



## SAMPLE - WORKER'S CHECKROLL

| Name | Job | Days of month |   |  |    |    | Summary       |               |                   |  |            | TOTAL |
|------|-----|---------------|---|--|----|----|---------------|---------------|-------------------|--|------------|-------|
|      |     | 1             | 2 |  | 30 | 31 | Daily<br>rate | Piece<br>rate | Overtime<br>Hours | Hours<br>worked<br>(Public<br>holiday/Rest<br>day) | Deductions |       |
|      |     |               |   |  |    |    |               |               |                   |  |            |       |
|      |     |               |   |  |    |    |               |               |                   |  |            |       |
|      |     |               |   |  |    |    |               |               |                   |  |            |       |

<sup>\*</sup>Note: This sample is just an overview on what information to be captured on the checkroll and it should be customised to suit your documentation needs.

DISCLAIMER: The information in this document is prepared for a brief and general guideline for informational purposes only. Best efforts have been made to ensure that information included is correct to the best of our knowledge but, whilst EF may make up dates from time to time, EF has no obligation to do so and cannot be held liable for the accuracy of the information. The information provided is 'as is' and no warranty is made as to the completeness, accuracy or reliability of the information. As far as it is permitted by law, Earthworm Foundation (and its affiliates, subsidiaries and representatives) will (a) not be liable for any claims or damages related to the quality, completeness or accuracy of the information, (b) not owe any duty of care to the reader of this document, (c) not bear liability for any direct or indirect consequence due to error, misstatement or omission by EF. Readers are strongly encouraged to use this information as a guide to do their own research and to ensure that any relevant laws, rules, regulations and / or guidelines relevant to their company or business operations are adhered to.

Updated: 12/6/2024