



An Coimisiún um Chaidreamh san Áit Oibre
Workplace Relations Commission

Employers' Record Log



Guide to Working Life

www.workplacerelations.ie

Call 1890 80 80 90

 @WRC_ie

Employers' Record Log



Introduction

In compliance with Employment Legislation, and in order to demonstrate that employees are receiving their proper entitlements, an employer is obliged to maintain certain statutory records.

This records log contains some templates to assist employers to meet their legal obligations to keep, maintain and provide necessary records to comply with the law and an inspection process. The templates included in this document only cover certain aspects of the records needed by an employer. These templates unless otherwise stated are not statutory forms. Additional records will be necessary to demonstrate full compliance.

The templates provided are available to download from our website workplacelrelations.ie

Templates

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Inspection

In the vast majority of cases, employers who can answer yes to the questions in the check list below will meet their legal obligations in relation to record keeping, provided the records are maintained and presented for inspection in an appropriate format and are capable of being verified by the Inspector

The Employee Information form is used in all announced inspection cases. It's sent to the employer with the appointment letter and the employer is asked to have it completed and available at the inspection.

It's not a prescribed form but the information requested therein is information that employers are required to keep by virtue of the record keeping obligations in the various acts enforced by inspectors.

EMPLOYER'S CHECKLIST

In the vast majority of cases, employers who can answer yes to the questions in the check list below will meet their legal obligations in relation to record keeping, provided the records are maintained and presented for inspection in an appropriate format and are capable of being verified by the Inspector. In some cases, particularly in sectors that are subject to specific sectoral agreements, additional records may be necessary to demonstrate full compliance.

EMPLOYER'S CHECKLIST

DO I HAVE:	<input checked="" type="checkbox"/>
My employer's registration number with the Revenue Commissioners	<input type="checkbox"/>
A list of all employees: including full names, address and PPS numbers	<input type="checkbox"/>
Dates of commencement and, if relevant, dates of termination of employments	<input type="checkbox"/>
Written statement of core Terms of Employment for each of my employees	<input type="checkbox"/>
Written terms of employment for each of my employees	<input type="checkbox"/>
Employees' job classification	<input type="checkbox"/>
A record of annual leave and public holidays taken by each employee	<input type="checkbox"/>
Hours of work for each employee (including start and finish times)	<input type="checkbox"/>
Payroll details including gross to net, rate per hour overtime, deductions, commission, bonuses and service charges, etc.	<input type="checkbox"/>
Evidence that I provide employees with payslips	<input type="checkbox"/>
A register of any employees under 18 years of age	<input type="checkbox"/>
Details of any board and lodgings provided	<input type="checkbox"/>
Employment permits or evidence that a permit is not required as appropriate for non-EEA nationals	<input type="checkbox"/>
The completed template sent with the appointment letter or the same information available in a similar format	<input type="checkbox"/>

Starting Work

Terms of Employment (Information) Act, 1994.

Sample Written Statement of 'Core' Terms of Employment

Within five days of starting work an employer must notify each new employee, in writing, of five specific core terms of employment. This is known as the 'Day Five Statement'

Sample Written Statement of Terms of Employment

An employer must also issue its employees with a full written statement of terms and conditions relating to their employment within two months of commencing employment or within one month if the employee is under 18 years of age. It also provides that an employer must notify the employee of any changes in the particulars as given in the statement.

Protection of Young Persons (Employment) Act 1996

Under Eighteen Poster

Employers who employ young people under 18 years must display a summary of the Act and also give a summary of the Act to the employee within 1 month of starting.

The template provided satisfies the requirement of the act when appropriately displayed.

SAMPLE WRITTEN STATEMENT OF 'CORE' TERMS OF EMPLOYMENT

Terms of Employment (Information) Act, 1994 and 2001. Employment (Miscellaneous Provisions) Act 2018.

A WRITTEN STATEMENT OF "CORE" TERMS OF EMPLOYMENT MUST BE GIVEN TO EMPLOYEES WITHIN 5 DAYS AFTER STARTING WORK

This template is produced for guidance purposes and may be used by employers for the purposes of providing an employee with a written statement of core terms of employment not later than 5 days after starting work, as required by the Terms of Employment (Information) Act, 1994 and 2001, and the Employment (Miscellaneous Provisions) Act 2018.

