**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:**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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:** |  |

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

|  |  |
| --- | --- |
| **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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