

WEEKLY TIME AND WAGES RECORDS WORKSHEET – Casual Employees

Employer & Employee Details

Employer's name:

ABN\*:

Date the employee's employment began:

Pay Period:

to:

Date paid\*:

Employee's name:

Employee's rate of pay \$:

**Note:** If the employer and employee agree in writing to an averaging of the employee's hours of work, the employee must keep a copy of that agreement.

Hours Worked

Employee's ordinary hours (excluding overtime):								Overtime					
Day & Date* eg Day Mon Date 21/3		Start time* eg 8.30am	Break unpaid* eg meal	Restart time*	Finish time*	Other times/ breaks*	Total Hours minus unpaid breaks	Start time	Break unpaid eg meal	Restart time	Finish time	Other times/ breaks	Total Hours minus unpaid breaks
Day:	Date:												
Day:	Date:												
Day:	Date:												
Day:	Date:												
Day:	Date:												
Day:	Date:												
Total:								Total:					

Calculation Schedules

Full weekly wage - as in award/agreement* \$				
Ordinary time rate	hours		@ \$ p/hr	\$
Overtime rate	hours		@ \$ p/hr	\$
Casual loading	%			\$
Other loading	%			\$
Penalty rate (i.e. weekends)	hours		@ \$ p/hr	\$
Penalty rate (i.e. public holiday)	hours		@ \$ p/hr	\$
Monetary allowance/bonus/other payment:				\$
Gross Pay				\$

Deductions	
Taxation	\$
Other: must specify (eg meals)	\$
Superannuation: fund/account	\$
Other:	\$
Other:	\$
Total deductions	\$
Net Pay	\$

Superannuation	
Employer contribution:	\$
Fund/Scheme:	
Date paid into fund:	

**Note:** 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.

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. However, from 1 January 2010, an employer will be required to include the ABN (if any). This template is provided as a best practice model. An employer is not compelled to provide information outside the requirements contained in the record keeping provisions of the Fair Work Regulations 2009. The minimum record keeping requirements are contained in the Fair Work Regulations 2009.

**Employee declaration** - I have worked the above times and received the Net Pay shown on this worksheet.

Employee's Signature:\* .....

Date:\*