Care should be taken to read the explanatory notes associated with each part of the template before completing that part. It should be noted that the particulars in respect of each part of the template are required to be included in the statement.

**SAMPLE WRITTEN STATEMENT OF 'CORE' TERMS OF
EMPLOYMENT**

**THIS STATEMENT MUST BE GIVEN TO THE EMPLOYEE WITHIN 5 DAYS AFTER STARTING
WORK**

IMPORTANT: Please refer to explanatory notes attached before completing the form.

This statement applies to

(a) FULL NAME OF EMPLOYEE _____

(b) FULL NAME OF EMPLOYER _____ **(See Note 1)**

(c) ADDRESS OF EMPLOYER _____ **(See Note 2)**

(d) IF TEMPORARY CONTRACT (expected duration of temporary contract)

(e) IF FIXED TERM CONTRACT (date on which contract expires)

(f) RATE OF RENUMERATION _____
(See Note 3)

(g) MINIMUM WAGE PAY REFERENCE PERIOD (weekly, monthly or
otherwise) period used to calculate hourly rate of pay or the National Minimum
Wage Act 2000) **(See Note 3)**

The employee may, under Section 23 of the National Minimum Wage Act, 2000, request from the employer a written statement of the employee's average hourly rate of pay for any pay reference period falling within the previous 12 months

(h) APPLICABLE EMPLOYMENT REGULATION ORDER OR SECTORAL EMPLOYMENT ORDER

(i) The NUMBER OF HOURS (including overtime) which the employer reasonably expects the employee to work

Per normal working day _____

Per normal working week _____

Signed: _____ Date: _____
(Proprietor/Manager/Company Secretary/Personnel Manager)

NOTES FOR EMPLOYERS ON COMPLETING WRITTEN STATEMENT OF CORE TERMS OF EMPLOYMENT OF AN EMPLOYEE

Note 1: NAME OF EMPLOYER — Employers must state their full and correct name. In the case of a limited company, the name of the company as registered with the Companies Registration Office should be given.

Note 2: ADDRESS OF EMPLOYER — A number of options are available under this heading. The intention is to ensure that the employee is given the full and accurate address of the employer. The options are as follows:

- The address in the State.
- The address of the principal place of the relevant business in the State (this could be appropriate in the case of a business which has a number of locations).
- The address of the registered office, i.e. address of the company as registered with the Companies Registration Office (within the meaning of the Companies Act 2014)

Note 3: RATE OF REMUNERATION/MEANS OF CALCULATING REMUNERATION — In addition to basic pay, this heading covers any other aspects of remuneration such as Sunday premium, bonus, commission, productivity incentives, etc. (If the employer does not give details of the rate of remuneration, he/she must give details of the method of calculating the remuneration). If appropriate, it could be stated that the rate is as set out in a specified Employment Regulation Order or Sectoral Employment Agreement.

The following payments are regarded as wages:

- Normal basic pay (as well as any overtime);
- Sunday premium
- Shift allowances or other similar payments;
- Any fee, bonus or commission;
- Any holiday, sick or maternity pay;
- Any other return of payment for work (whether made under the contract of employment or otherwise), and;
- Any sum payable to an employee in lieu of notice of termination or employment

Sunday Premium: If already included in the determination of pay, this should be indicated. If not already included in the rate of pay, an employee is entitled to paid time off in lieu or a premium payment for Sunday working.

An employee is entitled to the premium payment for Sunday working payable to a comparable employee in a collective agreement in force in a similar industry or sector. This means that the Sunday premium, if not already paid, will be equivalent to the closest applicable collective agreement which applies to the same or similar work under similar circumstances and which provides for a Sunday premium.

The premium can be in the form of:

- An allowance
- Increased rate of pay
- Paid time off
- Combination of the above.

The employer must indicate the pay reference period for the purposes of the National Minimum Wage Act, 2000. Also, the employer must state that the employee may request from the employer a written statement of the employee's average hourly rate of pay for any reference period falling within the previous 12 months as provided in Section 23 of the National Minimum Wage Act, 2000.

