

Wages

Self-Insurance Claims Adjudication Guidelines

Computing Gross Monthly Wage	Page
Wages at the Time of Injury	
RCW 51.08.178	
Payroll Documentation	3
Computing Wages Under Subsection 1	∠
Salaried Employee	
Regularly Scheduled Hourly Employee – Including Minor Variations	5
Representative Period Used for Averaging Hours	
Averaging Hours per Day	
Averaging Hours per Month – When Days Vary but There is Only One Rate of Pay	9
Averaging Hours per Month – When There are Multiple Rates of Pay	10
Non-Standard Wage	13
Overtime	14
Other Compensation, Tips, Gratuities, etc.	16
Computing Wages Under Subsection 2	
Part-Time	
<u>Intermittent</u>	
<u>Seasonal</u>	20
Calculating Wages under Subsection 4	
"Like" Employees	21
Computing Bonuses – Subsection 3	26
Health Care Benefits	26
Wage Calculation Examples	28

Computing Gross Monthly Wage

Wages at the Time of Injury

WAC 296-14-520, WAC 296-14-522

Time-loss compensation calculations are based on wages the injured worker was receiving at the time of injury or manifestation of occupational disease. If the worker had a second job at the time of injury, the income from this source must also be included when computing gross monthly wages.

Compensation received as part of the contract of hire must also be included when calculating wages. A contract of hire is defined as an oral or written agreement, reached by mutual consent, between the employer and worker regarding the terms and conditions of employment. Examples could include, but are not limited to, housing, meals, and commissions.

Intent of the Law

RCW 51.08.178

The intent of <u>RCW 51.08.178</u> is to ensure that wages are computed in a fair and equitable manner. In addition, <u>RCW 51.12.010</u> states "...This title shall be liberally construed for the purpose of reducing to a minimum the suffering and economic loss arising from injuries and/or death occurring in the course of employment."

RCW 51.08.178

Before calculating the worker's wage, first determine into which subsection of <u>RCW 51.08.178</u> the worker's employment pattern falls.

Subsection 1: Regular and continuous employment

Most employment patterns fit under subsection 1 of the statute. Regular and continuous does not necessarily mean full time; it just means that whatever the worker's pattern, it occurs on a regular and continuous basis.

Subsection 2: Seasonal, Part-time, Intermittent

Workers fall under subsection 2 if the job has a definite start and stopping point or when the worker is entirely dependent upon the seasons.

The RCW has two additional subsections that may also apply:

Subsection 3: Bonuses paid by employer

Bonuses always apply when computing gross monthly wage, regardless of the work pattern.

Subsection 4: Using "like employee" wages

The "like employee" method is used when wages are not fixed, cannot be fairly determined, or there is not enough information to accurately determine the employee's regular work pattern.

Wages – June 2023 Page 2 of 35

Payroll Documentation

If a wage dispute is received, the department will ask the self-insurer to submit payroll records or other documentation that supports the calculation of wages. The department may also request additional information if payroll documents do not clearly reflect the provided calculations.

Clear information on wage calculations will help expedite a wage order request. For example:

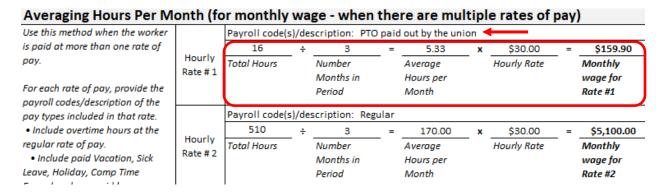
- An explanation of payroll codes that are not clearly identified on payroll records.
- Adjustments made for a period of time that was excluded or adjustments to the representative period.
- Adjustments made for hours that were not included.
- In cases where an employer pays a union for banking sick or vacation leave and the union pays out to the worker upon request, the employer is responsible for gathering documentation of the hours paid out. If unable to gather documentation needed, vacation and sick leave must be calculated based on leave accrual at the time it is earned.

Example:

Michael earns \$5.50 for every hour worked paid to his union for him to use as paid time off (PTO). His payroll records show he worked 510 hours in the 3 month representative period. Michael's regular rate of pay is \$30.00 per hour.

Method 1: Documentation was provided by Michael's union showing \$480.00 paid out at his regular rate for PTO in the 3 month representative period.

 $$480.00 \text{ (paid out)} \div $30.00 \text{ (regular rate)} = 16 \text{ hours}$



Method 2: Documentation was not obtained from Michael's union to show if any PTO had been paid out to him. In this case, PTO is calculated as it is accrued (paid to the union).

Wages – June 2023 Page 3 of 35

Averaging Hours Per M	onth (fo	r monthly	wa	ge - when	the	re are mu	ltip	le rates of	pay)
Use this method when the worker		Payroll code(s)/de	scription: PTC) accı	ured paid to th	e uni	on 		
is paid at more than one rate of		510	÷	3	=	170.00	x	\$5.50	=	\$935.00
pay.	Hourly Rate # 1	Total Hours		Number Months in	_	Average Hours per	_	Hourly Rate	_	Monthly wage for
For each rate of pay, provide the payroll codes/description of the				Period		Month				Rate #1
pay types included in that rate.		Payroll code(s)/de	scription: Reg	ular					
• Include overtime hours at the	l	510	÷	3	=	170.00	х	\$30.00	=	\$5,100.00
regular rate of pay. • Include paid Vacation, Sick Leave, Holiday, Comp Time	Hourly Rate # 2	Total Hours	-	Number Months in Period	_	Average Hours per Month	_	Hourly Rate	_	Monthly wage for Rate #2

- Further explanation of minimally worked hours that were rolled into another rate of pay, if unable to explain on the SIF-5A. (See page 5 of the SIF-5A and <u>Averaging Hours Per Month</u> (for monthly wage when there are multiple rates of pay) in this chapter.)
- A 3-year work history for subsection 2 workers (seasonal/part-time/intermittent). (See Computing Wages under Subsection 2 in this chapter.)

Wage orders will not be issued unless a dispute is received from the worker (WAC 296-15-425).

Exception: Wage orders are required for Social Security Offset, pension, or if there is a dispute regarding the amount of time-loss benefits paid due to the wage calculation.

Computing Wages Under Subsection 1

RCW 51.08.178(1)

Salaried Employee

Use this method when the employee earns a fixed monthly salary.

Example:

Ariel's hours and days worked varied greatly. She was not eligible for overtime, and regardless of how many hours she worked, she earned \$4,700.00 per month.

Fill in this section of the <u>SIF-5A</u> form (page 3):

Salaried Employee				
Use this method when the	Monthly Salary	=	\$4,700.00	
employee earns a fixed monthly			Monthly Wage	
salary.	Overtime hours sh	ould l	be calculated separa	tely using averaging of hours.

Note: For a salaried employee who is overtime eligible, overtime hours should be calculated separately at the regular rate of pay on page 4 under either the section "Averaging Hours Per Day" when the worker works the same number of days of overtime a week, or the section "Averaging Hours Per Month" when the overtime days worked varies.

