Money Claim Guide

Thank you for filling out the guide and providing the following information. The personal details in the table below have been left blank for you to fill in.

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

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

The table below 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}} |
| The different in hourly rate | $ {{award\_paid\_hour -paid\_hour}} |

{%p endif %}

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

The table below 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 | The Hourly Rate Difference |
| {%tr for item in casualHours %} | | | | |
| {{item.name}} | {{item.hours}} | $ {{item.pay}} | $ {{item.award}} | $ {{item,award – item.pay}} |
| {%tr endfor %} | | | | |

{%p endif %}

{%p endif %}

| Over time and Leave Payment Details | | | |
| --- | --- | --- | --- |
| Name | Award Amount | Provided Amount | The Difference |
| {%tr if paid\_overtime == ‘Yes’ %} | | | |
| Overtime:  {{hours\_overtime}} | $ {{overtime\_award}} | $ {{amount\_overtime}} | $ |
| {%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 %} | | | |

The tables below it displays the differences between the award amount and the amount you have provided. The difference calculated is the amount owed to you by the employer.

| Penalty Rates | | | |
| --- | --- | --- | --- |
| Name | Award Amount | Provided Amount | The Difference |
| {%tr for rate in penRate %} | | | |
| {{rate.name}} | $ {{rate.penRateAward}} | $ {{rate.paid\_rates}} | $ |
| {%tr endfor %} | | | |

{%p if penalty\_rates == ‘Yes’ %}

{%p endif %}

| Allowance Rates | | | |
| --- | --- | --- | --- |
| Name | Award Amount | Provided Amount | The Difference |
| {%tr for allowance in allowances %} | | | |
| {{allowance.name}} | $ {{allowance.allowance\_award}} | $ {{allowance.amount\_allowance}} | $ |
| {%tr endfor %} | | | |

{%p if what\_allowance == ‘Yes’ %}

{%p endif %}

{%p if public\_holiday\_rates == ‘Yes’ %}

| Public Holiday | | | |
| --- | --- | --- | --- |
| Name | Award Amount | Provided Amount | The Difference |
| {%tr for day in pubHol %} | | | |
| {{day.name}} | $ {{day.public\_holiday\_award}} | $ {{day.paid\_public\_holiday\_rates}} | $ |
| {%tr endfor %} | | | |

{%p endif %}

| Other Payment | | | |
| --- | --- | --- | --- |
| Name | Award Amount | Provided Amount | The Difference |
| {%tr for other in otherPayment %} | | | |
| {{other.name}} | $ {{other.amount\_award}} | $ {{other.amount}} | $ |
| {%tr endfor %} | | | |

{%p if other\_payment == ‘Yes’ %}

{%p endif %}