

EMPLOYEE HISTORY AND LEAVE RECORD

To be completed and retained for each employee

EMPLOYER DETAILS

Registered Name _____ ABN/ACN _____
 Trading Name (if applicable) _____
 Class of Business _____
 Address _____
 Name of Transmittor(s) of Business _____

EMPLOYEE DETAILS

Name in Full _____
 Address _____ Postcode _____
 Date of Birth _____ Telephone No. _____ Mobile _____
 Date Employment Commenced _____ Tax File No. _____
 Employment Status: Ongoing Temporary Other (specify) _____
 Full Time Part Time Casual Other (specify) _____

Ordinary Hours of Work _____
 Agreed/Required Method _____
 Agreed/Required Rate _____
 Tax Free Threshold _____
 Apprenticeship/Trainee _____
 Applicable Award(s) _____
 Classification/Job _____
 Superannuation Fund _____
 Workers Compensation Policy No. _____
 Next of Kin _____
 Contact Details _____



EMPLOYEE HISTORY AND LEAVE RECORD CARD

Contents: 20 Cards

Yes No
 Yes No

TERMINATION

Date Notice of Termination _____
 Method of Termination _____
 Reason(s) Given _____
 Terminated by (if by employer) _____ Position in the Business _____

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SALARY PAYABLE AND DATE OF CHANGE

Date	Gross	Margin	Allowances		Tax	Deductions		Net Wage	Super Guarantee Contribution

SALARY PAYABLE AND DATE OF CHANGE

Leave Accrued Additional	Leave Taken		Amount Paid		Leave Balance	Leave Accrued			Leave Taken		Amount Paid		Leave Balance
	From	To	Amount	Date		Date	Weeks	Additional Days	From	To	Amount	Date	
Leave Balance upon Termination of Employment												Weeks	
Amount Paid upon Termination of Employment												\$	
Date of Payment													

