The Uniting Church in Australia
QUEENSLAND SYNOD

Timesheet advice for payments of wages
FORM 4-005

Complete this form fortnightly to pay casual and part time staff with non-fixed hours.

Employee details

Award classification

Employee name

☐ pay as additional hours to fixed autopay

Dept/Location

Fortnight ended Choose pay period

Employment type

Position Title

Week 1 Pay Period Choose pay period

Day	Date	Type	Start time	Unpaid break	Finish time	No. of hours
Monday	29/06/2026	Choose day type				
Tuesday	30/06/2026	Choose day type				
Wednesday	01/07/2026	Choose day type				
Thursday	02/07/2026	Choose day type				
Friday	03/07/2026	Choose day type				
Saturday	04/07/2026	Choose day type				
Sunday	05/07/2026	Choose day type				

Week 2

Day	Date	Type	Start time	Unpaid break	Finish time	No. of hours
Monday	06/07/2026	Choose day type				
Tuesday	07/07/2026	Choose day type				
Wednesday	08/07/2026	Choose day type				
Thursday	09/07/2026	Choose day type				
Friday	10/07/2026	Choose day type				
Saturday	11/07/2026	Choose day type				
Sunday	12/07/2026	Choose day type				

Total hours

Mon-Fri 0

Sat 0

Sun 0

Annual Leave **

Long Service Leave **

Sick Leave **

Public Holiday **

** Approved Leave applications must be provided with timesheet.

To meet processing deadlines, timesheets must be received by 10am on Monday of pay week.

Signatures

I hereby authorise payment of this employee and the total amount to be charged to the department/section stated above.

Employee signature

Supervisor/Manager signature

Supervisor/Manager full name

Supervisor/Manager phone no.

Office use only	Received date	Actioned by	Actioned date	Checked by

Reset form Print

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