Version 30 January 2020

SAMPLE WRITTEN STATEMENT OF TERMS OF EMPLOYMENT

TERMS OF EMPLOYMENT (INFORMATION) ACT, 1994 and 2001

This template is produced for guidance purposes and may be used by employers for the purposes of providing an employee with a written statement of particulars of the terms of employment as required by the Terms of Employment (Information) Act, 1994 and 2001.

Terms of employment may go beyond what is included in this template. In such cases any additional particulars should be included in the written statement of the terms of employment. If the space provided under any of the headings is insufficient, employers may include the relevant details in an Appendix to the statement.

Care should be taken to read the explanatory notes associated with each part of the template before completing that part. It should be noted that it may not be necessary to complete all parts of the template.

TERMS OF EMPLOYMENT (INFORMATION) ACT, 1994 and 2001

SAMPLE WRITTEN STATEMENT OF TERMS OF EMPLOYMENT

This form may be used by employers for the purposes of providing an employee with a written statement of particulars of the terms of employment as required by the above Act.

IMPORTANT: Please refer to explanatory notes attached before completing the form.

This statement applies to (NAME OF EMPLOYEE) _____

(a) **NAME OF EMPLOYER** _____
(See Note 1)

(b) **ADDRESS OF EMPLOYER** _____
(See Note 2)

(c) **PLACE OF WORK** _____
(See Note 3)

(d) **JOB TITLE OR NATURE OF WORK** _____
(See Note 4)

(e) **DATE OF COMMENCEMENT OF EMPLOYMENT** _____

(f) (i) **IF TEMPORARY CONTRACT (expected duration of temporary contract)**

(ii) **IF FIXED TERM CONTRACT (date on which contract expires)**

(iii) **APPLICABLE EMPLOYMENT REGULATION ORDER OR SECTORAL EMPLOYMENT ORDER**

A COPY MAY BE ATTAINED FROM _____

(g) **RATE OF RENUMERATION** _____
(See Note 5 and Note6)

MINIMUM WAGE PAY REFERENCE PERIOD (period used to calculate hourly rate of pay or the National Minimum Wage Act 2000) (See Note 6)

The employee may, under Section 23 of the National Minimum Wage Act, 2000, request from the employer a written statement of the employee's average hourly rate of pay for any pay reference period falling within the previous 12 months, as provided in that section.

(h) **PAY INTERVALS** _____
(weekly, monthly or otherwise)

(i) **HOURS OF WORK (including overtime)**
(See Note7)

Normal start time _____

Normal finish time _____

Statutory Rest Periods under the Organisation of Working Time Act, 1997:

Employees are entitled to:

- A daily rest period of 11 consecutive hours per 24 hours;
- A weekly rest period of 24 consecutive hours per 7 days, following a daily rest period;
- A 15-minute break if working 4.5 hours;
- A 30-minute break if working 6 hours. (which may include the first break)

Payment for breaks is not a statutory entitlement.

Rest Period Not Received (See Note 14)

Note for Employer

Outline procedure for employee to notify employer in writing that he/she has not received their entitlement as outlined above. This notification must be made within one week of an employee not availing of their entitlement. (See S.I. 473 of 2001) available on the Irish Statute Book website: www.irishstatutebook.ie

(j) PAID LEAVE (See Note 8)

Annual Leave Entitlement (e.g. days) _____

Public Holiday Entitlement _____

Other (if any) _____

(k) (i) INCAPACITY FOR WORK/SICKNESS/SICK PAY (See Note 9)

Note for Employer: Outline the procedures in place

(ii) PENSION AND PENSION SCHEMES (See Note 10)

(Employers are required by law to provide access to a Pension Scheme)

(l) PERIOD OF NOTICE TO BE GIVEN BEFORE TERMINATING EMPLOYMENT (See Note 11)

By the employer to the employee _____

By the employee to the employer _____

(m) RELEVANT COLLECTIVE AGREEMENT (See Note 12) Note for employer:
Details of the agreement and the relevant particulars should be outlined.

