**Icon

Description automatically generated with medium confidence**

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| **Staff Name** |  | | **Month & Year** | |  | | |
|  | | | | | | | |
| **Date** | **Location** | **Start Time** | | **Finish** | | **Rate of Pay** | **Total** |
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|  | | | | | | Deductions (if any) |  |
| Total |  |

Office use only

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| --- | --- | --- | --- |
| Name - | Date Checked - | Approved Yes No | Processed Sign - |