



# Employee Records

## WAGES AND TIME RECORD AND HOLIDAY AND LEAVE RECORD

The Employment Relations and Holidays Acts require employers to maintain wage, time, holiday and leave records, for their employees. This is an example of an employee record that meets those legislative requirements.

Employee records must be made available to employees, their unions and Department of Labour Inspectors if they ask for them. They can be kept in electronic or paper files and must be kept for six years.

When setting up records you should check the employee's employment agreement make sure that you capture any details needed to calculate payments and entitlements for each employee.

More information and copies of these forms can be found at [www.dol.govt.nz/er](http://www.dol.govt.nz/er) or by calling our Contact Centre on **0800 20 90 20**.



## WAGES AND TIME RECORD · PART ONE

Date Started	Hours Worked (Standard)							Name:		Age if under 20	
	M	T	W	T	F	S	S	Telephone No.		Date Started:	
							Address:				
								Agreement:		Expiry Date:	
IMPORTANT: Note standard hours above or complete irregular hours below.							Occupation:		Classification:		

Week Ending	Hours Worked (Irregular)							Total Hours		No. of Shift for Rebate	Shift Allowances	Ordinary Time Pay	Overtime Pay	Leave / Holiday Pay	Taxable Allowance	Gross for Week / Month
	M	T	W	T	F	S	S	Ord. Time	Over-time							

## HOLIDAY AND LEAVE RECORD · PART ONE

Name:		Date commenced work:		Date terminated (if applicable):	
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CURRENT LEAVE ENTITLEMENT DATES			
Annual Holidays (12 months from commencement):		Public Holidays (immediate from commencement)	
Sick Leave (6 months from commencement):		Bereavement Leave (6 months from commencement):	

Start / Finish Date	Amount Paid (Gross)	ANNUAL HOLIDAYS				Balance Available	PUBLIC HOLIDAYS		Hours Worked
		Holidays Taken	Holidays Cashed-up				Public or Alternative Taken, Worked or Sold		
			Portion cashed-up (days)	Amount (\$)	Date of Payment		Public: <input type="checkbox"/> Taken <input type="checkbox"/> Worked <input type="checkbox"/> Transferred – Date: _____ Alternative: <input type="checkbox"/> Taken <input type="checkbox"/> Worked		
							Public: <input type="checkbox"/> Taken <input type="checkbox"/> Worked <input type="checkbox"/> Transferred – Date: _____ Alternative: <input type="checkbox"/> Taken <input type="checkbox"/> Worked		
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							Public: <input type="checkbox"/> Taken <input type="checkbox"/> Worked <input type="checkbox"/> Transferred – Date: _____ Alternative: <input type="checkbox"/> Taken <input type="checkbox"/> Worked		





## ⇒ More information

[www.dol.govt.nz](http://www.dol.govt.nz)

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Information, examples and answers to your questions about the topics covered here can be found on our website [www.dol.govt.nz](http://www.dol.govt.nz) or by calling us free on 0800 20 90 20.

