

## Part 1 – Job details

### 1 Provide employee and job identification

*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 public holidays.

Yes

No

### 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 **ordinary time** 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.

**Including**

- Enterprise, workplace, industry, site or project collective agreements **that set pay**
- Enterprise/consent awards

.....  Go to **Q5**

##### Award (paid at the award rate)

**Note**

- Awards are legally enforceable determinations of Federal and State industrial tribunals or authorities **that set pay and conditions**.
- Ordinary time pay is set at the award rate.

OR

.....  Go to **Q6**

##### Overaward (paid above the award rate)

**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

.....  Go 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

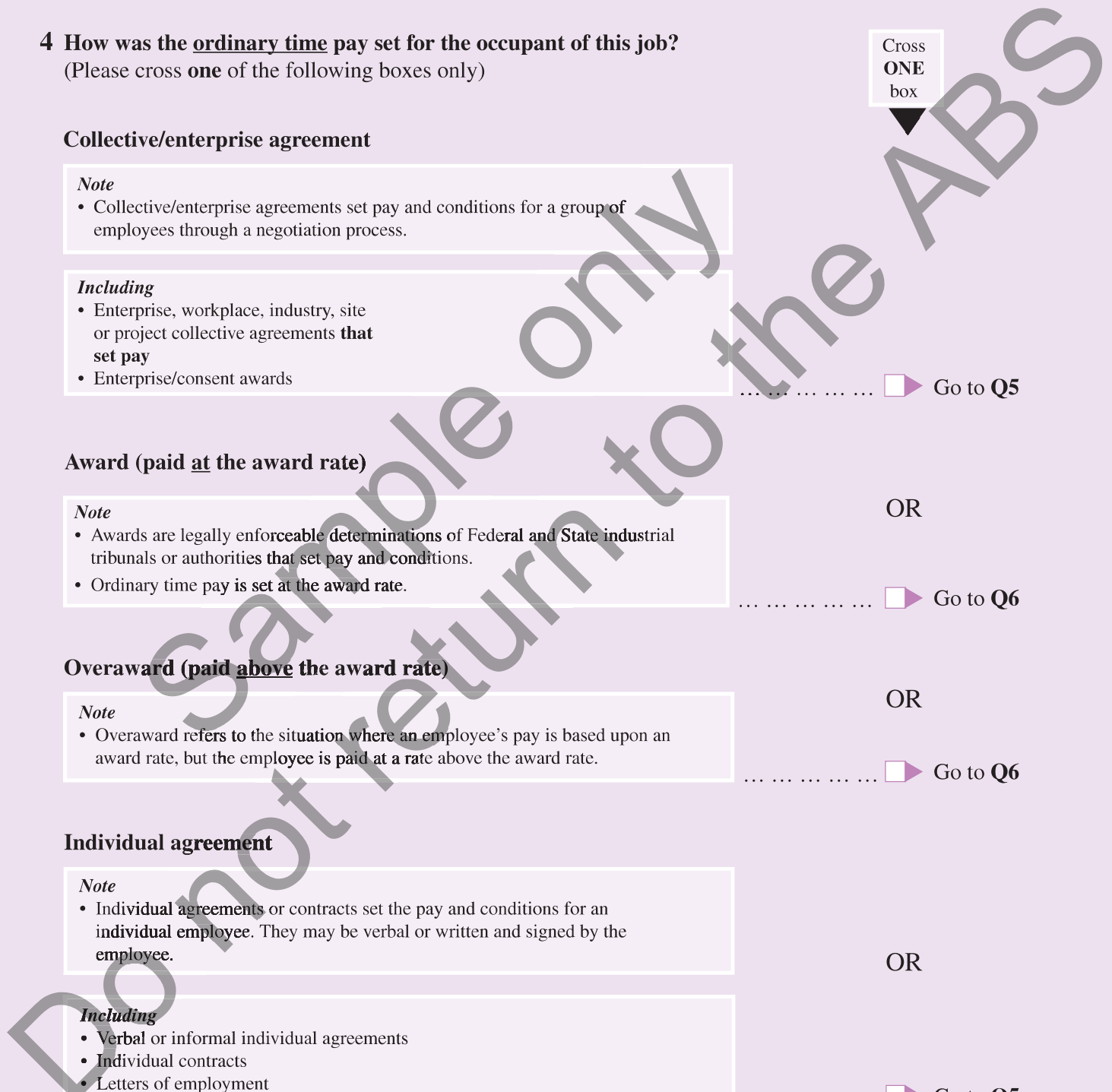
.....  Go to **Q5**

##### Other (please specify)


OR

.....  Go to **Q7**



**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?**

### Part 3 – Pay reviews

**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

**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

Do not return to the ABS

**Part 4 – Hours**

**9 What are the ordinary time weekly standard hours for the occupant of this job?**

**Definition**

- Ordinary time weekly standard hours are those which the occupant of the job is **normally** paid for in a week.

