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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 -  |