

How do I complete a Weekly Payment Reimbursement Request?

Please use the following guide if completing the WPRR form manually without the use of the WPRR calculator.

1 Employer Name, Employer ABN, ReturnToWorkSA Registration No, Location No

Must be per registration details with ReturnToWorkSA.

2 Worker Name, Claim Number, Date of Injury, Notional Weekly Earnings

All details can be located on the latest claim determination letter(s). The notional weekly earnings (N.W.E.) are the average weekly earnings, as set in the original income support acceptance letter. **Individual WPRRs/WPRR calculators must be submitted for each worker/claim to ensure privacy.**

3 Agreed Pay Cycle Start Date

This is the pay cycle that you have entered into an agreement with Gallagher Bassett to pay the worker. This may be, for example, from Thursday to Wednesday, or Monday to Sunday. You must enter the start day here. This should match your payslip pay cycle.

4 Pay Week Starting / Pay Week Ending

This is the first date and last date in the pay cycle you are claiming for (usually 7 days). The Pay Week Starting date cannot be prior to the first date that we determined the worker had an entitlement to income support (FDOI). This will be set in the original income support acceptance letter.

If the income support start date is mid-week, place the FDOI as the Pay Week Starting date and the Pay Week Ending date should match the end of the pay cycle week for this period. If claiming for a part week due to a closed period determination or an active discontinuance, you only enter the eligible period i.e. if the full week is 01/01/2000-07/01/2000 but only eligible from 04/01/2000 you need to enter the pay week starting as 04/01/2000 and pay week ending as 07/01/2000.

5 Nil Earnings from Employment for Week

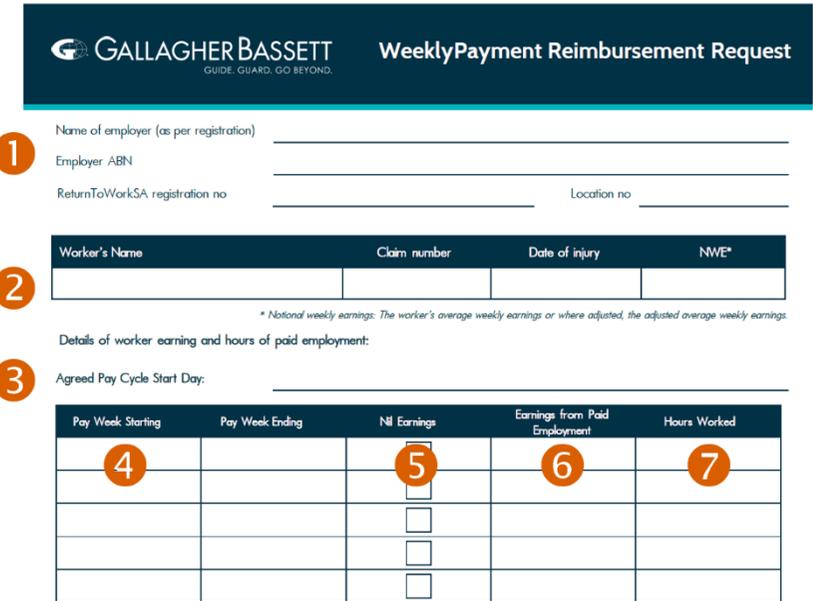
If the worker has not worked for the week, you tick this box only.

6 Earnings from Paid Employment

You must enter the sum of earnings received for hours worked, in the period / week being claimed. This includes overtime, bonuses, allowances (i.e. meals, uniforms, tools etc), and personal leave. If this period is for a part week only enter the amount of earnings for the eligible part week.

7 Hours Worked

If the worker has completed any hours of work, this must be entered into each applicable period / week. The hours must include their base hours, overtime and any personal leave. Do not include annual leave (etc.) hours in this field.



The screenshot shows the Gallagher Bassett Weekly Payment Reimbursement Request form. It includes fields for employer details (Name, ABN, Registration No, Location No), worker details (Name, Claim number, Date of injury, NWE*), and a table for worker earnings and hours worked. The table has columns for Pay Week Starting, Pay Week Ending, Nil Earnings, Earnings from Paid Employment, and Hours Worked. The form is numbered 1 through 7, corresponding to the guide's steps.

