

How to complete the Workers' Days and Wages form



The form is titled 'Workers' Days and Wages' and includes a barcode at the top. It contains a section for 'Your Details' with fields for Reg. No., Period dates, Date due, and ID. No. Below this is a table with columns for 'YOUR WORKERS', 'DAYS', 'WAGES', 'Termination Date', and 'WorkCover & Unpaid Sick Leave Days'. The table has multiple rows for individual workers, each with a sample name and ID. At the bottom, there are sections for 'PAGE TOTAL', 'Total Days and Wages on all other forms', and 'GRAND TOTAL'. Arrows from the text boxes on the right point to specific parts of the form: 'Days Column' points to the 'DAYS' column, 'Wages Column' points to the 'WAGES' column, 'Termination Date' points to the 'Termination Date' column, 'Workcover & Unpaid leave' points to the 'WorkCover & Unpaid Sick Leave Days' column, and 'Total' points to the 'GRAND TOTAL' section.

Days Column

In the DAYS column, write the number of normal working days worked by each worker or each apprentice during the Quarter.

Wages Column

In the WAGES column, write the amount of gross ordinary pay you paid to that person during the Quarter. Show dollars only, not cents.

Termination Date

In the Termination Date column, write the date that the worker was terminated.

Workcover & Unpaid leave

In the WorkCover & Unpaid Sick leave days, write the number of days that the person was away from work on WorkCover or unpaid sick leave.

Total

Write the Total of each column at the bottom of the page.

Days

DO Include:

- ✓ Days worked for all workers and apprentices including all paid leave
- ✓ Apprentice service including school days
- ✓ WorkCover days
- ✓ Days paid upon termination including annual leave and RDOs
- ✓ Days paid in lieu of notice

DO NOT Include:

- x Overtime
- x Long Service Leave days
- x Workers working less than 5 days per month
- x Subcontractors

Wages

DO Include:

- ✓ Rostered days off
- ✓ Annual leave
- ✓ Apprentices whose training contracts are subject to **traineeship** conditions
- ✓ Paid sick leave
- ✓ Public holidays
- ✓ All site allowances
- ✓ Wages for all days paid upon termination including annual leave and RDOs
- ✓ Wages for all days paid in lieu of notice

DO NOT Include:

- x Living away from home allowance
- x Overtime
- x Fares and Travelling allowances
- x Annual Leave Loading
- x Redundancy
- x WorkCover payments
- x Long Service Leave paid by CoINVEST
- x Workers working less than 5 days per month
- x Subcontractors
- x Apprentices Set 1 (only show days)

Workers on non fixed hours

If a worker does not have a fixed weekly number of hours set in their terms of employment, the first 38 hours worked starting Monday and ending Sunday are to be used for the calculation of Days and Wages contributions.

This typically applies to 'casual' workers and 'piece' workers.

What is overtime?

Any remuneration paid in respect of work performed outside the normal weekly number of hours of work.

Site Allowances

Please see our website for a full list of applicable allowances.

How to complete the Change Form



Please copy if more than one is needed

There are several uses for this form. First, decide if you will need more than one and if so, please photocopy the number you need.

Select the reason you are using the form by ticking one of the three boxes that applies to you.

Part A

Complete the sections A, B, C or D as shown in the top section of the form.

Part B

Complete the sections A, B, C or D as shown in the top section of the form.

Part C

contains the same information as the "Workers' Days and Wages" form, described above.

Trade Type

This section in Part C needs a 2-digit code, which you can select from the list below.

Trade Type codes, for Part C of the form

Building Trades

- 21 Bricklayer
- 32 Builders Labourer
- 20 Carpenter
- 74 Carpet/Vinyl Layer*
- 66 Concreter
- 30 Drainer
- 71 Concrete Tester
- 80 Irrigation Installer*
- 77 Landscape Gardener*
- 25 Painter
- 22 Plasterer
- 29 Plumber or Gasfitter
- 3 Rigger/Scaffolder/Dogman (Building)
- 4 Shopfitter (Factory Work)
- 38 Shopfitter (onsite Only)

- 31 Signwriter
- 23 Slater or Roof Tiler
- 79 Sprinkler Fitter
- 24 Tile Layer

AWU

- 28 Crane Driver
- 67 Labourer
- 68 Other
- 27 Plant Operator

FEDFA

- 41 Crane Operator
- 42 Plant Operator

Electrical

- 63 Linesperson
- 10 Tree Clearance Worker

- 62 Electrical Fitter/cable Joiner/Mechanic
- 7 Elec. Switchboard Manuf.
- 60 Electrical Trades General/Other
- 65 Instrumentation Worker

Metals

- 44 Boilermaker (onsite only)
- 46 Fitter & Turner / Mechanical Fitter
- 50 Refrigeration/Air Con. Mechanic
- 43 Rigger/Scaffolder/Dogman
- 48 Trade Assistant
- 45 Welder (Onsite only)
- 78 Machinery maintenance worker (contract work only)

Refer to CoINVEST website for full list of Trades *Does not include domestic work