Wages – June 2023 Page 4 of 35

Regularly Scheduled Hourly Employee – Including Minor Variations

Regularly scheduled means the employee works or is scheduled to work the same schedule on each day of the week, all the time, or works the same number of hours per day and days per week, in a regular pattern.

Use this method when the employee has only one rate of pay and works a regular schedule with a minor variation. (To determine if the schedule has more than a minor variation, use the "Calculation of Minor Variation for a Regularly Scheduled Employee" section on the SIF-5A.)

Note: Overtime hours should be calculated separately on page 4 under either the section "Averaging Hours Per Day" when the worker works the same number of days of overtime each week, or the section "Averaging Hours Per Month" when the number of overtime days per week varies. Overtime should be calculated at the regular rate of pay.

Example:

Martha is a cashier who is paid \$12.95 per hour and works 8 hours per day, 5 days per week.

\$12.95 x 8 hours = \$103.60 (daily wage) \$103.60 x 22 = \$2,279.20 (gross monthly wage)

Fill in this section of the <u>SIF-5A</u> form (page 3):

Regularly Scheduled Ho	ourly Employee - Inc	luding Mino	r Variat	tions	
Use this method when:	Number of days worked per	week:			
 The injured worker had only one rate of pay, and Worked a regular schedule (can include a minor variation). 	\$12.95 Hourly Rate H	8 Jours per day	*Day	22 ys per month	= \$2,279.20 Monthly Wage
o determine if the regular	*Days per month are defined	d hy law and are h	ased on th	ne number of day	vs worked per week
schedule had a minor variation,	bays per monar are defined	by law and are a	asea on a	ic namber by day	ys worked per week.
complete the "Calculation of	Days worked per week	Days per i	nonth]	
Minor Variation for Regularly Scheduled Employee - One Rate	1	5			
of Pay" section when the worker	2	9			
is paid at only one rate of pay.	3	13			
	4	18			
	5	22]	
	6	26]	
	7	30			

This is also applicable for regularly scheduled employees who work more or less than 40 hours per week.

Example:

Jim is a shelf stocker who is paid \$11.85 per hour and works 6 hours per day, 3 days per week.

Wages – June 2023 Page 5 of 35

\$11.85 x 6 hours = \$71.10 (daily wage) \$71.10 x 13 = \$924.30 (gross monthly wage)

Fill in this section of the SIF-5A form (page 3):

Regularly Scheduled Ho	ourly Employee -	Inc	luding Mino	r Va	ariations			
Use this method when:	Number of days worke	d pe	r week:					
The injured worker had only one rate of pay, and Worked a regular schedule (can include a minor variation).	\$11.85 Hourly Rate	х -	6 Hours per day	x	13 *Days per mon	th	\$924.30 Monthly Wage	
To determine if the regular schedule had a minor variation, complete the "Calculation of	*Days per month are d	_				of days	worked per week.	
Minor Variation for Regularly Scheduled Employee - One Rate	1		5					
of Pay" section when the worker	2		9					
is paid at only one rate of pay.	3		13					
	4		18					
	5		22					
	6		26					
	7		30					

In the significant court decision *In Re: Maggie R. Stedman*, the court found that averaging hours worked per day pursuant to <u>RCW 51.08.178(1)</u> should only be used in limited circumstances. Minor variations in hours worked should be considered self-correcting rather than the norm when establishing the number of hours worked.

To determine if there is a minor variation, use this formula employing the same representative period used to calculate wages:

- If the variation is between 0% and 10% use regularly scheduled to calculate the monthly wage.
- If the variation is greater than 10% use averaging to calculate the monthly wage.
- If the variation is a negative number, use averaging to calculate the monthly wage.

Example:

Ken worked for a construction company; he normally worked 10 hours per day, 4 days per week, earning \$27.75 an hour. Occasionally, he was sent home early due to weather conditions. In the 3 months prior to the date of injury, he was scheduled to work 528 hours, but due to weather conditions, he actually worked 498 hours.

Complete this section of the SIF-5A form (page 6):

Wages – June 2023 Page 6 of 35

Calculation of Mino	r Variation	for	a Regulai	rly Sc	heduled	Emplo	oyee	
If the variation is 10% or less,	Scheduled Hou	rs:	528.00)				
use regularly scheduled with a minor variation to calculate	Actual Hours W	/orke	d: 498.00)				
the monthly wage.	498.00	÷	528.00	=	0.94			
	Actual Hours		Scheduled		Variation			
Paid Vacation and Sick Leave should be included in the Actual Hours worked.			Hours					
Do not include overtime hours								
in the "Actual hours worked."	1.00	-	0.94	x	100	=	6.00	
If the variation is greater than 10%, use averaging to calculate the monthly wage.			Variation				% Variation	

Since a variation of 6.00% would be considered a minor variation, calculate Ken's wages using "Regularly Scheduled Hourly Employee – including minor variations" as shown:

Regularly Scheduled Ho	ourly Employee - I	ncluding Min	or Varia	ations		
Use this method when:	Number of days worked	per week:				
The injured worker had only one rate of pay, and Worked a regular schedule (can include a minor variation).	\$27.75 Hourly Rate	10 Hours per day	*De	18 ays per month	= \$4,995.00 Monthly Wage	
To determine if the regular schedule had a minor variation, complete the "Calculation of	*Days per month are defi	-	based on t	the number of do	ıys worked per week.	
Minor Variation for Regularly	1		5	7		
Scheduled Employee - One Rate of Pay" section when the worker	2	9	9	7		
is paid at only one rate of pay.	3	1	3			
	4	1	8			
	5	2	2			
	6	2	6			
	7	3	0			

Representative Period Used for Averaging Hours

If the employee does not fit into one of the previous categories (Salaried or Regularly Scheduled Hourly), use the representative period and average hours. Hours should be averaged either per day or per month, depending on the variance in the employee's employment pattern.

The default representative period is 3 months immediately prior to the injury. When determining the specific dates to use for the representative period, use the following number of pay periods immediately prior to the date of injury to reach 3 months:

- For monthly payroll, use 3 full pay periods.
 - One month is considered a consecutive calendar month.
 - Example: February 14 March 13 = 28 days
 - March 18 April 17 = 31 days

Wages – June 2023 Page 7 of 35

- For semi-monthly payroll, use 6 full pay periods.
- For bi-weekly payroll, use 6.5 pay periods.
- For weekly payroll, use 13 full pay periods.

If the 3-month default period is not representative of the worker's typical employment pattern, an alternate period may be used, such as 12 months. For bi-weekly payroll, 6 months (13 full payroll periods) is often easier to use than 3 months.

