# Piecework reconciliation template

**For employers hiring pieceworkers under the Horticulture Award**

There are new requirements for pieceworkers in the Horticulture Award (**Award**) that take effect from the first pay period that starts on or after 28 April 2022.

This includes a new:

* minimum wage guarantee for pieceworkers
* way to calculate piece rates according to the average competent pieceworker
* requirement for employers to create piecework records for their pieceworkers
* obligation for employers to record the number of hours their pieceworkers work, and the piece rate applied.

Use this template to get your business ready for the changes.

##

** IMPORTANT:** Make sure you’re using the latest version of this template by

[downloading the most up-to-date version](http://www.fairwork.gov.au/piecework-changes) from fairwork.gov.au/piecework-changes

For more information on the current rules about piecework arrangements visit our

[Horticulture Showcase](http://www.fairwork.gov.au/horticulture) at fairwork.gov.au/horticulture

## Who this template is for

This template is for employers engaging pieceworkers under the Award.

## How to use this template

Each day a pieceworker works they have a minimum wage guarantee. This means that pieceworkers have to receive, for each day that they work, at least the ‘hourly rate for the pieceworker’ multiplied by the number of hours they worked that day, **if** that is more than they would earn for the day under the piece rate alone. If they have earned more for their day’s work under the piece rate, they need to be paid that higher amount.

**Hourly rate for the pieceworker** means the minimum hourly rate for the pieceworker’s classification level, plus, for casual employees, the 25% casual loading.

Employers can use this template to check that they’ve met the minimum wage guarantee for their pieceworkers for each day worked.

**Minimum wage guarantee -** Information and examples to help you apply the minimum wage guarantee can be found at [New minimum wage guarantee for pieceworkers](http://www.fairwork.gov.au/piecework-changes) at fairwork.gov.au/piecework-changes

**Get ready with our other resources**(fairwork.gov.au/piecework-changes)

**Use our** [**Piecework arrangements employer checklist**](https://www.fairwork.gov.au/sites/default/files/2022-03/piecework-arrangements-employer-checklist.docx) to learn about piecework arrangements and make sure you’re meeting your employer obligations.

**Use our** [**Piecework record template**](https://www.fairwork.gov.au/sites/default/files/2022-03/piecework-record-template.docx) to quickly and easily create a piecework record that meets the requirements of the Horticulture Award.

**Use our** [**Piecework timesheet template**](http://www.fairwork.gov.au/piecework-changes)to help record your pieceworkers’ hours of work, outputs and piece rates.

**Use our** [**Piecework rules are changing information sheet**](http://www.fairwork.gov.au/piecework-changes)to help explain the changes to your employees.

Piecework reconciliation template - Horticulture Award

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name:  | <insert name> | Award: | Horticulture Award |
|  Piece rate(s):  | as per the employee’s piecework record |

** IMPORTANT:**

This template has been colour coded to help you to complete it accurately. You simply need to replace the red < > writing with what applies and insert relevant details into the blank table rows below.

Remember, the applicable Award hourly rate is the minimum award rate for the pieceworker’s classification level, plus 25% casual loading if they’re a casual. Use our [pay calculator](http://www.fairwork.gov.au/pact) at fairwork.gov.au/pact or our [Pay guides](http://www.fairwork.gov.au/payguides) at fairwork.gov.au/payguides for the most up-to-date award rates.

The ‘Total amount payable for day’ column will be the ‘Total payable at piece rate’ **or** the ‘Total payable at hourly rate’, whichever is higher for the day. Information and examples to help you apply the minimum wage guarantee can be found at [New minimum wage guarantee for pieceworkers](http://www.fairwork.gov.au/piecework-changes) at fairwork.gov.au/piecework-changes.

Example rows are shown in purple writing to help you and **can be deleted when no longer needed**. The amounts used are examples only and may not reflect the appropriate rates that should apply. Use our [Piecework arrangements employer checklist](https://www.fairwork.gov.au/sites/default/files/2022-03/piecework-arrangements-employer-checklist.docx) at fairwork.gov.au/piecework-changes for practical step-by-step help on correctly using piecework arrangements under the Horticulture Award.

**EXAMPLE**

|  |  |  |
| --- | --- | --- |
|  | **Minimum hourly rate amount** | **Piecework amount** |
| **Date** | **Total hours** | **Award hourly rate**  | **Total payable at hourly rate**(minimum hourly rate x total hours for day) | **Output** | **Piece rate** | **Total payable at piece rate**(piece rate for task x output) | **Total amount payable for day**(higher amount) |
| **EXAMPLE ONLY** (please delete)  | 1/5/22 | 6 | $25.41(casual, level 1) | **$**152.46(6hrs x $25.41) | 30 cartons | $6 per carton | **$**180(30 x $6) | $180 (piece rate) |
| 1/5/22 | 5 | $25.41(casual, level 1) | **$**127.05(5hrs x $25.41) | 20 cartons | $6 per carton | **$**120(20 x $6) | $127.05 (minimum hourly rate) |

Week beginning: ….. /.…. /…..

|  |  |  |
| --- | --- | --- |
|  | **Minimum hourly rate amount** | **Piecework amount** |
| **Date** | **Total hours** | **Award hourly rate**  | **Total payable at hourly rate**(minimum hourly rate x total hours for day) | **Output** | **Piece rate** | **Total payable at piece rate**(piece rate for task x output) | **Total amount payable for day**(higher amount) |
| …. /…. /…. |  |  |  |  |  |  |  |
| …. /…. /…. |  |  |  |  |  |  |  |
| …. /…. /…. |  |  |  |  |  |  |  |
| …. /…. /…. |  |  |  |  |  |  |  |
| …. /…. /…. |  |  |  |  |  |  |  |
| …. /…. /…. |  |  |  |  |  |  |  |
| …. /…. /…. |  |  |  |  |  |  |  |
| **Total payable for week:** |  |