1 Name of employer (as per registration) _____
Employer ABN _____
ReturnToWorkSA registration no _____ Location no _____

2

Worker's Name	Claim number	Date of injury	NWE*

* Notional weekly earnings: The worker's average weekly earnings or where adjusted, the adjusted average weekly earnings.

Details of worker earning and hours of paid employment:

3 Agreed Pay Cycle Start Day: _____

Pay Week Starting	Pay Week Ending	Nil Earnings	Earnings from Paid Employment	Hours Worked
4		5	6	7
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Useful information to assist in completing the Weekly Payment Reimbursement Request (WPRR)

8. Whilst on workers compensation, the worker is entitled to annual leave and sick leave accruals in accordance with Section 50(2) of the Return to Work Act 2014.

- Sick leave is considered to be earnings from employment and should be reflected as such on the payslip and WPRR.
- Annual leave is not considered earnings from employment and should not be shown as paid employment or hours worked on the WPRR form.
- If a worker takes annual leave we are able to apply a suspension in accordance with Section 50(7) of the Return to Work Act 2014, however this must be advised prior to the leave taking place. If we are advised after the entire leave period is taken we are unable to apply a discontinuance. If we are advised during the leave period we can only apply the suspension from the date we have been made aware.

9. Superannuation is not considered earnings from employment and should not be included as earnings on the WPRR form.

10. Public Holidays are treated as normal earnings and should be paid to the worker then entered onto the WPRR form – unless the worker has been totally incapacitated for the whole week the Public Holiday falls in, then the WPRR form should be completed with a tick in the 'no earnings' box and nothing entered in the earnings box.

11. If a worker salary sacrifices, it is deemed as earnings as it makes up part of the gross earnings from employment.

12. Rolling rosters

- If the worker is employed on a rolling roster (i.e. 5 days first week, 7 days second next week, 6 days third week, etc.) our system will be set up with the potential maximum days that could be worked, in this case 7 days.
- We cannot use a 7 day a week if a maximum of 5 days is ever worked. That will be set up as 5 days.
- If a spilt roster (i.e. 4 days first week and 5 days second week) our system will be set up with the potential maximum days that could be worked, in this case 5 days.
- Once working days have been confirmed we are unable to change.
- If a partial week is worked we divide the amount of days worked by the amount of working days agreed in the system (confirmed with Eligibility Officer at initial contact) – this cannot be changed from week to week.

13. Rostered Days Off (RDOs):

- If a worker has partial capacity, is working and the RDO has been paid out, it will be deemed as earnings from employment.
- If the worker is totally incapacitated and there is an RDO noted on the payslip, it is not deemed as earnings (the worker wouldn't be entitled to an RDO due to being unfit).
- Some workers have an accumulative RDO system and although a weekly figure may be noted on the payslip the RDO can be taken on a monthly basis. When the RDO is taken, this is when it is deemed as earnings.

14. If a stepdown has occurred due to the claim being more than 12 months since the first date of incapacity, the calculation would be as follows:

A.W.E. minus (-) earnings from paid employment equals (=) difference x by 80% (this is the amount that is paid to the worker prior to claiming back from Gallagher Bassett)

Example: If the claim was over 12 months from the first date of incapacity:

\$500 (A.W.E) - \$200 (earnings from paid employment) = \$300 x by 80% = \$240 – this is what needs to be paid to the worker and can be claimed back from Gallagher Bassett.

15. Corresponding pay slips or pay evidence, must be supplied for each period being claimed and must match what is recorded on the WPRR form/WPRR calculator.

16. You have the option of providing the WPRR via email to wpr@gb.rtwsa.com. For further information, visit <https://www.gallagherbassett.com.au/workers-compensation/south-australia-workers-compensation/employer/> to access the WPRR Smart Calculator.

17. All WPRRs must be submitted to Gallagher Bassett within three (3) months of payment commencing to the worker.

Should you require further assistance in completing a WPRR please contact your Return to Work Specialist.