

Template 2B - Weekly time and wages record - Award free employees

Employment details			
Employee's name:		Employer's name:	
Date of birth (if under 21):		ABN:	
Employment status: <i>(Full time, part time or casual)</i>		Business trading name:	
Pay period dates:		Pay date:	

Day and date	Ordinary hours						Leave	
	Start Time	Start of unpaid meal break	End of unpaid meal break	Other break	Finish time	Total hours <i>(exclude unpaid breaks)</i>	Leave type	Leave hours
WEEKLY TOTAL ORDINARY HOURS:							TOTAL:	

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Deductions		Employer superannuation contribution	
Deduction type	Amount	Name of fund	
PAYG tax	\$		
Other deductions <i>(please specify)</i>	\$	Contribution	\$
Other	\$		
Total deductions	\$	Final pay	
<i>Permitted deductions are any amount the employer is authorised, in writing, by the employee to deduct and pay on behalf of the employee or any amount the employer is authorised or required to deduct by law or a court order.</i>		Gross pay	\$
		Total deductions	\$
		Net pay paid to employee	\$

For more information please visit the Wageline website www.dmirns.wa.gov.au/wageline or call Wageline on 1300 655 266.

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