

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	
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 <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	

Disclaimer

The Department of Mines, Industry Regulation and Safety has prepared this template to provide information on record keeping requirements for state system employers. It is provided as a general guide only and is not designed to be comprehensive or to provide legal advice. The Department does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.