Complete this section of the <u>SIF-5A</u> form (page 4):

Representative Period Use	d for A	veraging Hours - Only Requi	red	When Averaging Hours						
Use 3 month default period, unless a	From:	6/2/2013	To:	8/31/2013						
different period better represents the	nle									
employment pattern. For example,	job/schedule, or leave 3 months* immediately prior to injury (default)									
without pay may require use of longer	☐ 6 m	onths immediately prior to the injury (fo	or bi-	weekly payroll, use 13 full pay periods)						
or shorter representative periods.		nonths immediately prior to the injury (loyment pattern)	when	3 months doesn't fairly represent the						
	Oth	er period. Explain:								
*When using a 3 month representative	period, use	e the following number of pay periods:								
For monthly payroll, use 3 fu	II pay perio	ods.								
 For semi-monthly payroll, us 	e 6 full pay	periods.								
For bi-weekly payroll, use 6.5	5 pay perio	ds.								
 For weekly payroll, use 13 fu 	II pay perio	ods.								

Averaging Hours per Day

When a worker works the same number of days a week but the number of hours per days varies, their hours must be averaged per day. This only applies to workers with one rate of pay and any overtime hours should be included in the total. To establish the gross monthly wage, multiply the rate of pay by the average hours per day, then multiply by the number of days worked per month, using the formula in the statute.

Example:

Beth is a retail clerk who earns \$10.75 per hour and works 4 days per week. The number of hours she works per day varies. Review of her payroll records shows that she worked 353.6 hours in the 3-month representative period prior to her injury.

353.6 hours \div 52 (# of days worked in period) = 6.80 (avg. hours per day) $\$10.75 \times 6.80$ (avg. hours per day) $\times 18 = \$1,315.80$ (gross monthly wage)

Complete this section of the <u>SIF-5A</u> form (page 4):

Wages – June 2023 Page 8 of 35

Representative Period (Jsed f	or Av	era	ging Ho	urs				
If the employee does not fit into	one Fr	om:	6/2/	/2013				To:	8/31/2013
of the above categories, choose	a Re	ason th	ie re	presentati	ve pe	erio	d was choser	n:	
representative period in order to	· 🔽	3 mc	nth	s* immedi	ately	pric	or to injury (default)
average hours. Hours will be		6 mc	nth	s immedia	tely p	orio	to the injur	y (for b	i-weekly payroll use 13 full pay periods)
averaged either per day or per		12 m	ont	hs immedi	ately	pri	or to the inju	ury (wh	en 3 months doesn't fairly represent the
month, depending on the amou	nt	empl	oyn	nent patter	rn) .		•		, ,
of variance in the employee's		Othe	r pe	riod. Expla	in:				
employment pattern.				•					
*When using a 3 month represe	ntative p	period,	use 1	the followi	ng nı	umb	er of pay pe	riods:	
For monthly payroll, us	se 3 full	pay per	iods						
For semi-monthly payr	oll, use	6 full pa	у ре	eriods.					
For bi-weekly payroll, u	ıse 6.5 p	ay peri	ods.						
For weekly payroll, use									
						_			
						nou	ırs vary b	out th	ere is only one rate of pay)
If Hourly:	Number	of days	wo	rked per we	ek:				
Use this method when the number of days worked per week does not			÷			=			two decimal points when calculating average
vary, but the number of hours	353	3.6		52			6.80	hou	rs per day.
worked per day does vary.	Total ho			# of days			Average		nding:
Include overtime hours at the	worked	in the		worked in	the		hours per		bers ending in 0-4 should be rounded down.
regular rate of pay.	period			period			day	Num	bers ending in 5-9 should be rounded up.
Include paid Vacation, Sick	\$10	.75	x	6.80		x	18	=	\$1,315.80
Leave, Holiday, Comp Time Earned and any paid leave.	Hourly I	Rate	•	Average			*Days per		Monthly
Do not include Comp Time				hours per			month		Wage
Taken or leave without pay hours.				day					
Note: Time ½ & Double-time may be	*Days p	er mont	h are	defined by	ı law	and	are based on	the nu	mber of days worked per week.
separated rates of pay if earned		worke					r month		
outside normal overtime rules. If Salaried/Regularly Scheduled:	Day	1		WEEK	Duy		5		
Use to calculate overtime the same		2					9		
number of days per week.		3					13		
Deduct Comp Time Taken from									
total overtime hours.		4					18		
		5					22		
		6					26		
		7				:	30		

Averaging Hours per Month – When Days Vary but There is Only One Rate of Pay

This method is used when the number of days worked per week varies, but the worker only earns one rate of pay.

Example:

Simon is a retail clerk who is paid \$11.35 per hour. He works between 3 and 6 days per week. His payroll records show that he has worked 423 hours in the 3-month default period prior to the date of injury.

423 hours \div 3 months = 141 (avg. hours worked per month) 141 (avg. hours worked per month) x \$11.35 (hourly rate) = \$1,600.35 (gross monthly wage)

Wages – June 2023 Page 9 of 35

Complete this section of the <u>SIF-5A</u> form (page 4):

Averaging Hours Per M	onth (for m	onthly wage)			
If Hourly: Use this method when the number of days worked per week varies, but the worker is paid at only one rate of pay. If Salaried/Regularly Scheduled: Use to calculate overtime when worked at no set pattern.	423 Total hours worked in the period	÷ 3 # of months in period	= 141.00 Average hours per month	X \$11.35 Hourly Rate	= \$1,600.35 Monthly Wage

Averaging Hours per Month – When There are Multiple Rates of Pay

In the court decision *Fred Meyer Inc. v. Shearer*, the court found that shift differential is not overtime, but rather additional compensation for working undesirable hours. Shearer's wages were calculated as if she worked for two different employers.

Workers who receive an hourly rate different than the regular hourly rate of pay for working a certain shift, day of the week, having additional responsibilities, etc., are entitled to have that rate of pay included in their gross monthly wage.

If the hours worked at a given rate of pay average out to at least 8 hours per month, the rate will stand as a "qualified" rate of pay and cannot be rolled into any other rate of pay. If any rate of pay is less than 8 hours per month ("minimally worked hours"), it may be rolled up into the next **highest** "qualified" rate of pay. If no higher rate of pay is available, it may be rolled down to the next "qualified" rate of pay available.

Qualified Rate of Pay

A rate of pay with at least 8 average hours per month.

Minimally Worked Hours

A rate of pay that is less than 8 average hours per month.

Bundling or Rolling Rates: All or None

- If the choice to bundle rates is made, all rates with minimally worked hours should be rolled into a qualified rate.
- If the choice is to **not** bundle rates, then all rates of pay, no matter how little worked, should be shown in the calculations.

This method is for use when there are multiple rates of pay. For each pay period, provide the payroll codes/description of the pay types included in that rate.

Wages – June 2023 Page 10 of 35

Example #1:

Colton works a rotating shift at a shoe factory. He earns different rates of pay for the day shift, the swing shift, and the night shift.

In the 3 months prior to his date of injury, he worked a total of:

- 155 hours on the day shift at \$14.00 an hour.
- 163 hours on the swing shift at \$16.00 an hour.
- 210 hours on the night shift at \$18.00.

