**Template 2A - Weekly time and wages record** **-** **WA award employees**

| **Employment details** | | | |
| --- | --- | --- | --- |
| **Employee's name:** |  | **Employer’s name:** |  |
| **Date of birth (if under 21):** |  | **ABN:** |  |
| **Name of WA award:** |  | **Business trading name:** |  |
| **Job classification / Level:** *(e.g. Food and Beverage Attendant Level 2; apprentice carpenter, hairdresser)* |  | **Pay period dates:** |  |
| **Employment status:** *(Full time, part time or casual)* |  | **Pay date:** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day and date** | **Ordinary hours** | | | | | | **Overtime hours** | | | | | **Leave** | |
| **Start Time** | **Start unpaid meal break** | **End unpaid meal break** | **Other break** | **Finish time** | **Total hours** *(exclude unpaid breaks)* | **Overtime start time** | **Start unpaid break** | **End unpaid break** | **Overtime finish time** | **Total hours** *(exclude unpaid breaks)* | **Leave type** | **Leave hours** |
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| **WEEKLY TOTAL ORDINARY HOURS:** | | | | | |  | **WEEKLY TOTAL OVERTIME HOURS:** | | | |  | **TOTAL:** |  |

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hours worked** -Refer to the Wageline’s WA award summary or the relevant WA award for details on ordinary time hours, overtime hours or penalty rates applicable. | | | | **Deductions** | | |
| **Type of pay** | **Rate** | **Total hours** | **Pay** | **Deduction type** | | **Amount** |
| **Ordinary time rate** |  |  | $ | **PAYG tax** | | $ |
| **Additional ordinary time rate** |  |  | $ | **Other deductions** *(please specify)* | | $ |
| **Saturday rate** |  |  | $ | **Total deductions** | | **$** |
| **Sunday rate** |  |  | $ | *Permitted deductions are any amount the employer is authorised, in writing, by the employee to deduct and pay on behalf of the employee; any amount the employer is authorised to deduct and pay on behalf of the employee under the relevant WA award; or any amount the employer is authorised or required to deduct by law or a court order.* | | |
| **Public holiday rate** |  |  | $ |
| **Shift penalty** |  |  | $ |
| **Overtime – Time and a half** |  |  | $ |
| **Overtime – Double time** |  |  | $ | **Net pay** | | |
| **Other rate** *(please specify)* |  |  | $ | **Gross pay** | | $ |
| **Allowance** |  |  | $ | **Total deductions** | | $ |
| **Allowance** |  |  | $ | **Net pay paid to employee** | | **$** |
| **Leave** *(type)* |  |  | $ | **Superannuation** | | |
| **Leave** *(type)* |  |  | $ | **Employer contribution** | $ | |
| **Leave loading** |  |  | $ | **Fund** |  | |
| **Gross pay** | | | **$** | **Date paid into fund** |  | |

**Disclaimer**

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