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| Weekly time record sheet: full-time and regular part-time employees | *Designed to conform with federal industrial relations laws.* |
| Employer and detailsPay period: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ to \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ Date paid: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_**Employee’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Employee’s rate of pay:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ABN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Note: if the employer and employee agree in writing to averaging the employee’s hours of work, the employer must keep a copy of that agreement. Records of hours of work only need to be kept for full-time and regular part-time employees if they work overtime.** |
| Overtime | Leave |
| Day(e.g. Mon) | Date | Start time(for overtime) | Break unpaid (e.g. meal break) | Restart time(for overtime) | Finish time(of overtime) | Other times/breaks | Total overtime(hours minus unpaid breaks) | Type(e.g. sick) | Hours |
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| **TOTAL** |  |

Employee declaration

I have worked the above times shown on this record sheet.

Signed: (employee’s signature) Date: \_­­­­­­­\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_