

# Piecework timesheet template

## For employers hiring pieceworkers under the Horticulture Award

New requirements for pieceworkers in the Horticulture Award (**Award**) came into effect from the first pay period that started on or after 28 April 2022.

This included:

- 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 from our Pay and piece rates page](#) at [horticulture.fairwork.gov.au/pay-piece-rates](http://horticulture.fairwork.gov.au/pay-piece-rates)

For more information on the rules about piecework arrangements visit our [Horticulture Showcase](#) at [fairwork.gov.au/horticulture](http://fairwork.gov.au/horticulture)

## Who this template is for

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.

Employers 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 record templates are acceptable as long as they meet the relevant requirements.

### Check out our other resources ([fairwork.gov.au/horticulture](http://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 reconciliation template \(Word\) \(PDF\)](#) to check that the amount you're paying your pieceworkers meets their minimum wage guarantee.



Use our [Piecework rules have changed information sheet \(Word\) \(PDF\)](#) to help explain the changes to your employees.

# Piecework timesheet template

<b>Employee name</b>	<insert name>	<b>Award<sup>^</sup></b>	Horticulture Award
<b>Employer name<sup>^</sup></b>	<insert name>		

Period<sup>^</sup>: ...../...../..... to ...../...../.....

Hours worked							Piecework output		
Day/Date (e.g. 21/8/22)	Start time <sup>^</sup> (e.g. 8.30am)	Break unpaid <sup>^</sup> (e.g. meal 12.30pm)	Restart time <sup>^</sup> (e.g. 1pm)	Finish time <sup>^</sup> (e.g. 3pm)	Other times/ Breaks <sup>^</sup>	Total hours (minus unpaid breaks)	Piecework task <sup>^</sup> (e.g. Pick apples)	Output <sup>^</sup> (e.g. 6 bins, 10kg, 10 cartons etc)	Piece rate for task (Amount per unit e.g. \$xx.xx per bin)
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**Employee declaration<sup>^</sup>:** I have worked the above times.

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

**IMPORTANT:** Fields in this template marked with '<sup>^</sup>' are not a requirement under the award and do not need to be completed. They have been included to help employers achieve best practice. Other record templates may be acceptable if they meet the minimum award requirements.