# Piecework timesheet 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.

## Who this template is for

** IMPORTANT:** Make sure you’re using the latest version of this template by [downloading the most up-to-date version](https://www.fairwork.gov.au/newsroom/news/new-minimum-hourly-wage-guarantee-pieceworkers) 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

This template is for employers engaging pieceworkers under the Award needing to record the employee’s hours and piece rates.

## How to use this template

Employers can use this template to help meet their record-keeping obligations for pieceworkers under the Award.

From the first pay period that starts on or after 28 April 2022, an employer must keep a record of:

* all hours worked by the pieceworker
* the applicable piece rate at the time those hours were worked.

This template can be used to record a pieceworker’s hours of work, piecework outputs and relevant piece rate for each day worked. If suitable, it can be made available to pieceworkers on site to fill out each day. Other records are acceptable as long as they meet the relevant requirements.

**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 reconciliation template](http://www.fairwork.gov.au/piecework-changes) to check that the amount you’re paying your pieceworkers meets their minimum wage guarantee.

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

# Piecework timesheet template

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name  | <insert name> | Award | Horticulture Award |
| Employer name | <insert name> |

Period: ….. /.…. /….. to ….. /.…. /…..

|  |  |
| --- | --- |
| **Hours worked** | **Piecework output** |
| **Day/Date**(e.g. 21/8/22) | **Start time**(e.g. 8.30am) | **Break unpaid**(e.g. meal12.30pm) | **Restart time**(e.g.1pm) | **Finish time**(e.g.3pm) | **Other times/ Breaks** | **Total**(Hours minus unpaid breaks) | **Piecework task**(e.g. Pick Apples) | **Output** (e.g. 6 bins, 10kg, 10 cartons etc) | **Piece rate for task**(Amount per unit e.g. $xx.xx per bin) |
| …. /…. /…. |  |  |  |  |  |  |  |  |  |
| …. /…. /…. |  |  |  |  |  |  |  |  |  |
| …. /…. /…. |  |  |  |  |  |  |  |  |  |
| …. /…. /…. |  |  |  |  |  |  |  |  |  |
| …. /…. /…. |  |  |  |  |  |  |  |  |  |
| …. /…. /…. |  |  |  |  |  |  |  |  |  |
| …. /…. /…. |  |  |  |  |  |  |  |  |  |

**Employee declaration:** I have worked the above times.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: …. /…. /….