Complete this section of the <u>SIF-5A</u> form (page 5):

Use this method when the worker		Payr	oll code(s)/de	scriptio	n: Day S	Shift	_					
is paid at more than one rate of pay. For each rate of pay, provide the payroll codes/description of the	Hourly Rate #1		155 I Hours	÷	Numbe Month: Period	er	=	51.67 Average Hours per Month	x	\$1 Hourly	4.00 s	1	\$723.38 Monthly wage for Rate #1
pay types included in that rate.		Payr	oll code(s)/de	scriptio	n: Swin	g Sh	ift 🕇	_				
Include overtime hours at the regular rate of pay. Include paid Vacation, Sick Leave, Holiday, Comp Time Earned	Hourly Rate # 2		163 I Hours	÷	Numbe Months Period	B Pr	=	54.33 Average Hours per Month	_ ×	\$1 Hourly	0.00	١	\$869.28 Monthly wage for Rate #2
and any paid leave. • Do not include Comp Time		Payr	oll code(s)/de	scriptio	n: Night	Shi	ft 🕇	•				
Taken or leave without pay hours. Note: Time ½ & Double-time may be separate rates of pay if earned outside normal overtime rules	Hourly Rate #3		210 I Hours	÷	Numbe Months Period	er	=	70.00 Average Hours per Month	_ x	\$1 Hourly	8.00 =	1	\$1,260.00 Monthly wage for Rate #3
Qualified Rate of Pay		Payr	roll code(s)/de	scriptio	on:							
8 or more average hours per month; cannot be bundled into another rate.	Hourly Rate # 4	Tota	l Hours	÷	0.0 Numbe Months	r	=	0.00 Average Hours per Month	_ ×	Hourly	y Rate	1	\$0.00 Monthly wage for Rate #4
Minimally Worked Hours		D	11	174									
Less than 8 average hours per month; can be bundled into the next highest qualified rate. If no higher qualified rate, can be bundled down into the next qualified rate.	Hourly Rate # 5		roll code(s	÷	0.0 Numbe Months Period	01 r	=	0.00 Average Hours per Month	_ ×	Hourly	y Rate	١	\$0.00 Monthly wage for Rate #5
Note: When choosing to bundle, you must bundle all minimally worked rates. *Calculations must be provided to show how hours were bundled.* If there are more than 5 rates of pay, attach additional pages to show how the preparer calculated the monthly wage for each additional rate of pay.	Total Mor Wage	•	\$723.3 Monthly wage, rate #1 \$0.00 Monthly wage, rate	2	#2 + Su wa	\$869.2: onthly age, rate im of mage for page for page for add ages)	onth pay	Month wage, #3 = Iy To M		.66	\$0.00 Monthly vage, rate 44	_	+

Wages – June 2023 Page 11 of 35

Example #2:

Julian is a nurse at a hospital; he works various shifts and earns several different rates of pay depending on the shift.

In the 3 months prior to his date of injury, he worked a total of:

- 121 hours on the regular day shift (203), at \$24.00 an hour.
- 97 hours on the regular swing shift (207), at \$31.00 an hour.
- 17 hours on the regular night shift (211), at \$34.00 an hour.
- 4 hours at the regular day call back rate (401), at \$37.00 an hour.
- 103 hours on the weekend day shift (303), at \$35.00 an hour.
- 26 hours on the weekend swing shift (307), at \$42.00 an hour.
- 49 hours on the weekend night shift (311), at \$47.00 an hour.

Since the regular night shift (211) rate and the regular day call back rate (401) were minimally worked hours (they each averaged less than 8 hours per month), his employer chose to roll those hours into the next highest "qualified" rate of pay (rate that has at least 8 average hours per month).

The hours for the regular night shift rate (211) at \$34.00 were rolled into the weekend day shift rate (303) at \$35.00 per hour.

The hours for the regular day call back rate (401) at \$37.00 were rolled into the weekend swing shift rate (307) at \$42.00 per hour.

Fill in this section of the SIF-5A form (page 5):

Wages – June 2023 Page 12 of 35

Averaging Hours Per M Use this method when the worker					tion: Regula					Pic		103 0	n pu	7	
is paid at more than one rate of pay. For each rate of pay, provide the	Hourly Rate #1	121 Hours	: :	Nun	3 : nber nths in	=	Aver	40.33 rage rs per		x .	_	24.00 rly Rate		=	\$967.92 Monthly wage for Rate #1
payroll codes/description of the pay types included in that rate. Include overtime hours at the regular rate of pay. Include paid Vacation, Sick Leave, Holiday, Comp Time Earned and any paid leave.	Hourly Rate # 2	oll code(s 97 I Hours)/de: ÷	Nun		=	Aver Houi Mon	32.33 rage rs per nth			Hou	31.00 rly Rate		=	\$1,002.23 Monthly wage for Rate #2
Do not include Comp Time Taken or leave without pay hours. Note: Time ½ & Double-time may be separate rates of pay if earned outside normal overtime rules	Hourly Rate#3	oll code(s 120 I Hours)/de: ÷	Nun	3 : nber nths in	t n	Aver	40.00 rage rs per		x .	Ş	35.00 Sate		30	\$1,400.00 Monthly wage for Rate #3
Qualified Rate of Pay 8 or more average hours per month; cannot be bundled into another rate.	Hourly Rate # 4	oll code(s 30 I Hours)/de: ÷	Nun	3 :	r c	Aver	10.00 rage rs per		x	,	weeke \$42.00 rly Rate		/in	\$420.00 Monthly wage for Rate #4
Minimally Worked Hours Less than 8 average hours per month; can be bundled into the next highest qualified rate. If no higher qualified rate, can be bundled down into the next	Hourly Rate # 5	oll code(s 49 I Hours)/de: ÷	Nun	3 : nber nths in	nd =	Aver	16.33 rage rs per		х .		\$47.00 rly Rate		=	\$767.51 Monthly wage for Rate #5
qualified rate. Note: When choosing to bundle, you must bundle all minimally worked rates. *Calculations must be provided to show how hours were bundled.* If there are more than 5 rates of pay, attach additional pages to show how the preparer calculated the monthly wage for each additional rate of pay.	Total Mor Wage	 \$967.5 Monthly wage, rate \$767.5 Monthly wage, rate	e #1 51	+	\$1,002.23 Monthly wage, rate # Sum of mon wage for pa #6 and up (j additional p	thing r	ates m	Monti wage,	400.00 hly , rate # \$4,5 Total Month Wage	#3 57.	+	\$4: Month wage,	•	ŧ4	- *

Non-Standard Wage

This section should be used when a worker is paid in a non-standard way (e.g., by the mile or trip, commission, piecework, etc.). For these workers, an average monthly wage will be used. Choose a representative period that reflects only the current rate(s) of pay (i.e. the rate(s) of pay in effect on the date of injury). Remember to exclude bonuses, which are added into the wage in another section of the form.

