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## Workers Pay Increases and Updating Daily Rates

The commencement of the new financial year will see an increase in the National Minimum Wage as well as many employers undertaking a review of their business and their employees' wages. In light of this please ensure your Employees Day Pay is updated accordingly when completing your June and/or July return, to reflect any pay increases that may have been implemented.

This is a simple online process when completing your return where you just need to enter in the new Day Pay for each applicable employee, which will then automatically recalculate the period pay. If the pay increase is more than 15%, the system prompts you to choose a Pay Discrepancy reason, which in this case will be Wage Increase. For those Employers that use the Auto-Populate function this information will then be updated for all future returns generated.

It is imperative that this information is updated accordingly so that when a worker contacts us or claims an entitlement with associated pay slips that this information correlates with what has been provided by you, as the Employer.

## Employer Returns – Common Reporting Errors

Monthly returns are generated on or around the 22<sup>nd</sup> each month and must be submitted within 14 days of the end of each return period. Once you have submitted a return, you have until the end of the month after the contribution invoice is issued to make a payment ie. Returns for June 2025 need to be submitted by 14<sup>th</sup> July 2025 and paid by the 31<sup>st</sup> August 2025.

**Note: The above timelines only apply if you submit your returns by the required due dates. If you do lodge your returns and pay invoices within the required timeframes, you will be charged at the discounted rate of 1.8%.**

Please see below common errors with employer returns.

### **NOT REPORTING WAGE INCREASES**

If you are using the auto-populate function you must increase the day pay amount when any employee has a pay increase. This is calculated as the hourly rate multiplied by 7.6 or 8 hours, depending on if they work a 38- or 40-hour week. When pay increases are missed, it can create wage variances in the workers contributions which can affect their entitlement payment. When they do apply for an entitlement, this information is reviewed in detail and where pay increases are not present, pay slips for the periods affected are requested from either the employer or worker.

### **REPORTING DAYS when a WORKER is on LONG SERVICE LEAVE**

When a worker is on Long Service Leave through TasBuild you **DO NOT** need to report or contribute working days for them via the Employer Return. You just reduce the number of days accordingly or submit zero days and Period Pay if they are taking the full month off and not receiving any wages from you.

Once we have received a Long Service Leave Application from the worker, an Employment Confirmation is sent to you which details the dates for the period of leave in which the worker has applied for.

For the periods that the worker is paid directly by TasBuild, they accrue "TasBuild Days" whilst on long service, so the workers are not disadvantaged. If an Employer reports incorrectly when a worker is accruing "TasBuild Days" an overlap of service occurs and therefore any additional days are removed from the worker's file.

## **REPORTING for CASUAL WORKERS**

To calculate the number of days to be included in your Employer Return for casual workers, you total the number of hours they have worked for the period in which you are reporting and divide this by 7.6 (number of hours in a standard working day based on a 38 hour week) or 8 (if based on working a 40 hour week). The result is the number of working days to be reported on the Employer Return.

**You DO NOT need to contribute on Casual Loading**, just the base hourly rate multiplied by the number of hours worked to get the Period Pay figure. Only whole days need to be reported, so you may need to round the number up if over 0.5 or down if under 0.5. Please see following example;

Employee A has an hourly rate of \$23.00 minus the 25% casual loading is \$18.40, thus his Daily Rate is \$139.84.

**Calculated as \$23.00 divided by 1.25 = \$18.40. \$18.40 x 7.6 = \$139.84**

Employee A worked 144 hours for the Month.

**Calculated as 144 ÷ 7.6 = 18.94 days therefore Paid Days rounded UP to 19.**

**Period Pay of 19 x \$139.84 = \$2,656.96**

## **ANNUAL LEAVE PAID OUT on TERMINATION**

When a worker ceases employment with you, you **DO NOT** need to report on accumulated Annual Leave or Accumulated RDO's paid out on termination. You only need to report on actual days worked in that period and then terminate the worker in an open return by clicking the three vertical dots located on the right-hand side of the line containing the worker's name. Select Terminate and then follow the prompts by entering the termination date (final day of work) and reason.

## **REPORTING on ALLOWANCES**

Allowances that you **DO** report on are any regularly paid allowance in addition to the workers ordinary pay including Tool Allowance, Industry Allowance, Leading Hand Allowance, Site Allowance and First Aid Allowance. It is to be included and reported on when the worker is entitled to that allowance for the whole, or greater portion of the time in which they are engaged.

Allowances that you **DO NOT** report on include Accommodation/Living Away from Home Allowance, Meal Allowance, Travel Allowance and Vehicle Allowance. If you are uncertain about which allowances you need to be reporting on please do not hesitate to contact us to discuss further.

If you do feel that you have been reporting incorrectly for any of the examples provided, please do not hesitate to contact us and we would be more than happy to work with you to complete an audit on your file.

If you have any questions about any topics covered in this newsletter or general questions, please do not hesitate to contact us via email on [secretary@tasbuild.com.au](mailto:secretary@tasbuild.com.au) or call on (03) 6294 0807.

***The information contained in this Employer Newsletter is of a general nature and does not constitute legal advice. We encourage you to seek your own professional advice to find out how the Construction Industry (Long Service) Act applies to you.***