

Employee Name:	Host Employer:	Week Ending: / /	Job/Order No.
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Day of week									
Date									
Times	Start	am	am	am	am	am	am	am	am
		pm	pm	pm	pm	pm	pm	pm	pm
	Finish	am	am	am	am	am	am	am	am
		pm	pm	pm	pm	pm	pm	pm	pm
	Start	am	am	am	am	am	am	am	am
		pm	pm	pm	pm	pm	pm	pm	pm
	Finish	am	am	am	am	am	am	am	am
		pm	pm	pm	pm	pm	pm	pm	pm
Hours on the Job									<b>Total Hours</b>
Hours at Trade School									
Hours Annual Leave									
Hours Sick Leave <small>(Please attach Doctors Certificate)</small>									
Hours Public Holidays									
Hours Rostered Day Off									
Hours Absence with Pay **									
Hours Absence without Pay **									
RDO Accrual Hours									

**Distribution**

- White: Original copy to WorkCo Ltd
- Yellow: Duplicate to Host Employer
- Green: Triplicate to Employee

Gross Wage Paid by Host			\$
<b>Overtime</b>	standard		\$
	time & 1/2		\$
	double time		\$
	double time & 1/2		\$
Allowances		Rate	
Tools			\$
Fares			\$
Shift			\$
Meal			\$
Site			\$
Other			\$

Overtime @ Standard rate									
Overtime @ time and 1/2									
Overtime @ Double time									
** Reason/Comments (i.e. workcover, compassionate leave etc.):									

Gross Wages & Allowances		\$
Less Taxation Deducted		\$
Add Leave Loading		\$
Nett Wages Paid		\$

I CERTIFY THAT THE ABOVE INFORMATION IS A TRUE AND ACCURATE RECORD

EMPLOYEE SIGNATURE	DATE / /	HOST EMPLOYER PRINT NAME	HOST EMPLOYER SIGNATURE	DATE / /
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