

Employment Agreement

Jada Accounts Limited

General Detail

Employee Name:	<input type="text"/>	Work Phone:	<input type="text"/>
Job Title:	<input type="text"/>	Work Place:	<input type="text"/>
Reports to:	<input type="text"/>	Dept/Branch:	<input type="text"/>
Commenced	<input type="text"/>		

Working Hour

Start Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Default Pay Rate

Start Date	Wage Hourly Rate	Salary
<input type="text"/>	<input type="text"/>	<input type="text"/>

per pay annual

Regular Allowances

Description	Taxable	Unit Amount	Pay Frequency	Payment Type
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Once per Pay <input type="checkbox"/> Each Working Day <input type="checkbox"/> Per Worked Hours	<input type="checkbox"/> Ordinary <input type="checkbox"/> Conditional <input type="checkbox"/> Exclusive

Regular Deductions

Description	Taxable	Unit Amount	Max Amount	To Third Party Reference
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Default Entitlement

Paid day off

Annual Holidays Entitlement weeks after 12 months of continuous employment.

Sick Leave Entitlement days after 6 months of continuous employment.

Regional Anniversary

Pay as you go

% of Gross Income.

Available Leave Entitlement

Leave Type	Anniversary Day	Week	Day	Hour
Annual Holidays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sick Leave	<input type="text"/>		<input type="text"/>	<input type="text"/>
Alternative Leave				<input type="text"/>
Bereavement Leave				<input type="text"/>