

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	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 (rate x1.5) 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	\$11.69				\$13.57
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 12 June 2022

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 • Wednesday Compassionate Leave* *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 (rate x1.5) 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	NA	NA	\$235.00	N/A	N/A
First Aid Allowance	\$11.69				\$13.57
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 19 June 2022

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 (rate x1.5) 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	NA	NA	\$82.50	N/A	N/A
First Aid Allowance	\$11.69				\$13.57
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 26 June 2022

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 (rate x1.5) 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 Note: This will result in a negative personal leave balance which has been approved by the Finance Manager.	0	0	0	5.5
Commission	NA	NA	\$150.50	N/A	N/A
First Aid Allowance	\$11.69				\$13.57
Uniform Allowance			\$3.75	\$6.25	
Union Fees	\$10.00	\$10.00		\$10.00	\$10.00
Salary Sacrifice Super		\$50.00			