

Wage Price Index Survey Job Form

WPI-JB1

Part 1 – Job details

1	Drovido	omployoo	and ich	identification	•
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Note

- This survey will be following the **job**, not the employee, over time.
- Please provide meaningful identification to enable you to **identify the same job** in subsequent quarters.
- If the employee is temporarily acting in a higher level job then the higher level job should be identified.

Employee ID	Job/Position ID

2 Specify job details

Note

- Please provide sufficient detail about this job, e.g. title, grade (class, level, age scale, etc.), location and tasks (including specialisation) to clearly identify the specific job.
- If rate of pay is age related, specify the age, e.g. Age 16 Grade 2.
- Include location (if relevant), e.g. department, branch, mining site, etc.
- Describe the main tasks of this job. Include specialisation (if relevant), e.g. type of nurse/teacher, size of bus/truck, special licences required, etc.
- The pay details you provide in Questions 3 to 19 must relate to the job described below.

Job Title
Grade/Class/Level/Age Scale Location
Tasks

3 Is the occupant of this job employed on a casual basis?

Definition

•	A casual staff member receives a higher rate of pay than a full-time staff member
	due to working irregular hours or not receiving paid annual leave, sick leave or
Ø	public holidays.

Yes	

Part 2 – Pay setting for the occupant of this job

Note

- Questions 4 to 6 refer to how pay was set for the occupant of this job for the last pay period ending on or before Friday 17 November 2017.
- Please select the pay setting method most applicable to the occupant of this job.

4	How was the <u>ordinary time</u> pay set for the occupant of this job? (Please cross one of the following boxes only)	Cross ONE box	
	Collective/enterprise agreement		
	 Note Collective/enterprise agreements set pay and conditions for a group of employees through a negotiation process. 	P	
	 Including Enterprise, workplace, industry, site or project collective agreements that set pay Enterprise/consent awards 		50 to Q5
	Award (paid <u>at</u> the award rate)		
	 Note Awards are legally enforceable determinations of Federal and State industrial tribunals or authorities that set pay and conditions. 	OR	
	Ordinary time pay is set at the award rate. Overaward (paid <u>above</u> the award rate)	🕞 G	So to Q6
	 Note Overaward refers to the situation where an employee's pay is based upon an award rate, but the employee is paid at a rate above the award rate. 	OR	50 to Q6
	Individual agreement		
	 Note Individual agreements or contracts set the pay and conditions for an individual employee. They may be verbal or written and signed by the employee. 	OR	
	 Including Verbal or informal individual agreements Individual contracts Letters of employment 		
	Other (please specify)	G	o to Q5
		OR	
			to to 07

5	Was this agreement registered with, or approved by, an industrial tribunal or authority?	Yes No	Go to Q7
6	What is the full name of the agreement or award?		
			0
Par	rt 3 – Pay reviews	(S)	
7	Is there a regular time period when pay increases are received or the salary reviewed for this job?		
	Example • Scheduled Collective Agreement pay increases. • Annual salary reviews.	Yes No	☐ Go to Q9
		110	
8	When is the pay increase or review period for this job? Example		
	• 1 January, 1 July, Anniversary of employee's start date. Please specify		

Monthly

Other (please specify)

Part 4 – Hours

9 What are the ordinary time <u>weekly standard hours</u> for the occupant of this job?

occupant of this job?	
 Definition Ordinary time weekly standard hours are those which the occupant of the job normally paid for in a week. 	Report weekly
 Note For employees who do not have standard hours (e.g. casuals) please calculate average of the ordinary time hours paid for in the last 4 weeks. 	e the hrs mins OR (if decimal)
Excluding • Overtime hours	hrs
 10 What were the ordinary time hours paid for in the last pay period ending on or before Friday 17 November 2017? Note This refers to the number of ordinary time hours actually paid for in this pay period. Do not convert ordinary time hours paid for at penalty rates to their 	hrs mins
 ordinary time equivalent, e.g. shift hours. Do not convert fortnightly hours, monthly hours, etc. to weekly hours. Monthly pay frequency refers to calendar month, not four weekly. Report for weekly pay frequency in 'Other'. 	OR (if decimal)
 Including Hours of paid leave taken during the Excluding Overtime hours (include in 	Pay frequency: Cross one box
pay period, e.g. sick leave, annual leave leave Hours relating to payment in adva Hours relating to back pay	weekly
Trous actually to back pay	Fortnightly

Part 5 – Ordinary time earnings

11 What was the ordinary time pay rate before tax (exclude payments for overtime) for the last pay period ending on or before Friday 17 November 2017 for the occupant of this job?

Note

- Report either 'Hourly rate', 'Annual salary' or 'Piece rate', whichever is the most readily available.
- For guidance on the correct pay rate to report, please refer to the examples provided below, or contact the ABS for assistance on 1800 093 327.

Including

- Award or agreed payments
- Payment for leave taken during the pay period, e.g. sick leave, annual leave
- Fixed and regular taxable allowances, e.g. annualised car, fixed tool allowance
- · Annualised shift payments
- · Casual loadings
- Higher duties allowances for this job
- · Retainers
- Piecework payments
- · Value of any salary sacrificed

Excluding

- Overtime payments (include in Question 14)
- Bonuses, commissions and other incentive payments (include in Question 16)
- Taxable and non-taxable allowances and shift payments not specified in the *Including* list, e.g. variable travel allowance
- Reimbursements
- Higher duties allowances for a job other than this job
- Leave loading
- Payment in advance/back pay
- Severances, terminations and redundancies
- Employer contributions to superannuation funds

Choose ONE payment type only

Hourly rate (include allowances as described in the 'Including' list above)

Note

• Only report the first 2 decimal places for hourly rate, do not round up or down.

