

WDW CHECK LIST



For Workers' Days & Wages Forms (WDWs) and contributions for CoINVEST Long Service Leave Scheme

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

It's easy to lodge your WDW online at www.coinvest.com.au Once an invoice is issued you can also make payment online

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)

Quarterly Reporting Periods

| MONTH | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|--------|------|-----|-----|------|-----|-----|------|-----|-----|------|-----|-----|
| PERIOD | 14th | | | | | | | | | | | |
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14th

Workers' Days and Wages forms are due at CoINVEST by this date