(n) APPLICABLE TO EMPLOYEES UNDER 18 YEARS OF AGE A copy of abstract of Protection of Young Persons (Employment) Act, 1996 must be given to employee no later than one month after commencement. (PYP leaflet)

(o) GRIEVANCE AND DISCIPLINARY PROCEDURES (See note 15) This is in relation to any changes in the particulars given above and employment outside the state, (See Note 13)

Signed: _____ Date: _____

(Proprietor/Manager/Company Secretary/Personnel Manager)

NOTES FOR EMPLOYERS ON COMPLETING WRITTEN STATEMENT OF TERMS OF EMPLOYMENT OF AN EMPLOYEE

Note 1: NAME OF EMPLOYER — Employers must state their full and correct name. In the case of a limited company, the name of the company as registered with the Companies Registration Office should be given.

Note 2: ADDRESS OF EMPLOYER — A number of options are available under this heading. The intention is to ensure that the employee is given the full and accurate address of the employer. The options are as follows:

- The full address in the State.
- The address of the principal place of the relevant business in the State (this could be appropriate in the case of a business which has a number of locations).
- The address of the registered office, i.e. address of the company as registered with the Companies Registration Office.

Note 3: PLACE OF WORK — Employers must state the place of work of the employee. If there is no fixed or main place of work, the employer must state the main place of business and State that the employee will be required or permitted to work in various locations.

Note 4: JOB TITLE/NATURE OF WORK — Employers must state either the title of the job, e.g. general operative, accounts clerk, or nature of work, e.g. construction work, accounts work, etc.

Note 5: IMPORTANT — Where employees are covered by an Employment Regulation Order or a Sectoral Employment Agreement, it is sufficient to refer the employee to the provisions of the relevant legislation, namely, an Employment Regulation Order, an employment agreement registered with the Labour Court, a collective agreement or a company handbook for the areas detailed in (g) to (l). However, copies of these documents must be made available.

Note 6: RATE OF REMUNERATION/MEANS OF CALCULATING REMUNERATION —

In addition to basic pay, this heading covers any other aspects of remuneration such as Sunday premium, bonus, commission, productivity incentives, etc. (If the employer does not give details of the rate of remuneration, he/she must give details of the method of calculating the remuneration). If appropriate, it could be stated that the rate is as set out in a specified Employment Regulation Order or Sectoral Employment Agreement.

The following payments are regarded as wages:

- Normal basic pay (as well as any overtime);
- Sunday premium
- Shift allowances or other similar payments;
- Any fee, bonus or commission;
- Any holiday, sick or maternity pay;
- Any other return of payment for work (whether made under the contract of employment or otherwise), and;
- Any sum payable to an employee in lieu of notice of termination or employment.

Sunday Premium: If already included in the determination of pay, this should be indicated. If not already included in the rate of pay, an employee is entitled to paid time off in lieu or a premium payment for Sunday working.

An employee is entitled to the premium payment for Sunday working payable to a comparable employee in a collective agreement in force in a similar industry or sector. This means that the Sunday premium, if not already paid, will be equivalent to the closest applicable collective agreement which applies to the same or similar work under similar circumstances and which provides for a Sunday premium.

The premium can be in the form of:

- An allowance
- Increased rate of pay
- Paid time off
- Combination of the above.

The employer must indicate the pay reference period for the purposes of the National Minimum Wage Act, 2000. Also, the employer must state that the employee may request from the employer a written statement of the employee's average hourly rate of pay for any reference period falling within the previous 12 months as provided in Section 23 of the Organisation of Working Time Act, 2000.

Note 7: HOURS OF WORK — Employers must give details about the terms and conditions relating to hours of work including overtime. This should include arrangements in relation to length of normal working hours, Saturday/Sunday work, evening work, shift rotas or other such arrangements, as appropriate, and details of rest breaks and rest periods under the Organisation of Working Time Act, 1997.

Note 8: PAID LEAVE — Employers must give details of any terms or conditions relating to paid leave (other than paid sick leave which is covered in Note 9 below). This should

include any paid leave schemes that the employer operates, for example holidays, maternity, special leave, etc. and any arrangements that apply to such leave.

