HOURS + WAGES RECORD

Employer's Name .... ABN ....

Name of Employee ....
SURNAME GIVEN NAMES

Address .... Postcode ....

Age/Date of Birth .... / .... / .... (if under 21) Tax File No. ....

Applicable Award/Agreement ....

Terms of Employment ☐ Full Time ☐ Part Time ☐ Permanent ☐ Temporary ☐ Casual

Week Ending	Hours Worked							Total Hours		Rate	Ordinary Pay	Overtime Pay	Taxable Allowances
	1st Day	2nd Day	3rd Day	4th Day	5th Day	6th Day	7th Day	Ord Time	Over-time				
Totals													

EMPLOYMENT AND LEAVE RECORD

	Rates of Pay		
	/ /	/ /	/ /
Weekly			
Hourly			
Time & Half			
Double Time			

	Leave Due		Leave Taken			
	Date	Days	From	To	Days	Bal
Employment Commenced / /						
Employment Terminated / /						
Date of Entitlement / /						
Leave Entitlement (days)						

Gross Wages	Deductions			Total Deductions	Net Payment	Employer Super	Signature
	Tax						

SAMPLE

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