

# Time and wages record template

## WA state system employees

<b>Employee's name:</b>		<b>Employers name:</b>	
<b>Date of birth (if under 21)</b>		<b>ABN</b>	
<b>Name of WA award:</b>		<b>Trading name of business:</b>	
<b>Job classification / Level:</b> <i>(eg Food and Beverage Attendant Level 2; apprentice carpenter, senior hairdresser)</i>		<b>Pay period dates</b>	
<b>Employment status</b> <i>(Full time, part time or casual):</i>		<b>Pay date</b>	

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

### 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.

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Pay				Deductions	
	Rate	Total hours	Pay	Deduction type	Amount
Ordinary time rate			\$	PAYG Tax	\$
Additional ordinary time rate			\$	Other deductions ( <i>please specify</i> )	\$
Saturday rate			\$	Other	\$
Sunday rate			\$	<b>Total deductions</b>	<b>\$</b>
Public Holiday 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>	
Shift penalty		\$			
Overtime – Time and a half		\$			
Overtime – Double time		\$	<b>Final pay</b>		
Other rate (please specify)		\$	Gross pay:	\$	
Allowance		\$	Total deductions:	\$	
Allowance		\$	<b>Net pay paid to employee:</b>	<b>\$</b>	
Leave (type)		\$	<b>Superannuation</b>		
Leave (type)		\$	Employer contribution:		
Leave loading		\$	Fund		
<b>GROSS PAY</b>			\$	Date paid into fund:	

- Employees who are award free do not have a minimum entitlement to an additional rate of pay for overtime or penalty rates. Award free employees must be paid the appropriate minimum rate of pay for all hours worked, or a higher rate as specified in the employee's contract of employment.
- If the employee is covered by a WA award refer to the applicable WA award or Wageline's WA award summary for detail on days and times when ordinary time hours must be worked and overtime hours or penalty rates are applicable. Ordinary hours are hours worked with the span of hours set by the WA award, such as an average of 38 hours per week worked Monday to Friday between 6:00am and 6:00pm, with not more than 8 hours per days. Overtime rates of pay may apply for any hours worked in excess of 38 hours per week or any hours worked outside the span of hours set by the WA award.
- Employers must keep all records for at least seven years after they are made for both current and past employees. If the business is sold, the records should be transferred to the new employer.
- For more information please visit the Wageline website [www.dmirs.wa.gov.au/wageline](http://www.dmirs.wa.gov.au/wageline) or call Wageline on 1300 655 266.