Note 9: SICK LEAVE — Employers must state any terms and conditions that apply to an employee relating to incapacity for work or sickness/injury and paid sick leave, e.g. terms and conditions of sick-pay schemes, reporting of absences, production of medical certificates, rules relating to payment, etc. If this employment is covered by an ERO or SEO, then this should be stated.

Note 10: PENSIONS — Employers must state the terms and conditions of any pension schemes and any arrangements relevant to pensions. Further information in relation to pensions can be obtained at <http://www.pensionsauthority.ie> - telephone no. 01 613 1900, Lo Call 1890 656565.

Note 11: NOTICE — Employers must give details of the period of notice to be given by the employer and by the employee prior to the termination of the contract of employment. If it is not possible to indicate the period of notice when the written statement is given to an employee, the statement should clearly indicate the method for determining the period of notice. Where an employee has a statutory entitlement to notice under the terms of the Minimum Notice and Terms of Employment Act, 1973, this should be indicated.

Note 12: COLLECTIVE AGREEMENTS — Employers must refer to any collective agreements which affect the employee's terms and conditions of employment. In the case of collective agreements to which the employer was not a party, but which apply to the employment concerned, organisations which made the agreement should be indicated. An example would be a registered agreement concluded by certain employers and unions within a sector of activity but binding on all. EROs and SEOs must be specified if they apply to the employment. This is in addition to the requirements to circulate or display copies of the agreements

Note 13: ADDITIONAL NOTES

CHANGES IN THE TERMS OF EMPLOYMENT

Employers should note that, where there are any changes to the contained in the written Statement, the nature and date of the change must be notified by the employer to the employee within one month of the change taking effect. In the case of changes as a result of an employee being assigned to employment outside the State for a period of not less than one month, the nature of the change must be notified before the employee's departure from the state. Changes to terms of employment must be agreed by both parties prior to those changes being implemented.

EMPLOYMENT OUTSIDE THE STATE

Employers should also note that, where an employee is assigned to employment outside the State for a period of not less than 1 month, an employer is required under Section 4 of the Act to provide additional information relevant to the employment outside the State (see explanatory leaflet on the Act for further details). The additional information may be provided in an Appendix to this statement.

Note 14: REST PERIOD NOT RECEIVED — Rests and intervals for work are provided for by Section 12 of the Organisation of Working Time Act, 1997. Section 12(2) provides as follows: 'An employer shall not require an employee to work for a period of not more than 6 hours without allowing him or her a break of at least 30 minutes; such a break may include the break referred to in subsection (1)'.

A strict application of the foregoing would permit an employer to require an employee to work for six hours before giving him or her a break of at least 30 minutes. However, one also must consider the nature of the work being done and the possible health and safety implications of allowing somebody to work for a relatively long time without a break.

The 15/30-minute break (as the case may be) which an employee is entitled to as a consequence of Section 12 cannot be postponed until the end of the working day. It must be given to the employee during the course of the working day (See Section 12(4)). Furthermore, there is secondary legislation governing the provision of rest breaks in particular employments and which is often more prescriptive than the general provision contained in Section 12 of the Organisation of Working Time Act, 1997 (e.g. Organisation of Working Time (Breaks at Work for Shop Employees) Regulations (SI 1998 No.57); see also various Employment Regulation Orders and Sectoral Employment Orders.

Breaks are compulsory and employees may not waive their rights to them.

Note 15: For General Information on Disciplinary Procedures please use the following link:

http://www.workplacerelations.ie/en/Good_Workplace_Relations/codes_practice/COP3/

For General Information on Procedures for Addressing Bullying in the Workplace please use the following link:

http://www.workplacerelations.ie/en/Good_Workplace_Relations/codes_practice/COP6/

under EIGHTEEN



AGE LIMITS

For a regular job, the general minimum age is 16. Employers can take on 14 and 15 year olds on light work:

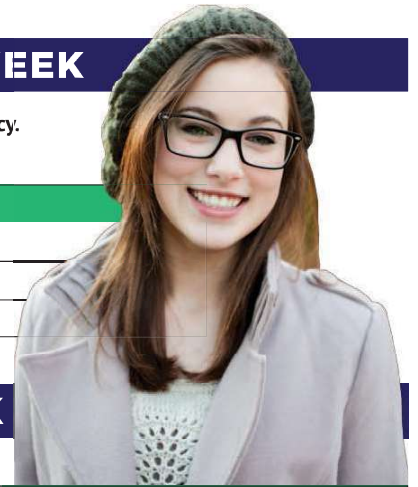
- part-time during the school term (over 15 years only)
- as part of an approved work experience or educational programme
- during the school holidays, provided there is a minimum three week break from work in the summer.

