

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: <i>(e.g. Food and Beverage Attendant Level 2; apprentice carpenter, hairdresser)</i> | | Pay period dates: | |
| Employment status: <i>(Full time, part time or casual)</i> | | 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 <i>(exclude unpaid breaks)</i> | Overtime start time | Start unpaid break | End unpaid break | Overtime finish time | Total hours <i>(exclude unpaid breaks)</i> | 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 <i>(please specify)</i> | \$ |
| Saturday rate | | | \$ | Total deductions | \$ |
| Sunday rate | | | \$ | <i>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.</i> | |
| Public holiday rate | | | \$ | | |
| Shift penalty | | | \$ | | |
| Overtime – Time and a half | | | \$ | | |
| Overtime – Double time | | | \$ | Net pay | |
| Other rate <i>(please specify)</i> | | | \$ | Gross pay | \$ |
| Allowance | | | \$ | Total deductions | \$ |
| Allowance | | | \$ | Net pay paid to employee | \$ |
| Leave <i>(type)</i> | | | \$ | Superannuation | |
| Leave <i>(type)</i> | | | \$ | Employer contribution | \$ |
| Leave loading | | | \$ | Fund | |
| Gross pay | | | \$ | Date paid into fund | |

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