Wages – June 2023 Page 13 of 35

Example:

Juan is a truck driver who is paid by the mile. In the past 3 months, he earned a total of \$10,976.00, excluding his bonuses. He is paid monthly.

Fill in this section of the SIF-5A form (page 6):

Non-Standard Wage													
Use this method when the worker is paid in a non- standard way, for example, by the mile or trip, or commission		ow the work s a truck dri						•	luring this perio	od			
or piecework.	Represer	epresentative Period:											
For these workers, the monthly	From: 3/1/2011			To: 5/31/201		1							
wage will be used.	Reason tl	eason the representative period was chosen:											
Choose a representative period that reflects only the current	У 3 mc	onths immed	diately pr	rior to	injury (d	efaul	t)						
rate(s) of pay (i.e. the rate(s)	☐ 6 mc	onths immed	diately pr	rior to	the injur	y (for	r bi-we	ekly payro	ll, use 13 full p	ay p	periods)		
of pay in effect on the date of	☐ 12 n	nonths imm	ediately p	orior t	to the inju	ry (w	hen 3	months do	esn't fairly rep	rese	nt the wages)		
injury).	☐ Othe	er period. Ex	plain:										
Exclude bonuses - Complete													
the "Bonuses - RCW 51.08.178(3)" worksheet if the employee received any bonuses.	7 7	976.00 ppensation ative	•	mont esent	3 hs in the ative	=		3,658.67 hly Wage	_				

Overtime

WAC 296-14-530

If a worker has a consistent pattern of overtime, their gross monthly wage should take into account the overtime hours worked at their regular rate of pay, not at the overtime rate of pay.

For salaried and regularly scheduled hourly employees, overtime hours are calculated separately using averaging of hours for the overtime hours (see pages 3 and 4 of the <u>SIF-5A</u>).

- Use Averaging Hours per Day only when the worker has a consistent pattern of overtime the same number of days per week. This rarely occurs, because most workers do not work scheduled overtime the same number of days per week.
- Use Averaging Hours per Month when a worker has sporadic overtime which varies with no set pattern (e.g., a worker may work overtime one day one week, none the next, then 2 days the week following, skipping the next 2 weeks, etc.).
- Submit payroll records which show the overtime hours worked.

Wages – June 2023 Page 14 of 35

Example:

Barbara is a construction worker who makes \$20.65 an hour. Her scheduled work week is 8 hours per day, 5 days per week. However, several days a month she works extra hours. She is paid time and a half for her overtime hours. A review of her payroll records show she worked 84 overtime hours in the representative 3-month period prior to her injury.

Fill in this section of the <u>SIF-5A</u> form (page 3):

Regularly Scheduled Ho	ourly Employee	- In	cluding Mind	r Va	ariations		
Use this method when:	Number of days work	ed pe	er week:				
The injured worker had only one rate of pay, and	\$20.65	x	8	x	22		= \$3,634.40
Worked a regular schedule (can include a minor variation).	Hourly Rate		Hours per day		*Days per moi	nth	Monthly Wage
To determine if the regular schedule had a minor variation,	*Days per month are	define	ed by law and are l	based	on the number	r of days	worked per week.
complete the "Calculation of Minor Variation for Regularly	Days worked per	week	Days per	mont	h		
Scheduled Employee - One Rate	1	5					
of Pay" section when the worker	2	9					
is paid at only one rate of pay.	3	13					
	4	18					
	5	22					
	6	26					
	7		30				
If the injured worker worked a varying number of days per week or received multiple rates of pay, go to the "Representative Period Used for Averaging Hours" section.	"Regularly scheduled all the time, or works Overtime hours shoul	the so	ime number of hou	ırs pe	day and days	per weel	on each day of the week, k in a regular pattern.

Calculate the overtime by completing this section of the <u>SIF-5A</u> form (page 4):

Averaging Hours Per Month (for monthly wage)												
If Hourly: Use this method when the number	84	÷	= 28.00	x \$20.65	= \$578.20							
of days worked per week varies, but the worker is paid at only one rate of pay. If Salaried/Regularly Scheduled: Use to calculate overtime when worked at no set pattern. *See above section for hour details*	Total hours worked in the period	# of months in period	Average hours per month	Hourly Rate	Monthly Wage							

Wages – June 2023 Page 15 of 35

For all other subsection 1 workers who do not work regularly scheduled hours per day or days per week, include the overtime hours in the total hours used to average hours by the day or month.

When a worker earns comp time (time off work granted in lieu of overtime pay), it is viewed as a deferred payment of overtime wages. Therefore, the hours worked to earn the comp time would be counted at the regular rate of pay (same as overtime) when averaging hours. Later, when the comp time is taken, those hours should be excluded from the worked hours.

Other Compensation, Tips, Gratuities, etc.

WAC 296-14-522

This section is where other types of compensation are entered; some are listed on the form, such as commission, housing/board, fuel, etc. Less common compensations such as longevity pay, education allowance, cash out of vacation leave, etc. will need to be explained. Any compensation listed in the section "Other (explain below)" should include an explanation (e.g., \$55.00 per month for longevity pay).

Tips are considered wages only when the worker reports them to the employer for federal income tax purposes or when they are distributed by the employer to the employee.

Gratuities are mandatory service charges added to a customer's check by management. Similar to tips, they should be considered wages only if they are reported for federal income tax purposes or when they are distributed by the employer to the employee.

Note: Fringe benefits are not included in the wage calculation. Payment for items other than board, housing, fuel, or other consideration of like nature made by the employer to a trust fund or other entity for fringe benefits do not constitute wages.

Fill in this section of the SIF-5A form:

Other Compensation					
Enter the monthly value	Tips/Gratuities:		Driver Mileage:		
for any type of	Housing/Board:		Equipment/Clothing:		
compensation the injured worker may	Fuel:		Driver pickup/delivery:		
have received in	Commission:		Piecework:		
addition to hourly	Transportation:		Other (explain below):	\$55.00	
wages or health care benefits.	Description of "other" wages:	Monthly longevity	pay.		
	Total monthly value of other cor	npensation: \$55	.00		

Additional Jobs (Other Employers) – Subsection 1 Only

Use this section when a worker has more than one job at the time of injury. <u>RCW 51.08.178</u> requires the insurer to include wages "from all employment at the time of injury." For any additional jobs, a wage calculation on the appropriate section of a **separate SIF-5A** form must

Wages – June 2023 Page 16 of 35

be completed. A full SIF-5A is not required for each additional job, only the pages used to calculate the wage. Attach the calculation of wages for the additional job(s) based on the employment pattern of that job (regularly scheduled, salaried, averaging of hours, etc.). All of the same issues considered in wages for the job of injury apply to wage calculations for additional jobs (other compensation [tips, mileage, etc.], health care benefits, bonuses etc.).

