ZIONS SYSTEMS

WEEKLY TIME, PAY AND WAGES BOOK

SHEET No. ....

EMPLOYER'S NAME & ABN ....

ADDRESS ....

EMPLOYEE'S NAME .... ADDRESS .... (IF UNDER 21)

TERMS OF EMPLOYMENT ☐ PERMANENT FULL TIME ☐ TEMPORARY

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		STARTED	STOPPED	HOURS WORKED		STARTED	STOPPED	HOURS WORKED		STARTED	STOPPED	HOURS WORKED		STARTED	STOPPED	HOURS WORKED		STARTED	STOPPED	HOURS WORKED		STARTED	STOPPED	HOURS WORKED	
			ORD.	OVER-TIME			ORD.	OVER-TIME			ORD.	OVER-TIME			ORD.	OVER-TIME			ORD.	OVER-TIME			ORD.	OVER-TIME			ORD.	OVER-TIME

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

SAMPLE

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