

**OZ Office Supplies Pty Ltd
Timesheet Summary June 20YY**

Timesheet summary for the week ending 04 June 20YY

Employee Name	Alex Anderson	Ben Xing	Kris Cox	Taylor Alvarado	Codie Ritson
Ordinary Hours	Base Salary	Base Salary	Base Hourly <ul style="list-style-type: none"> • Monday 8 hours • Tuesday 8 hours • Wednesday 8 hours 	Base Hourly <ul style="list-style-type: none"> • Tuesday 6 hours • Wednesday 6 hours • Thursday 8 hours • Friday 4 hours • Saturday 6 hours 122 kms travel allowance	Base Salary
Annual Leave	0	0	0	0	0
Annual Leave Loading	0	0	0	0	0
Personal Leave	0	0	0	0	0
Commission	N/A	N/A	\$125.50	N/A	N/A
First Aid Allowance	Yes				Yes
Uniform Allowance			\$3.75	\$6.25	
Union Fees	\$10.00	\$10.00		\$10.00	\$10.00
Salary Sacrifice Super		\$50.00			

Timesheet summary for the week ending 11 June 20YY

Employee Name	Alex Anderson	Ben Xing	Kris Cox	Taylor Alvarado	Codie Ritson
Ordinary Hours	Base Salary	Base Salary	Base Hourly <ul style="list-style-type: none"> • Monday 8 hours • Tuesday Compassionate Leave (7.6hrs) • Wednesday Compassionate Leave (7.6hrs)* *partner suffered a life-threatening work injury.	Base Hourly <ul style="list-style-type: none"> • Tuesday 6 hours • Wednesday 6 hours • Thursday 8 hours • Friday 4 hours • Saturday 6 hours 136 kms travel allowance	Base Salary
Annual Leave	0	3.5hrs	0	0	0
Annual Leave Loading	0	3.5hrs	0	0	0
Personal Leave	0	0	0	0	0
Commission	N/A	N/A	\$235.00	N/A	N/A
First Aid Allowance	Yes				Yes
Uniform Allowance			\$3.75	\$6.25	
Union Fees	\$10.00	\$10.00		\$10.00	\$10.00
Salary Sacrifice Super		\$50.00			

* **Under the Commercial Sales Award 2020** personal/carer's leave and compassionate leave are provided for in the National Employment Standards (NES). The NES provide all employees, including casuals, with an entitlement to compassionate leave (also known as bereavement leave). Casual employees receive unpaid compassionate leave.

Timesheet summary for the week ending 18 June 20YY

Employee Name	Alex Anderson	Ben Xing	Kris Cox	Taylor Alvarado	Codie Ritson
Ordinary Hours	Base Salary	Base Salary	Base Hourly <ul style="list-style-type: none"> • Monday 9 hours • Tuesday 9 hours • Wednesday 8 hours 	Base Hourly <ul style="list-style-type: none"> • Tuesday 6 hours • Wednesday 6 hours • Thursday 6 hours • Friday 6 hours • Saturday 6 hours 377 kms travel allowance	Base Salary
Annual Leave	4hrs	0	0	0	0
Annual Leave Loading	4hrs	0	0	0	0
Personal Leave	0	2.5 hrs	0	0	0
Commission	N/A	N/A	\$82.50	N/A	N/A
First Aid Allowance	Yes				Yes
Uniform Allowance			\$3.75	\$6.25	
Union Fees	\$10.00	\$10.00		\$10.00	\$10.00
Salary Sacrifice Super		\$50.00			

Timesheet summary for the week ending 25 June 20YY

Employee Name	Alex Anderson	Ben Xing	Kris Cox	Taylor Alvarado	Codie Ritson
Ordinary Hours	Base Salary	Base Salary	Base Hourly <ul style="list-style-type: none"> Monday 7 hours Tuesday 7.5 hours Wednesday 3.5 hours 	Base Hourly <ul style="list-style-type: none"> Tuesday 8 hours Wednesday 4 hours Thursday 7 hours Friday 4 hours Saturday 7 hours 245 kms travel allowance	Base Salary
Annual Leave	0	0	0	0	0
Annual Leave Loading	0	0	0	0	0
Personal Leave	1 day	0	0	0	5.5
Commission	N/A	N/A	\$150.50	N/A	N/A
First Aid Allowance	Yes				Yes
Uniform Allowance			\$3.75	\$6.25	
Union Fees	\$10.00	\$10.00		\$10.00	\$10.00
Salary Sacrifice Super		\$50.00			