

**Appendix 1:
Sample Form for Record on Wage and
Total Number of Hours Worked**

Name of employee: _____

Wage period	Total number of hours worked <i>(Note 1)</i>	Amount paid	Payment date <i>(Note 2)</i>	Details of calculation <i>(Note 3)</i>

Note 1: Under section 49A of the Employment Ordinance, the employer has to keep the total number of hours worked by an employee in that wage period if the statutory minimum wage applies to the employee and wages payable in respect of that wage period are less than the amount specified in the Ninth Schedule of the Employment Ordinance.

Note 2: Under section 23 of the Employment Ordinance, wages shall become due on the expiry of the last day of the wage period. An employer must pay wages to an employee as soon as practicable but in any case *not later than seven days after the end of the wage period*.

Note 3: Please specify: (a) any payments made to the employee in respect of statutory holidays; and (b) particulars of the wages paid to the employee, including particulars of the amount earned by the employee (including basic wages, commission, various allowances and overtime pay, etc.) and particulars of the deductions made from the wages of the employee and the reasons for the deductions. These particulars are necessary for calculating statutory entitlements of the employee, such as holiday pay, annual leave pay, sickness allowance, maternity leave pay, paternity leave pay, end of year payment and payment in lieu of notice. For details about these entitlements, please refer to the Employment Ordinance or the publication "A Concise Guide to the Employment Ordinance" issued by the Labour Department.