



INFORMATION REQUIRED TO DETERMINE AVERAGE WEEKLY EARNINGS

In most cases to accurately determine the average weekly earnings (AWE) 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 IAWWE decision.

OVERTIME HOURS AND EARNINGS**

If an injured worker has an overtime component within their wage's history, however they are not expected to be entitled to any overtime hours or the overtime hours in the future is anticipated to be less than what they have worked prior to the injury, then please inform EML of these circumstances.

WHERE AND WHEN TO SEND THE INFORMATION

The most efficient time to send wage history information is within five business days of becoming aware of a workplace injury or illness as this is when you are notifying 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 an AWE decision can be made.

To notify EML of an injury and provide information you can call 1800 MUTUAL (1800 688 825) to speak with a customer service representative. You can also request a call back from EML on the following

link: [Request a call back to report an injury.](#)

To email you can send the information to Service Advisory Centre via newclaims@eml.rtwsa.com.

HOW TO PROVIDE THE INFORMATION

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.

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.