Fill in this section of the <u>SIF-5A</u> form to include the monthly wages of the additional job(s):

Additional Jobs (Other I	Employers) - for Reg	ular an	d Continuous Emp	loyme	nt RCW 51.08.178	(1) onl	у				
	Did the injured worker have more than one paying job at the time of injury? ✓ Yes No										
	If yes, complete th	e appr	opriate worksheet	(s) for	each job.						
Include wages from all	\$325.00	+	\$410.00	+		=	\$735.00	_			
other employers at the time of injury.	Monthly wage, additional Employer #1:		Monthly wage, additional Employer #2:		Monthly wage, additional Employer #3:		Monthly wage for all additional jobs				
	(Enter Name)		(Enter Name)		(Enter Name)						

Computing Wages Under Subsection 2

RCW 51.08.178(2)

In order for a worker's wage to be computed under subsection 2, the worker's relationship to the employer of injury must be exclusively seasonal in nature, or the worker's current employment or relationship to employment in general must be essentially part-time or intermittent. It is rare for a worker's wages to be calculated under subsection 2 due to a designation of part-time.

The monthly wage is determined by dividing by 12 the total wages earned, including overtime, from all employment in any 12 successive calendar months preceding the injury. If the 12 months prior to the injury is not representative of the worker's employment, select a period before the injury or occupation disease that is an appropriate representation.

The department recommends a 3-year work history be obtained from the worker showing all employment prior to the date of injury/occupational disease. The work history should include employer names, dates/periods of employment, and an explanation of any significant gaps in employment. Obtain documentation of gross wages, including overtime, for the entire period covered by the work history. Select a period of 12 consecutive months for averaging wages that fairly represents the worker's earning history, and explain why that period was chosen.

Part-Time

Part-time means the worker has **no set schedule or discernible pattern** and the hours spent at that employment are significantly less than the hours typically worked by others in the industry.

Example:

Charlotte is a retired department store employee. She fills in for employees who are out sick or on vacation when needed. In the twelve months prior to the date of her injury, she grossed a total of \$3,235.00 from all employment.

Wages – June 2023 Page 17 of 35

 $$3,235.00 \div 12 \text{ (months)} = $269.58 \text{ (gross monthly wage)}$

Fill in this section of the SIF-5A (page 7) form:

Use this subsection ONLY for injured workers with a seasonal or intermittent schedule.

The monthly wage for seasonal/intermittent injured workers is determined by dividing by 12 the total wages paid to the worker - including overtime, but excluding bonuses - from all employment in any 12 successive calendar months preceding the injury. Check the appropriate box to indicate that you have:

☐ Sent a written request to the worker for all wages from all employment, including overtime, from 12 successive months preceding the date of injury, and have not received a response, OR

☐ Sent a written request to the worker for all wages from all employment, including overtime, from 12 successive months preceding the date of injury, and have included it in the wage calculation.

From: 2/1/2012 To: 1/31/2013

Why was this period chosen?

It fairly represents the worker's pattern of employment. During 2013 she was off work due to an unrelated medical condition for 6 months and not available for work, so that period would not be appropriate.

Total wages include
all monies paid to
the worker during
the period chosen,
including wages for
any additional jobs.
(Exclude bonuses –
Complete the
"Bonuses - RCW
51.08.178(3)"
worksheet if the
worker received any
bonuses.)

\$3,235.00	÷	12	=	\$269.58
Total Wages	M	onths		Monthly Wage

Intermittent

A worker's employment is intermittent when the pattern is not regular or continuous and has definite starting and stopping points.

Example:

Colleen is a college student who works at a retail store during spring and winter break; she has no other employment. In the twelve months prior to the date of her injury, she earned a total of \$7,356.00 from all employment.

 $\$7,356.00 \div 12 \text{ (months)} = \$613.00 \text{ (gross monthly wage)}$

Fill in this section of the SIF-5A form (page 7):

Wages – June 2023 Page 18 of 35

Use this subsection ONLY for injured workers with a seasonal or intermittent schedule. The monthly wage for seasonal/intermittent injured workers is determined by dividing by 12 the total wages paid to the worker including overtime, but excluding bonuses - from all employment in any 12 successive calendar months preceding the injury. Check the appropriate box to indicate that you have: ☐ Sent a written request to the worker for all wages from all employment, including overtime, from 12 successive months preceding the date of injury, and have not received a response. OR ☐ Sent a written request to the worker for all wages from all employment, including overtime, from 12 successive months preceding the date of injury, and have included it in the wage calculation. Period used for averaging wages: 4/15/2012 To: 4/14/2013 Why was this period chosen? It is representative of her employment for the past 2 years while she has been working here and going to college. Total wages include \$7,356.00 \$613.00 all monies paid to Total Wages Monthly Wage the worker during Months the period chosen, including wages for any additional jobs. (Exclude bonuses – Complete the "Bonuses - RCW 51.08.178(3)" worksheet if the worker received any bonuses.)

Employers should review a worker's intent to work when determining if the worker is part-time or intermittent. Their work pattern may appear irregular or non-continuous; however, if their intent was to secure full-time employment throughout the year, they are not an intermittent worker, and wages should be calculated under subsection 1. This often applies to union members, such as construction workers, because their work is interrupted only by job completion and unavoidable layoffs.

In the Supreme Court case *Dept. of L&I v. Avundes*, the Supreme Court held that Avundes was **not** an essentially part-time or intermittent employee, finding instead that he did general farm work and that such work was generally available during all seasons. Though his work history reflected an intermittent pattern (19 jobs in 14 months), Mr. Avundes was either working or looking for work, and it was his intent to secure full-time employment throughout the year.

The Court concluded that a worker should not be penalized because prior employment was irregular or not continuous. They stated, "...There is no logical reason why a claimant should be penalized solely because his prior employment was irregular or uncontinuous. Such a rule would be unfair to an employee who had worked a series of jobs before being injured, and it would shift the analysis away from the proper focus on the injured worker's lost earning capacity..." "... Avundes' intent was to work full-time and Avundes' work history showed a consistent pattern of working or looking for work..." "... We find the Court of Appeals correctly concluded subsection (1) applies to Avundes in determining his workers' compensation benefits."

Wages – June 2023 Page 19 of 35

School District Employees

School district employees whose contracts are for working less than year-round should have their wages calculated under subsection 2 as intermittent, because they have definite starting and stopping points (*School District No. 401 v. Minturn*). However, if the employee performs work year-round, such as maintenance work, wages should be calculated under subsection 1.

Seasonal

When determining whether a worker is seasonal, consider the worker's relationship to the employer. Exclusively seasonal means that the work the worker was hired to perform a job that can only be carried out during a particular time of year.

Example:

Tyler was injured harvesting apples for a farm. Harvesting apples was the only work he was hired to do by that farm. In the 12 months prior to the date of his injury, he grossed a total of \$19,543.00 from all employment.

