



INFORMATION REQUIRED TO DETERMINE PRE-INJURY AVERAGE WEEKLY EARNINGS

In most cases to accurately determine the pre-injury average weekly earnings (PIAWE) amount, EML requires details of the injured worker's gross earnings up to 52 weeks prior to the injury.

DETAILS OF GROSS EARNINGS	INCLUDED
Base hours (normal hours/salary hours etc.)	<input type="checkbox"/>
Overtime hours and earnings	<input type="checkbox"/>
Ordinary earnings	<input type="checkbox"/>
Any allowances (tool, meal, uniform etc.)	<input type="checkbox"/>
All leave taken (annual, sick personal/carers, long service bereavement etc.)	<input type="checkbox"/>
Any periods of unpaid leave	<input type="checkbox"/>
Bonuses, performance incentives, etc.	<input type="checkbox"/>
Any paid breaks	<input type="checkbox"/>
Any paid travel/study	<input type="checkbox"/>
Time off in lieu (worked overtime to be taken as normal hours when a day's leave is taken)	<input type="checkbox"/>
Piece rates and commissions	<input type="checkbox"/>
Any contract of employment/ job descriptions (in writing or implied) in place before the date or injury	<input type="checkbox"/>
Any award or enterprise bargaining agreement for the worker	<input type="checkbox"/>
The value of non-monetary benefits (only where a worker is no longer entitled to the use of that benefit following injury)	<input type="checkbox"/>

EML will review this information and make a PIAWE decision.

WHERE AND WHEN TO SEND THE INFORMATION

Employers can send information to EML via the [icare portal](#).

The most efficient time to send wage history information is within **48 hours of becoming aware of a workplace injury or illness** as this is when you are required to notify EML of the injury and are already sending injury information to EML.

This allows EML to start reviewing the wages information you have provided before they contact you initially about the claim by day three. At this time EML may have questions or request further information so that a PIAWE decision can be made.

HOW TO PROVIDE THE INFORMATION

Employers can complete the [icare PIAWE form](#) and provide the supporting wage history evidence.

It is best to provide the wage history evidence for each pay period, that is, the weekly or fortnightly pay period for which the injured worker's pay is normally calculated.

For example. For an injured worker who normally is paid each fortnight, you would provide the relevant information from the points above such as, overtime, base hours allowances, for each fortnightly period up to 52 weeks prior to the injury (26 pay periods).

The wage history information can be supplied via copies of pay slips or any available payroll records covering the relevant earnings period up to 52 weeks prior to the injury and can also be provided in an Excel format that includes the same information.