ZIONS YSTEMS

WEEKLY TIME, PAY AND WAGES BOOK

SHEET No. ....

EMPLOYER'S NAME ....

AUSTRALIAN BUSINESS NUMBER .... ADDRESS ....

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

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

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

MPLOYMENT OMMENCEMENT DATE ..../........../..........

MPLOYMENT ERMINATION DATE ..../........../..........

The Regular Daily Breaks for meals, etc. for the employee (except where specially otherwise mentioned) are:-

From .... To ....

....

....

RATE OF WAGES

DATE	AMOUNT	PER

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

ORDINARY TOTAL HOURS	RATE	AMOUNT	OVERTIME TOTAL HOURS	RATE	AMOUNT	ALLOWANCES		GROSS WAGES	DEDUCTIONS TAX				TOTAL	NET WAGES PAID	EMPLOYER SUPER. CONTRIB.	EMPLOYEE'S SIGNATURE (For Hours Worked & Receipt of Pay)

SAMPLE

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