WPRR TIPS FOR EMPLOYERS

TIPS TO REMEMBER WHEN SUBMITTING WEEKLY PAYMENT REIMBURSEMENT REQUESTS (WPRR'S)

EML offers Members the option to complete weekly payment reimbursement requests (WPRR) in line with their pay cycle, in a weekly format. Fortnightly, Monthly and Bi-monthly pay cycles are required to be broken down into a weekly format to ensure the correct calculation of your worker's entitlement/your reimbursement. The only exceptions to this rule apply when:

1. The first date of incapacity falls mid-week.

2. The Income Support cease date falls mid-week.

3. The last day of a closed period falls mid-week.

4. You are not entitled to the waiver, making the first date you are entitled to a reimbursement fall mid-week.

Example 1 and 3:

Example pay cycle is Monday to Sunday paid weekly.

First day of incapacity falls mid-week.

Claim is accepted for closed period 04/09/2015 – 24/09/2015.

Week starting	Week ending	Totally Unfit	Earnings from work performed	Hours worked	Date Worker Paid
04/09/15	06/09/15		176.35	6	09/09/2015
07/09/15	13/09/15	√	-	-	16/09/2015
14/09/15	20/09/15		235.14	8	23/09/2015
21/09/15	24/09/15		470.28	16	30/09/2015

Example 2:

Example pay cycle is Thursday to Wednesday paid monthly.

Claim is accepted ongoing from 10/08/2015. Worker returns to work on 28/08/2015.

An IS ceased date is confirmed by the Claims Specialist of 29/08/2015.

Week starting	Week ending	Totally Unfit	Earnings from work performed	Hours worked	Date Worker Paid
10/08/15	12/08/15	√	-	-	02/09/2015
13/08/15	19/08/15	√	-	-	02/09/2015
20/08/15	26/08/15	√	-	-	02/09/2015
27/08/15	28/08/15		73.81	7.5	02/09/2015

Example 4:

Example pay cycle is Sunday to Saturday paid fortnightly.

Claim is accepted ongoing from 03/09/2015.

You are not entitled to the two week waiver, confirmed in the determination letter so the first date you can claim is from 19/09/2015.

Week starting	Week ending	Totally Unfit	Earnings from work performed	Hours worked	Date Worker Paid
19/09/15	19/09/15	√	-	0	30/09/2015
20/09/15	26/09/15	√	-	0	30/09/2015

NOTES

- Determination period dates and income support cease dates establish the period of entitlement.

- The calculation used is NWE – Earnings from work performed x the entitlement so entering dates and earnings outside the established determination period will result in incorrect and/or a delay in your reimbursements.

- You are entitled to claim back the first 2 weeks you paid to your injured worker if you provided the claim within 5 calendar days after receipt. The determination letter will confirm this. If you are not entitled to the waiver, the first date completed on the WPRR must be 14 calendar days from the first date of incapacity.

- All submitted WPRR's must include pay evidence which supports the details submitted on your WPRR.

- Earnings from work performed includes all earnings relevant to base, time and a half, overtime, allowances, rest and recovery days, sick/personal leave and roster days off.

- Earnings from work performed excludes payments linked to superannuation, retirement and redundancy and all annual leave unless you notify your worker and Claim Specialist of the leave periods. In these instances, your Claim Specialist or Mobile Claims Specialist will suspend the date/s and then exclude these date/s from your WPRR form.

- Completed WPRR's should be sent to our dedicated mailbox of WPRR@eml.rtwsa.com. Correct WPRR's sent to this mailbox will be processed within ten business days. If you require assistance in completing your WPRR's, please contact this mailbox or your Claim Specialist.

- Employers have 3 months from the worker payment date to claim reimbursements so we encourage you to send in your WPRR's promptly so we can process these as part of our commitment to excellent service.

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