EMPLOYMENT COMMENCEMENT DATE ...../...../.....

EMPLOYMENT TERMINATION DATE ...../...../.....

The Regular Daily Breaks for meals, etc. for the employee (except where specially otherwise mentioned against any employee's name) are:- From ..... To .....

RATE OF WAGES

| DATE | AMOUNT | PER |
|---|---|---|
| | | |
| | | |
| | | |

| WEEK ENDING | 1st DAY | | | | 2nd DAY | | | | 3rd DAY | | | | 4th DAY | | | | 5th DAY | | | | 6th DAY | | | | 7th DAY | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | STARTED | STOPPED | HOURS WORKED ORD. | HOURS WORKED OVER TIME | STARTED | STOPPED | HOURS WORKED ORD. | HOURS WORKED OVER TIME | STARTED | STOPPED | HOURS WORKED ORD. | HOURS WORKED OVER TIME | STARTED | STOPPED | HOURS WORKED ORD. | HOURS WORKED OVER TIME | STARTED | STOPPED | HOURS WORKED ORD. | HOURS WORKED OVER TIME | STARTED | STOPPED | HOURS WORKED ORD. | HOURS WORKED OVER TIME | STARTED | STOPPED | HOURS WORKED ORD. | HOURS WORKED OVER TIME |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| ORDINARY TOTAL | | | OVERTIME TOTAL | | | ALLOWANCES | | GROSS WAGES | DEDUCTIONS | | | | | | | | | | | | | | | | | | |