

**OZ Office Supplies Pty Ltd
Timesheet Summary June 2022**

Timesheet summary for the week ending 05 June 2022

| Employee Name | Alex Anderson | Ben Xing | Kris Cox |
|------------------------|---------------|-------------|--|
| Ordinary Hours | Base Salary | Base Salary | Base Hourly <ul style="list-style-type: none"> • Monday 8 hours • Tuesday 8 hours • Wednesday 8 hours |
| Annual Leave | 0 | 0 | 0 |
| Annual Leave Loading | 0 | 0 | 0 |
| Personal Leave | 0 | 0 | 0 |
| Commission | NA | NA | \$125.50 |
| First Aid Allowance | \$11.69 | | |
| Uniform Allowance | | | \$3.75 |
| Union Fees | \$10.00 | \$10.00 | |
| Salary Sacrifice Super | | \$50.00 | |

Timesheet summary for the week ending 12 June 2022

| Employee Name | Alex Anderson | Ben Xing | Kris Cox |
|----------------------|---------------|-------------|--|
| Ordinary Hours | Base Salary | Base Salary | Base Hourly <ul style="list-style-type: none"> • Monday 7 hours • Tuesday 7 hours • Wednesday 7 hours |
| Annual Leave | 0 | 3.5hrs | 0 |
| Annual Leave Loading | 0 | 3.5hrs | 0 |

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|------------------------|---------|---------|----------|
| Personal Leave | 0 | 0 | 0 |
| Commission | NA | NA | \$235.00 |
| First Aid Allowance | \$11.69 | | |
| Uniform Allowance | | | \$3.75 |
| Union Fees | \$10.00 | \$10.00 | |
| Salary Sacrifice Super | | \$50.00 | |

Timesheet summary for the week ending 19 June 2022

| Employee Name | Alex Anderson | Ben Xing | Kris Cox |
|------------------------|---------------|-------------|--|
| Ordinary Hours | Base Salary | Base Salary | Base Hourly <ul style="list-style-type: none"> Monday 9 hours Tuesday 9 hours Wednesday 8 hours |
| Annual Leave | 4hrs | 0 | 0 |
| Annual Leave Loading | 4hrs | 0 | 0 |
| Personal Leave | 0 | 2.5 hrs | 0 |
| Commission | NA | NA | \$82.50 |
| First Aid Allowance | \$11.69 | | |
| Uniform Allowance | | | \$3.75 |
| Union Fees | \$10.00 | \$10.00 | |
| Salary Sacrifice Super | | \$50.00 | |

Timesheet summary for the week ending 26 June 2022

| Employee Name | Alex Anderson | Ben Xing | Kris Cox |
|---------------|---------------|----------|----------|
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| | | | |
|------------------------|--|-------------|--|
| Ordinary Hours | Base Salary | Base Salary | Base Hourly <ul style="list-style-type: none"> Monday 7 hours Tuesday 5 hours Wednesday 3.5 hours |
| Annual Leave | 0 | 0 | 0 |
| Annual Leave Loading | 0 | 0 | 0 |
| Personal Leave | 1 day Paying this leave will result in a negative leave balance for Alex Anderson. This has been approved by the HR Manager. | 0 | 0 |
| Commission | NA | NA | \$150.50 |
| First Aid Allowance | \$11.69 | | |
| Uniform Allowance | | | \$3.75 |
| Union Fees | \$10.00 | \$10.00 | |
| Salary Sacrifice Super | | \$50.00 | |