

# Piecework reconciliation template

## For employers hiring pieceworkers under the Horticulture Award

Under the Horticulture Award (the Award), there are requirements that an employer must follow when engaging pieceworkers.

These include:

- a minimum wage guarantee for each day that pieceworkers work
- a way to calculate piece rates according to the average competent pieceworker
- a requirement for employers to create piecework records for their pieceworkers
- an obligation for employers to record the number of hours their pieceworkers work and the piece rate that applied.



**IMPORTANT:** Make sure you're using the latest version of this resource. Download it from our Pay and piece rates page at [horticulture.fairwork.gov.au/pay-and-piece-rates](https://horticulture.fairwork.gov.au/pay-and-piece-rates).

## 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 be paid the **higher amount** of either:

- what they earned for their day's work under the piece rate; or
- what they would have earned for the day based on their hourly rate, that is their minimum hourly rate (including any casual loading) under the Award multiplied by the number of hours they worked that day.

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 on our How to use piece rates page at [horticulture.fairwork.gov.au/pay-and-piece-rates](https://horticulture.fairwork.gov.au/pay-and-piece-rates).

### Check out our other resources at [fairwork.gov.au/horticulture](https://fairwork.gov.au/horticulture)



Use our [Piecework arrangements employer checklist \(Word\) \(PDF\)](#) to learn about piecework arrangements and make sure you're meeting your employer obligations.



Use our [Piecework record template \(Word\) \(PDF\)](#) to quickly and easily create a piecework record that meets the requirements of the Award.



Use our [Piecework timesheet template \(Word\) \(PDF\)](#) to help record your pieceworkers' hours of work, outputs and piece rates.



Use our [Piecework rules have changed information sheet \(Word\) \(PDF\)](#) to help explain the changes that applied from April 2022.

# Piecework reconciliation template – Horticulture Award

Employee name:	<insert name>		Horticulture Award
	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 to your employee 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. For the most up-to-date award rates, use our pay calculator at [fairwork.gov.au/pact](https://fairwork.gov.au/pact) or our Pay guides at [fairwork.gov.au/payguides](https://fairwork.gov.au/payguides).

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 How to use piece rates page at [horticulture.fairwork.gov.au/pay-and-piece-rates](https://horticulture.fairwork.gov.au/pay-and-piece-rates).

Example rows are shown in **purple writing** to help you and **should 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 \(Word\) \(PDF\)](#) for practical step-by-step help on correctly using piecework arrangements under the Horticulture Award, available at [horticulture.fairwork.gov.au](https://horticulture.fairwork.gov.au).

## EXAMPLE

		Minimum hourly rate amount			Piecework amount			
Date		Total hours	Award hourly rate	Total payable at hourly rate (minimum hourly rate x total hours <u>for day</u> )	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)	2/7/24	6	\$29.33 (casual, level 1)	\$175.98 (6hrs x \$29.33)	30 cartons	\$6 per carton	\$180 (30 x \$6)	\$180 (piece rate)
	3/7/24	5	\$29.33 (casual, level 1)	\$146.65 (5hrs x \$29.33)	20 cartons	\$6 per carton	\$120 (20 x \$6)	\$146.65 (minimum hourly rate)

**Important:** Award rates used apply from 1 July 2024. Minimum pay rates are reviewed annually and any increases usually apply from first full pay period on or after 1 July each year.

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 <u>for the day</u> )	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:							

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.