Any child under 16 may be employed in film, theatre, sports or advertising under licence.

MAXIMUM HOURS OF WORK PER WEEK

Under 18's may not be employed for more than 40 hours a week or 8 hours a day, except in a genuine emergency. The maximum weekly working hours for 14 and 15 year olds are:

Age	14	15
Term-time	Nil	8 hours
Holiday work	35 hours	35 hours
Work experience	40 hours	40 hours



EARLY MORNING AND NIGHT WORK

The hours permitted are:

Age	Under 16's	16 and 17's
Early morning	after 8 am	after 6 am
Night work		
■ with school next morning	up to 8 pm	up to 10 pm
■ no school next morning <i>e.g. holidays, weekends</i>	up to 8 pm	up to 11 pm* <i>(and not before 7am next morning.)</i>

*Please note: night work beyond 10 pm requires Ministerial approval by regulation. Specific regulations have been made for licensed premises. Please contact telephone number below for further details.



REST BREAKS

Age	Under 16's	16 and 17's
30 minutes break after working	4 hours	4½ hours
Every 24 hours	14 hours off	12 hours off
Every 7 days	2 days off	2 days off



Duties of Employers	Complaints	Exceptions and Penalties
<p>Employers must: See a copy of the birth certificate and, before employing someone under 16, must get the written permission of the parent or guardian.</p> <p>Keep a register containing the following particulars of each person under 18 employed:</p> <ul style="list-style-type: none"> ■ full name ■ date of birth ■ time work begins each day ■ time work finishes each day ■ rate of wages or salary paid per day, week, month or year, as appropriate ■ total amount of wages or salary paid to each person. 	<p>Complaints about breaches of the Act may be made in confidence to:</p> <p>Workplace Relations Commission</p> <p>There is an online complaint form available on the website for referring complaints to either Inspection Services or to an Adjudicator.</p> <p>www.workplacerelations.ie</p> <p>The Commission's Inspectors have the powers to go into places of work, question employers and employees and examine records.</p>	<p>The full provisions of the Act do not apply to:</p> <ul style="list-style-type: none"> ■ employment of close relatives ■ employment in fishing, shipping, or the Defence Forces. <p>Offenders could face a Class B fine, and a Class E fine for each day of a continuing offence.</p> <p>Please note: This poster gives a brief outline of the law and is not a legal interpretation.</p>

If you want further information contact:

WRC

An Coimisiún um Chaidreamh san Áit Oibre
Workplace Relations Commission

Workplace Relations Commission,
O'Brien Road
Carlow
R93 E920
1890 80 80 90
www.workplacerelations.ie

"Callers should note that the rates charged for the use of 1890 (lo-call) numbers may vary among different service providers."

Life and Work

The Organisation of Working Time Act, 1997

Records, required to be kept by the employer are prescribed by S.I. No. 473 of 2001, Organisation of Working Time (Records) (Prescribed Form and Exemptions) Regulations, 2001. These records must be retained for 3 years and must be available for inspection by inspectors of the Workplace Relations Commission.

The regulations incorporate statutory form OWT1 which is included in this records log.

There are also sample working time forms which may be used if required for the purposes of complying with the legislation and proving compliance for the purposes of the inspection process

SCHEDULE

FORM OWT1

ORGANISATION OF WORKING TIME ACT, 1997

AN ROINN FIONTAR TRADÁLA AGUS FOSTAÍOCHTA-DEPARTMENT OF ENTERPRISE, TRADE AND EMPLOYMENT
PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

	FIGURES	LETTER										
EMPLOYER'S PAYE REGISTERED NUMBER	<table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											

BUSINESS NAME OF EMPLOYER _____

BUSINESS ADDRESS _____

	FIGURES	LETTERS										
EMPLOYEE'S REVENUE AND SOCIAL INSURANCE (RSI) NUMBER	<table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											

