ZIONS SYSTEMS

WEEKLY TIME, PAY AND WAGES BOOK

SHEET No. _____

EMPLOYER'S NAME & ABN _____ ADDRESS _____

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

APPLICABLE AWARD/AGREEMENT _____ CLASSIFICATION/ DESIGNATION OF EMPLOYEE _____

TERMS OF EMPLOYMENT ☐ FULL TIME ☐ PART TIME ☐ PERMANENT ☐ TEMPORARY ☐ CASUAL

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
TOTALS																												

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			

SAMPLE

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