 $19,543.00 \div 12 \text{ (months)} = 1,628.58 \text{ (gross monthly wage)}$

Fill in this section of the SIF-5A form (page 7):

Use this subsection ONL	Y for injured workers	with a seasonal or into	ermittent schedule.
The monthly wage for se	easonal/intermittent	injured workers is dete	ermined by dividing by 12 the total wages paid to the worker -
	-	from all employment ir	n any 12 successive calendar months preceding the injury. Check the
appropriate box to indic	•		
· ·			yment, including overtime, from 12 successive months preceding the
date of injury, and have		•	
date of injury, and have			yment, including overtime, from 12 successive months preceding the
		age calculation.	
Period used for averagin		•	
From: 8/1/2011	To: 7/31/201	2	
Why was this period ch			
•	itely prior to the date	of injury and seems to	reflect his work pattern for the past 3 years based on his work
history.			
Total wages include		÷	_
all monies paid to	\$19,543.00	· <u>12</u>	\$1,628.58
the worker during	Total Wages	Months	Monthly Wage
the period chosen,			
including wages for			
any additional jobs.			
(Exclude bonuses –			
Complete the			
"Bonuses - RCW			
51.08.178(3)"			
worksheet if the			
worker received any			
bonuses.)			

Wages – June 2023 Page 20 of 35

Note: If Tyler had been injured harvesting apples, yet he also worked for the farm throughout the year performing general farm labor, his relationship to the employer would not be seasonal and his wages would be calculated under subsection 1. (See *Double D Hop Ranch v. Sanchez.*)

Calculating Wages under Subsection 4

RCW 51.08.178(4)

"Like" Employees

Like wages are used when the wage is not fixed or cannot be fairly determined. If a worker has a contract of hire, the contract of hire should be used.

If a worker does not have a regular, set schedule and has not worked long enough to establish a pattern, the monthly wage shall be computed on the basis of the usual wage paid other employees engaged in "like" or similar occupations where the wages are fixed.

Review more than one "like" employee to ensure a fair representation of the employee's wage. (It is recommend that at least 3 individual "like" employees are reviewed.) Use a similar time period for each employee reviewed.

Example:

Conner started working as a bagger for a grocery store on June 2nd. He was told he would be earning \$11.35 per hour and his days and hours would vary depending on store need. On June 10th, he slipped on a wet floor, falling and breaking his leg.

To determine the gross monthly wage, review the pattern of employment for other "like" employees. There are several baggers working for the same store; pick 3 that were hired to work schedules similar to Conner.

After reviewing payroll records, it was determined that the 3 consecutive months prior to Conner's date of injury were a fair representation of the work pattern. In those 3 months:

- "Like" employee #1 worked 288 hours.
- "Like" employee #2 worked 294 hours.
- "Like" employee #3 worked 301 hours.

Choose one of the "like" employees. In this case, #2 is appropriate since it appears that there is not a large discrepancy between the hours and is likely a good representation of the hours Conner would be working.

Wages – June 2023 Page 21 of 35

Fill in this section of the <u>SIF-5A</u> form (page 9):

	asis of the usual wage paid other employees engaged in like or similar occupations where the wages are
	yee to ensure a fair representation of the injured worker's wage. (We recommend you review at least 3 e a similar time period for each employee reviewed.
Explain why the injured worker's	wages cannot be reasonably and fairly determined based on their own employment record:
Conner was hired to work a varie	ed schedule and had only been working a few days when he was injured.
For each "like" employee rev employees' names:	iewed, provide the "like" employee's job title. For privacy, don't include the "like"
"Like" Employee #1's Job Title:	Grocery store bagger
"Like" Employee #2's Job Title:	Grocery store bagger
"Like" Employee #3's Job Title:	Grocery store bagger
For each "like" employee above.	complete and attach the appropriate Wage Calculation Form(s) and the Total Monthly Wage Summary
For each "like" employee above, form, using the "like" employee'	complete and attach the appropriate Wage Calculation Form(s) and the Total Monthly Wage Summary s employment pattern.
form, using the "like" employee'	
form, using the "like" employee' Which "like" employee has been	s employment pattern.
form, using the "like" employee' Which "like" employee has been	s employment pattern.
form, using the "like" employee' Which "like" employee has been #2	s employment pattern. chosen as the basis for the employee's monthly wage?
form, using the "like" employee which "like" employee has been #2 Why did you choose this "like" en there was not a large discrepance	chosen as the basis for the employee's monthly wage? mployee? ty between the hours of the three. #2 was in the middle and is likely a good representation of the hours
form, using the "like" employee which "like" employee has been #2 Why did you choose this "like" en	chosen as the basis for the employee's monthly wage? mployee? ty between the hours of the three. #2 was in the middle and is likely a good representation of the hours
Which "like" employee has been #2 Why did you choose this "like" en There was not a large discrepance	chosen as the basis for the employee's monthly wage? mployee? ty between the hours of the three. #2 was in the middle and is likely a good representation of the hours

Wages – June 2023 Page 22 of 35

Injured Worker Name:	Like employee	#1 Claim Num	ber:	0				[Date of Injury:	1/	0/1900	
Representati	ve Period l	Jsed for Av	eragin/	g Ho	urs -	0	nly Red	quir	ed When A	vera	aging Hours	
Use 3 month defaul	t period, unless (a From:	3/3/201	3				Т	To: 6/1/2013			
different period bett	ter represents the	e Reason the	e represer	ntative r	period	ł wa	as chosen:					
employment pattern	n. For example,								I+\			
gaps, new job/sched	dule, or leave	=	3 months* immediately prior to injury (def								45.5 11	,
without pay may red	quire use of long	<i>jei</i> –	nediatei	y pric	or to	the injur	y (for	bi-weekly payro	oll, us	e 13 full pay periods	5)	
or shorter represent	ative periods.	12 months immediately prior to the injury (when 3 months doesn't fairly remployment pattern)									fairly represent the	
		Othe	Other period. Explain:									
*When using a 3 m	onth representa	tive period, use	the follo	wing nu	ımber	of	pay perio	ds:				
For montl	hly payroll, use	3 full pay perio	ods.									
For semi-	monthly payrol	I, use 6 full pay	periods.									
	ekly payroll, us		•									
	y payroll, use 1				-							
	urs Per Da		_			DU	rs vary	but	there is on	IŅ O	ne rate of pay)
If Hourly:		Number of day	s worked	per wee	k:							
Use this method who of days worked per w			÷			=				point	s when calculating a	verage
vary, but the number				0.1		0.00 Average			hours per day. Rounding:			
worked per day does	-	Total hours	# 0	f days								
Include overtime	•	worked in the	wo	rked in t	n the hours per day		hours per	- 1	Numbers ending in		should be rounded dow	n.
regular rate of pay.		period	per	iod			I	Numbers ending in 5-9 should be rounded up.				
Include paid Vaca	tion, Sick								40.00			
Leave, Holiday, Comp	Time Earned		- ×	0.00		X.			= \$0.00			
and any paid leave.		Hourly Rate		erage			*Days per	r	Monthly			
Do not include Com	np Time			ırs per			month		Wage			
Taken or leave witho	ut pay hours.		day	′								
Note: Time ½ & Doub	ble-time may be	*Davs per mon	th are def	ined by	law a	nd o	are based	on the	number of days	s work	ed per week.	
separated rates of po		Days worke			Days per month]	, , ,		,	
outside normal overt If Salaried/Regularly			1		24,5	5		1				
Use to calculate over			2					ł				
number of days per v				-				ł				
Deduct Comp Time			3			1						
total overtime hours.	-		4			1	8					
		!	5			2	2					
			5			2	6					
			7			3	0					
Averaging Ho	ours Per M	onth (for m	onthly	wag	e)							
If Hourly:				_								
Use this method who	en the number	288	÷	3		=	96.00	1	x \$11.35	-	= \$1,089.60	
of days worked per w	veek varies, but	Total hours	# 01	f month		-	Average	_	Hourly Rate	_	Monthly	
the worker is paid at	only one rate	worked in the			5				riourly nate			
of pay.		period	in t	period			hours per month				Wage	
If Salaried/Regularly		period					monun					
Use to calculate over												
worked at no set pat												
See above section f	or nour details											

