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

SAMPLE
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EMPLOYMENT AND LEAVE RECORD

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

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

Gross Wages	Deductions Tax			Total Deductions	Net Payment	Employer Super	Signature