

# Time and wages record

## Employer and employee details

Employer's name:

Employee's name:

Pay period:

Pay date\*:

## Hours worked

For information about hours of work, including minimum and maximum hours of work, penalty rates, overtime and break obligations, visit [www.fairwork.gov.au](http://www.fairwork.gov.au) or contact the Fair Work Infoline on 13 13 94.

| Employee's ordinary hours*: 00 hours 00 mins per week / fortnight / other <insert text><br>(circle appropriate option and insert information if required) |                              |   |                  |                 |                            |   | Overtime                    |  |                  |                |                           |   | Leave                                   |   |  |
|---|------------------------------|---|------------------|-----------------|----------------------------|---|-----------------------------|--|------------------|----------------|---------------------------|---|---|---|--|
| Day & date*<br>(e.g. Day: Mon;<br>Date: 21/3)   | Start time*<br>(e.g. 8.30am) | Break unpaid*<br>(e.g. meal<br>12:30pm) | Restart<br>time* | Finish<br>time* | Other<br>times/<br>Breaks* | Total<br>(Hours<br>minus<br>unpaid<br>breaks) | Start time<br>(e.g. 8:30am) | Break<br>unpaid*<br>(e.g. meal<br>12:30pm) | Restart<br>time* | Finish<br>time | Other<br>times/<br>Breaks | Total<br>(hours<br>minus<br>unpaid<br>breaks) | Type*<br>(e.g. personal leave,<br>etc.) | Hours<br>(hours<br>minus<br>unpaid<br>breaks) |  |
|   |                              |   |                  |                 |                            |   |                             |  |                  |                |                           |   |   |   |  |
|   |                              |   |                  |                 |                            |   |                             |  |                  |                |                           |   |   |   |  |
|   |                              |   |                  |                 |                            |   |                             |  |                  |                |                           |   |   |   |  |
|   |                              |   |                  |                 |                            |   |                             |  |                  |                |                           |   |   |   |  |
|   |                              |   |                  |                 |                            |   |                             |  |                  |                |                           |   |   |   |  |
|   |                              |   |                  |                 |                            |   |                             |  |                  |                |                           |   |   |   |  |
|   |                              |   |                  |                 |                            |   |                             |  |                  |                |                           |   |   |   |  |
|   |                              |   |                  |                 |                            |   |                             |  |                  |                |                           |   |   |   |  |
|   |                              |   |                  |                 |                            |   |                             |  |                  |                |                           |   |   |   |  |
| <b>Total:</b>   |                              |   |                  |                 |                            |   |                             |  |                  |                |                           | <b>Total:</b>                                 |   | <b>Total:</b>                                 |  |



## Calculation schedules

|  |                           |                   |
|--|---------------------------|-------------------|
| Ordinary hours   | 00 hours@ \$00.00 p/hr    | \$0,000.00        |
| Overtime hours   | 00 hours@ \$00.00 p/hr    | \$0,000.00        |
| Part-time loading  | 00 %*                     | \$0,000.00        |
| Casual loading   | 00 %*                     | \$0,000.00        |
| Other loading – type<br>(e.g. shift loading):                  | 00 %*                     | \$0,000.00        |
| Penalty rate# – type<br>(e.g. Saturday/evening):               | 00 hours* @ \$00.00 p/hr* | \$0,000.00        |
| Penalty rate# – type<br>(e.g. public holidays):                | 00 hours* @ \$00.00 p/hr* | \$0,000.00        |
| Monetary allowance/bonus/other payment – type<br>(e.g. bonus): |                           | \$0,000.00        |
| Leave – type:  | 00 hours* @ \$00.00 p/hr* |                   |
| Leave loading:   |                           | \$0,000.00        |
| <b>Gross pay</b>   |                           | <b>\$0,000.00</b> |

| Deductions  |                   |  |            |
|---|-------------------|--|------------|
| Taxation  | \$0,000.00        | Superannuation contribution  | \$0,000.00 |
| Other – type<br>(e.g. voluntary superannuation contributions) | \$0,000.00        | Number or name and number of super fund:   |            |
| Other:  | \$0,000.00        | Where the entitlement comes from (why the employer is liable to pay it) :  |            |
| Other:  | \$0,000.00        | Period over which contributions were made:   | / / to / / |
| <b>Total deductions</b>                                       | \$0,000.00        | Date paid into fund:   | / /        |
|   |                   | <b>Note:</b> Any election made by the employee in relation to the fund into which superannuation contributions are to be made must be kept, along with a record of the date of the election. |            |
| <b>Net pay</b>  | <b>\$0,000.00</b> |  |            |

**Employee declaration\*:** I have worked the above times and received the net pay shown on this worksheet.

I have agreed with my employer to take time off instead of being paid for the \_\_\_hours\_\_\_mins overtime I worked in this pay period.

*The amount of time you can take is the same as the number of overtime hours you worked. For example, if you worked 2 overtime hours you can take 2 hours' time off.*

Signed: \_\_\_\_\_ Date: / /

\* The Fair Work Ombudsman acknowledges that the inclusion of information marked with an asterisk (\*) is not a requirement under the Fair Work Regulations 2009, effective 1 July 2009. This template is provided as a best practice model.

# Where the Model Transitional Provisions (in modern awards) apply, a proportion of two different penalty entitlements may apply for the same time period. This can occur where the pre-modern award penalty entitlement is different to the modern award penalty entitlement but both apply in the same time period. In this situation, an employee is entitled to part of the pre-modern award penalty and part of the modern award penalty at the same time. For more information about the Model Transitional Provisions and penalty rates please visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this worksheet is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.