# **Time and** W**ages** R**ecord**

## **Employer and** E**mployee details**

| Employer’s name: |  |  |
| --- | --- | --- |

| Employee’s name: |  |
| --- | --- |

| Pay period: | / / to / / | Pay date\*: | / / |
| --- | --- | --- | --- |

## **Hours worked**

| **Employee’s ordinary hours\*:** 00 **hours** 00 **mins per week / fortnight / other**  (circle appropriate option and insert information if required) | | | | | | | **Overtime** | | | | | | | **Leave** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day & date\***  (e.g. Day: Mon;  Date: 21/3) | **Start time\***  (e.g. 8.30am) | **Break unpaid\***  (e.g. meal  12:30pm) | **Restart time\*** | **Finish time\*** | **Other times/ Breaks\*** | **Total** (Hours minus unpaid breaks) | **Start time**  (e.g. 8:30am) | **Break unpaid\***  (e.g. meal 12:30pm) | **Restart time\*** | **Finish time** | **Other times/ Breaks** | | **Total** (hours minus unpaid breaks) | **Type\*** (e.g. personal leave, etc.) | **Hours** (hours minus unpaid breaks) |
|  |  |  |  |  |  | 5 |  |  |  |  |  | |  |  |  |
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|  | | | | | **Total**: |  |  | | | | | **Total**: |  | **Total**: |  |

## **Calculation schedules**

| Ordinary hours | 00 hours@ $00.00 p/hr | $0,000.00 |
| --- | --- | --- |
| Overtime hours | 00 hours@ $00.00 p/hr | $0,000.00 |
| Part-time loading | 00 %\* | $0,000.00 |
| Casual loading | 00 %\* | $0,000.00 |
| Other loading – type  (e.g. shift loading): | 00 %\* | $0,000.00 |
| Penalty rate# – type  (e.g. Saturday/evening): | 00 hours\*@ $00.00 p/hr\* | $0,000.00 |
| Penalty rate# – type  (e.g. public holidays): | 00 hours\*@ $00.00 p/hr\* | $0,000.00 |
| Monetary allowance/bonus/other payment – type  (e.g. bonus): | | $0,000.00 |
| Leave – type: | 00 hours\*@ $00.00 p/hr\* |  |
| Leave loading: | $0,000.00 | |
| **Gross pay** | | **$0,000.00** |

| **Deductions** | | | | |
| --- | --- | --- | --- | --- |
| Taxation | $0,000.00 | Superannuation contribution | | $0,000.00 |
| Other – type  (e.g. voluntary superannuation contributions) | $0,000.00 | Number or name and number of super fund: | | |
| Other: | $0,000.00 | Where the entitlement comes from (why the employer is liable to pay it) : | | |
| Other: | $0,000.00 | Period over which contributions were made: | / / to  / / | |
| **Total deductions** | $0,000.00 | Date paid into fund: | / / | |
| **Note:** Any election made by the employee in relation to the fund into which superannuation contributions are to be made must be kept, along with a record of the date of the election. | | |
| **Net pay** | $0,000.00 |

**Employee declaration\*:** I have worked the above times and received the net pay shown on this worksheet.

I have agreed with my employer to take time off instead of being paid for the \_\_\_hours\_\_\_mins overtime I worked in this pay period.

Signed: Date: / /

*\* freshOps acknowledges that the inclusion of information marked with an asterisk (\*) is not a requirement under the Fair Work Regulations 2009, effective 1 July 2009. This template is provided as a best practice model.*