

# ZIONS SYSTEMS TIME SHEET BOOK – No. 30AB

CHECK No. \_\_\_\_\_

WEEK ENDING

 EMPLOYER'S NAME \_\_\_\_\_  
 BUSINESS & ADDRESS \_\_\_\_\_

_____/_____/_____
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 EMPLOYEE'S FULL NAME \_\_\_\_\_ CLASSIFICATION AND AGE \_\_\_\_\_  
(IF NECESSARY)

In cases where the Employee's Rate of wages varies under the Award, according to (1) the age when the Employee entered the business, or (2) the Employee's period of experience in this particular class of business, then the following particulars should be filled in:-

 (1) Age when Employee entered the business.  
 \_\_\_\_\_

 (2) Period of experience in this class of business.  
 \_\_\_\_\_

If an Apprentice, state-

Age \_\_\_\_\_

 Apprenticeship date  
 \_\_\_\_\_

Day of Week	Morning Start	Checked By	Lunch Leave	Checked By	Lunch Return	Checked By	Tea Leave	Checked By	Tea Return	Checked By	Finish	Checked By	Ordinary Hours Worked	Overtime Hours Worked
1st														
2nd														
3rd														
4th														
5th														
6th														
7th														

# SAMPLE

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Total Ordinary Hours \_\_\_\_\_ at \_\_\_\_\_ \$ \_\_\_\_\_ :

Total Overtime Hours \_\_\_\_\_ at \_\_\_\_\_ \$ \_\_\_\_\_ :

Allowance (if any) for quarters or board &amp; lodging \_\_\_\_\_ \$ \_\_\_\_\_ :

Allowance for Tea Money or \_\_\_\_\_ \$ \_\_\_\_\_ :

Deduction \_\_\_\_\_ for \_\_\_\_\_ \$ \_\_\_\_\_ :

Deduction \_\_\_\_\_ for \_\_\_\_\_ \$ \_\_\_\_\_ :

**TOTAL PAYMENT \$ \_\_\_\_\_ :**

**THIS SHEET MUST BE FILLED UP IN INK DAILY** and kept at the Workshop or Factory or place where the employer carries on his business.

 \_\_\_\_\_  
 Employee's Signature  
(if required)

Employer Super Contribution	\$	
Paid to		Fund/Scheme