SURNAME _____ FIRST NAME _____

* NUMBER OF HOURS WORKED BY EMPLOYEE PER DAY AND PER WEEK

WEEK COMMENCING : AND ENDING:	WEEK COMMENCING: AND ENDING:	WEEK COMMENCING: AND ENDING:	WEEK COMMENCING: AND ENDING:
MONDAY : TUESDAY : WEDNESDAY : THURSDAY : FRIDAY : SATURDAY : SUNDAY :	MONDAY : TUESDAY : WEDNESDAY : THURSDAY : FRIDAY : SATURDAY : SUNDAY :	MONDAY : TUESDAY : WEDNESDAY : THURSDAY : FRIDAY : SATURDAY : SUNDAY :	MONDAY : TUESDAY : WEDNESDAY : THURSDAY : FRIDAY : SATURDAY : SUNDAY :
_____	_____	_____	_____
WEEKLY TOTAL :	WEEKLY TOTAL :	WEEKLY TOTAL :	WEEKLY TOTAL :

I DECLARE THAT THE ABOVE INFORMATION IN RELATION TO DAILY AND WEEKLY HOURS WORKED IS CORRECT

SIGNATURE OF EMPLOYER: _____

SIGNATURE OF EMPLOYEE: _____

* NO. OF HOURS WORKED EXCLUDES MEAL BREAKS AND REST BREAKS



Organisation of Working Time Act Form – Multiple Employees

(For Multiple Employees – Record for one Week)

Employer Name: _____

Employer Registration Number:

--	--	--	--	--	--	--	--

Week starts on _____
(Please specify day)

For date commencing: _____

Statutory Entitlement under the OWTA.

Employees are entitled to;

- A daily rest period of 11 consecutive hours per 24 hours A weekly rest period of 24 consecutive hours per seven days, following a daily rest period
- A 15-minute break if working 4.5 hours.
- A 30-minute break if working six hours.

Some industries are covered by Registered Employment Agreements (REA's) and Employment Regulation Orders (ERO's), which may contain different regulations regarding rest breaks. Employers should ensure that the appropriate rest breaks are granted.

Total hours worked should exclude all rest breaks (paid and unpaid)

**** I declare that the information in relation to daily and weekly hours worked is correct and that I have received my statutory rest entitlements: (please tick)**

Employee Name		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	**Rest breaks**	Total Hours Worked	Employee Signature	Date
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											

Employer Signature: _____



(For Single Employee – Record for one month)

Organisation of Working Time Act Form – Single Employee

Employer Name: _____

Employer Registration Number:

--	--	--	--	--	--	--	--	--	--

Employee Details Surname _____

Forename _____

PPS No

--	--	--	--	--	--	--	--	--	--

Week starts on (please specify day); _____

Statutory Entitlement under the OWTA.

Employees are entitled to;

- A daily rest period of 11 consecutive hours per 24 hours A weekly rest period of 24 consecutive hours per seven days, following a daily rest period
- A 15-minute break if working 4.5 hours.
- A 30-minute break if working six hours.

[Some industries](#) are covered by Registered Employment Agreements (REA's) and Employment Regulation Orders (ERO's), which may contain different regulations regarding rest breaks. Employers should ensure that the appropriate rest breaks are granted.

Total hours worked should exclude all rest breaks (paid and unpaid)	Week 1	Date: _____	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total Weekly Hours	
		Please Specify Day									
		Start Time									
		Finish time									
	Total Hours worked										
	Week 2	Date: _____	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total Weekly Hours	
		Start Time									
		Finish time									
		Total Hours worked									
	Week 3	Date: _____	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total Weekly Hours	
		Start Time									
		Finish time									
		Total Hours worked									
	Week 4	Date: _____	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total Weekly Hours	
		Start Time									
		Finish time									
		Total Hours worked									
	Week 5	Date: _____	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total Weekly Hours	
		Start Time									
		Finish time									
Total Hours worked											

I declare that the above information in relation to daily and weekly hours worked is correct and that I have received my statutory rest entitlements: (please tick)

Employee Signature: _____

Date: _____

Employer Signature: _____