Example

• An employee is paid an ordinary time hourly rate before tax of \$17.50 and an all purpose allowance of \$3.70 per hour. Report \$21.20 per hour.

\$ per hour

Annual salary (include allowances as described in the 'Including' list above)

Example

• A manager has an annual package of \$71,940, which includes a \$5,940 Superannuation Guarantee payment. Exclude the super of \$5,940 and report the remaining fixed amount of \$66,000 here.

OR



Piece rate (include allowances as described in the 'Including' list above)

Examples

- A pizza delivery driver receiving \$4.20 per delivery, report '\$4.20 per delivery.'
- A tour guide receiving \$97.00 per tour conducted, report '\$97.00 per tour.'
- A truck driver receiving \$1,580 per trip completed, report '\$1,580 per trip.'
- A horse racing caller receiving \$162 per race called, report '\$162 **per** race.'

OR

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Part 6 – Overtime

12	Is the occupant of this job entitled to overtime payments under their award, agreement or contract?
	 Definition Overtime payments are for hours worked in excess of award, standard or agreed hours.
	Note • If an employee did not get paid overtime in this pay period, but their award/ agreement/contract, etc. states they can be paid for overtime, cross the 'Yes' box. No Go to Q15
13	Did the occupant of this job receive overtime payments in the last pay period ending on or before Friday 17 November 2017?
	 Note Ensure overtime payments are for the job described on page 1 of this form. No Go to Q15
14	Report the overtime provisions/entitlements and payments for the last pay period ending on or before Friday 17 November 2017
	 Note Overtime provisions/entitlements include both the rate at which overtime is paid and the number of hours for which those rates apply.
	 Examples An employee worked 5 hours of overtime on Monday and 3 hours on Tuesday (ordinary time rate of \$16.00 per hour). The overtime provisions/entitlements for this job are: Monday to Friday, first 3 hours of overtime are paid at time and a half; Monday to Friday, after 3 hours of overtime, hours are paid at double time. Report as follows:
	Monday, Tuesday 1st 3 hrs of overtime 1.5 6 \$ 144 Monday After 3 hrs of overtime 2 2 \$ 64 Total 8 \$ 208
	Specify period Hours for which rate applies (e.g. Monday & (e.g. 1st 3 hours, after 3 which hours paid payments Tuesday, Sat night, etc.) hours, all hours in shift) Rate at Number of hours paid payments overtime is paid
	@ \$,
	@ \$ 00

	C		Ψ	,	
	@		\$	2	.00
	@		\$	2	.00
	@		\$	2	
		Total	\$	2	.00

Part 7 – Bonuses, commissions and other incentive payments

15 Did the occupant of this job receive a bonus, commission or other incentive payment in the 3 month period from 19 August 2017 to 17 November 2017?

 Note Bonuses, commissions and other incentive payments may relate to the performance of the employee and/or organisation. 	~C ₂
Excluding • Leave loading	Yes

16 Report the types and amounts of the bonuses, commissions and other incentive payments for this 3 month period

Note

- Report all one-off payments at 'Other'.
- For weekly, fortnightly, monthly or quarterly payments, report the most recent bonus, commission or other incentive payment. For these frequencies, do not sum the amounts paid in the 3 month period.
- sum the amounts paid in the 3 month period.
 For 6 monthly, annual and other payments, report the full dollar amount(s) paid in the 3 month period.

Cross relevant box(es)		
Bonus/incentive Commission		
payment payment		7
WeeklyLast weekly amount	\$ 	
Fortnightly Last fortnightly amount	\$. 90	
Monthly Last monthly amount	\$. 90	
Quarterly Last quarterly amount	\$,	
6 monthly Full 6 monthly amount	\$,	
Annually Full annual amount	\$. 00	
Other Full other amount	\$,	
If 'Other', specify the frequency to which this		1
payment relates. Include one-off payments here.		

Part 8 – Pay changes

No

17	In the 3 month period from 19 August 2017 to 17 November 2017 has there been a change in the pay rate <u>for this job</u> ?	Yes No	Go to Q	19
18	What was the source and amount of the pay change?			
	 Example Identify the source of the pay change, and specify either the change in the dollar amount per pay rate (as reported in Question 11), e.g. \$0.50 per hour or \$5,000 per annum, or the percentage change, e.g. increase of 2.5% of salary. 		<	9,
	Cross relevant box(es)	Cha \$	onge in pay rate OR %	
	Change in grade or class	\$	OR	%
	Change in age scale or increment within level	\$	OR	%
	Collective/enterprise agreement	. \$	OR	%
	Fair Work Commission/Modern Award	. \$	OR	%
	State Wage Case	. \$	OR	%
	Wage/salary review	. \$	OR	%
	Other (please specify)	. \$	OR	%
	C'O, XV			
19	Comment on any unusual features affecting the payment for the job			
	 Note Please describe any unusual features affecting the payment for this job. This may assist us in processing your form and avoid the need to contact you with queries. 			
20	Have you reached the end of your list of selected jobs?			
	Yes Please complete parts G to J on page 4 of the Employer Form.			

Please complete a new Job Form for the next selected employee.