Money Claim Guide

|  |  |
| --- | --- |
| Details | |
| Full Name | {{first\_name}} {{last\_name}} |
| Home Address |  |
| Email Address |  |
| Phone Number |  |
| Name of Officer at the Women’s Working Centre |  |
| Employee Status | {{work\_status}} |
| Award Name | {{the\_award}} |

Thank you, for filling out guide and providing the following information. Please fill in your personal details below as the guide does not ask for them.

{%p if work\_status != ‘Casual’ or regular\_hours == ‘Yes’ %}

In the table below, it will list the number of hours being worked within a week, the pay per hour and what you should be receiving per hour according to your award.

|  |  |
| --- | --- |
| Working Details | |
| How many hours do you work in a week? | {{hours\_week}} |
| How much do you get paid an hour? | $ {{paid\_hour}} |
| The amount according to the award you should be paid | $ {{award\_paid\_hour}} |

{%p endif %}

{%p if work\_status == ‘Casual’ and regular\_hours == ‘No’ %}

In the table below, it will list the number of hours being worked within the provided week, the pay per hour and what you should be receiving per hour according to your award.

|  |  |  |  |
| --- | --- | --- | --- |
| Casual Work Details | | | |
| Week Starting | Hours Worked | Hourly Rate | Hourly Rate According to Award |
| {%tr for item in casualHours %} | | | |
| {{item.name}} | {{item.hours}} | $ {{item.pay}} | $ {{item.award}} |
| {%tr endfor %} | | | |

{%p endif %}

In the table below it will be indicating the amount differences between the award amount and the given amount. Where the amount is in the positive it will be the employer has

| Extra Payment Details | | | |
| --- | --- | --- | --- |
| Name | Award Amount | Given Amount | The Difference |
| {%tr if paid\_overtime == ‘Yes’ %} | | | |
| Overtime:  {{hours\_overtime}} | $ {{overtime\_award}} | $ {{amount\_overtime}} | $ {{overtime\_award - amount\_overtime}} |
| {%tr endif %} | | | |
| {%tr if penalty\_rates == ‘Yes’ %} | | | |
| Penalty Rates:  {{name\_penalty\_rates}} | $ {{penalty\_award}} | $ {{paid\_penalty\_rates}} | $ {{penalty\_award - paid\_penalty\_rates}} |
| {%tr endif %} | | | |
| {%tr if what\_allowance == ‘Yes’ %} | | | |
| Allowance:  {{name\_allowance}} | $ {{allowance\_award}} | $ {{amount\_allowance}} | $ {{allowance\_award - amount\_allowance}} |
| {%tr endif %} | | | |
| {%tr if public\_holiday\_rates == ‘Yes’ %} | | | |
| Public Holiday:  {{what\_public\_holiday\_rates}} | $ {{public\_holiday\_award}} | $ {{paid\_public\_holiday\_rates}} | $ {{public\_holiday\_award - paid\_public\_holiday\_rates}} |
| {%tr endif %} | | | |
| {%tr if work\_status != ‘Casual’ and leave\_entitlement == ‘Yes’ and leave\_owing == ‘Yes’ %} | | | |
| Leave | $ {{leave\_owed}} | This will be paid in accordance with National Employment Standard | |
| {%tr endif %} | | | |
| {%tr if other\_payment == ‘Yes’ %} | | | |
| Other Payment:  {{other\_payment\_info}} | $ {{other\_amount\_award}} | $ {{other\_payment\_amount}} | $ {{other\_amount\_award - other\_payment\_amount}} |
| {%tr endif %} | | | |