**Note**

- For employees who do not have standard hours (e.g. casuals) please calculate the average of the ordinary time hours paid for in the last 4 weeks.

**Excluding**

- Overtime hours

Report weekly

hrs  mins  
**OR (if decimal)**  
 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 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 four weekly pay frequency in 'Other'.

**Including**

- Hours of **paid** leave taken during the pay period, e.g. sick leave, annual leave

**Excluding**

- Overtime hours (include in Question 14)
- Hours relating to payment in advance
- Hours relating to back pay

hrs  mins  
**OR (if decimal)**  
 hrs

**Pay frequency:** Cross one box

Weekly ... ..

Fortnightly ... ..

Monthly ... ..

Other (please specify)

Do not re-submit to the ABS



**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.

Yes   
 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.

Yes   
 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 (e.g. Monday & Tuesday, Sat night, etc.)	Hours for which rate applies (e.g. 1st 3 hours, after 3 hours, all hours in shift)	Rate at which overtime is paid	Number of hours paid	Overtime payments
<input type="text"/>	<input type="text"/>	@ <input type="text"/>	<input type="text"/>	\$ <input type="text"/> . <input type="text"/> 00
<input type="text"/>	<input type="text"/>	@ <input type="text"/>	<input type="text"/>	\$ <input type="text"/> . <input type="text"/> 00
<input type="text"/>	<input type="text"/>	@ <input type="text"/>	<input type="text"/>	\$ <input type="text"/> . <input type="text"/> 00
<input type="text"/>	<input type="text"/>	@ <input type="text"/>	<input type="text"/>	\$ <input type="text"/> . <input type="text"/> 00
			<b>Total</b>	\$ <input type="text"/> . <input type="text"/> 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.

*Excluding*

- Leave loading

Yes

No  **Go to Q17**

**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.
- 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 payment	Commission payment			
Weekly	<input type="checkbox"/>	<input type="checkbox"/>	Last weekly amount	\$	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Fortnightly	<input type="checkbox"/>	<input type="checkbox"/>	Last fortnightly amount	\$	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Monthly	<input type="checkbox"/>	<input type="checkbox"/>	Last monthly amount	\$	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	Last quarterly amount	\$	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
6 monthly	<input type="checkbox"/>	<input type="checkbox"/>	Full 6 monthly amount	\$	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Annually	<input type="checkbox"/>	<input type="checkbox"/>	Full annual amount	\$	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	Full other amount	\$	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

If 'Other', specify the frequency to which this payment relates. Include one-off payments here.

**Part 8 – Pay changes**

**17 In the 3 month period from 19 August 2017 to 17 November 2017 has there been a change in the pay rate for this job?**

Yes   
 No  **Go to Q19**

**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.

	Cross relevant box(es)	Change in pay rate		
		\$	OR	%
Change in grade or class .....	<input type="checkbox"/>	\$ <input type="text"/>	OR	<input type="text"/> %
Change in age scale or increment within level .....	<input type="checkbox"/>	\$ <input type="text"/>	OR	<input type="text"/> %
Collective/enterprise agreement .....	<input type="checkbox"/>	\$ <input type="text"/>	OR	<input type="text"/> %
Fair Work Commission/Modern Award .....	<input type="checkbox"/>	\$ <input type="text"/>	OR	<input type="text"/> %
State Wage Case .....	<input type="checkbox"/>	\$ <input type="text"/>	OR	<input type="text"/> %
Wage/salary review .....	<input type="checkbox"/>	\$ <input type="text"/>	OR	<input type="text"/> %
Other (please specify) ... <input type="text"/> .....	<input type="checkbox"/>	\$ <input type="text"/>	OR	<input type="text"/> %

**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.

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**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.  
 No  Please complete a new Job Form for the next selected employee.