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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 details  Pay 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: \_­­­­­­­\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_