Wages – June 2023 Page 23 of 35

Injured Worker Name: Like employee	e #2 Claim Numbe	er: O		Date of Injury:	1/0/1900
<u> </u>		•		•	•
Representative Period	Used for Avo	eraging Ho	ours - Only Re	guired When A	veraging Hours
Use 3 month default period, unless		3/3/2013	ours omy ne	To: 6/1/2013	reruging means
different period better represents th					
employment pattern. For example,	Keason the		period was chosen		
gaps, new job/schedule, or leave	✓ 3 mor	nths* immedia	tely prior to injury	(default)	
without pay may require use of long	ger 6 mor	nths immediat	ely prior to the inju	ry (for bi-weekly payro	ll, use 13 full pay periods)
or shorter representative periods.	☐ 12 mg			ury (when 3 months do	esn't fairly represent the
		oyment patterr	-		
	☐ Other	period. Expla	in:		
*When using a 3 month represent	ative period, use 1	the following i	number of pay perio	ods:	
 For monthly payroll, use 	3 full pay period	ls.			
For semi-monthly payro					
For bi-weekly payroll, us					
For weekly payroll, use :			_		
Averaging Hours Per Da	y (for daily v	wage - wh	en hours vary	but there is on	ly one rate of pay)
If Hourly:	Number of days	worked per we	eek:		
Use this method when the number				Use two decimal p	points when calculating average
of days worked per week does not		÷ 0.1	0.00	hours per day.	
vary, but the number of hours	Total hours	# of days	Average	Roundina:	
worked per day does vary. Include overtime hours at the	worked in the	worked in	_	Numbers ending in	0-4 should be rounded down.
regular rate of pay.	period	period	day		5-9 should be rounded up.
Include paid Vacation, Sick	,	,	,		
Leave, Holiday, Comp Time Earned		x 0.00	x	= \$0.00	
and any paid leave.	Hourly Rate	Average	*Days per	r Monthly	
Do not include Comp Time		hours per	month	Wage	
Taken or leave without pay hours.		day			
Note: Time ½ & Double-time may be	*Dave per month	ara dafinad b	, law and are based	on the number of days	worked per week
separated rates of pay if earned				on the number of days	worked per week.
outside normal overtime rules.	Days worked	per week	Days per month	-	
If Salaried/Regularly Scheduled:	1		5		
Use to calculate overtime the same	2		9		
number of days per week.	3		13		
Deduct Comp Time Taken from	4		18	1	
total overtime hours.	5		22	1	
				-	
	6		26	-	
	7		30		
Averaging Hours Per M	onth (for mo	onthly wa	ge)		
If Hourly:		÷	=	x	=
Use this method when the number	294	. 3	98.00		\$1,112.30
of days worked per week varies, but the worker is paid at only one rate	Total hours	# of mont	hs <i>Average</i>	Hourly Rate	Monthly
of pay.	worked in the	in period	hours per		Wage
If Salaried/Regularly Scheduled:	period		month		
Use to calculate overtime when					
worked at no set pattern.					
See above section for hour details					

Wages – June 2023 Page 24 of 35

Injured Worker Name:	Like employee #3	Claim Numbe	er: 0			Date of	Injury:	1/0/1900			
Representativ	ve Period Us	ed for Av	eraging H	lours ·	- Only Req	uired W	hen Ave	eraging Hours			
Use 3 month default		From: 3/3/2013 To: 6/1/2013									
different period bette	-	Reason the representative period was chosen:									
employment pattern.		✓ 3 months* immediately prior to injury (default)									
gaps, new job/sched		5 months immediately prior to the injury (for hi-weekly navroll, use 13 full nav periods)									
without pay may req	_										
or shorter representa	itive periods.		onths immedi oyment patte		ior to the injur	ry (when 3 n	nonths doe	sn't fairly represent the			
		U Otner	r period. Expl	ain:							
*When using a 3 mo	onth representativ	ve period, use	the following	number	r of pay period	ls:					
For month	ily payroll, use 3 f	full pay period	ds								
	monthly payroll, u										
	ekly payroll, use 6										
	y payroll, use 13 f										
Averaging Ho	urs Per Day	(for daily v	wage - w	hen h	ours vary l	but ther	e is only	one rate of pay)			
If Hourly:	Nu	mber of days v	worked per w	eek:							
Use this method when						Use two	decimal po	ints when calculating average			
of days worked per we	I .	÷ 0.1			0.00	hours pe	er day.				
vary, but the number o	Tot	tal hours	# of days		Average	 Rounding	a:				
worked per day does vo	ary.	rked in the			hours per		-	-4 should be rounded down.			
 Include overtime ho regular rate of pay. 	urs at the	riod	period		day	Numbers	s ending in 5	-9 should be rounded up.			
Include paid Vacation	on Sick				•						
Leave, Holiday, Comp 1	*		x0.00	<u> </u>	х	_ = _	\$0.00	_			
and any paid leave.	Ho	urly Rate	y Rate Average		*Days per	-					
Do not include Comp	Time		hours pe	r	month	Wage					
Taken or leave without	pay hours.		day								
Note: Time ½ & Double	· "Di	avs per month	are defined b	y law ar	nd are based or	n the numbe	he number of days worked per week.				
separated rates of pay	if earned	Days worked			per month		•				
outside normal overtin	I .	1	per week	Days	5						
If Salaried/Regularly S Use to calculate overti				-							
number of days per we		2		-	9						
Deduct Comp Time To		3			13						
total overtime hours.		4			18						
	5				22						
6				26							
		7			30						
Averaging Hou	urs Per Mon	th (for mo	nthly wa	ge)	'						
If Hourly:											
Use this method when	the number	301	÷ 3		100.33	x	\$11.35	= \$1,138.75			
of days worked per we	ek varies, but	al hours # of month rked in the in period		the	Average		urly Rate	Monthly			
the worker is paid at o	niv one rate				hours per	110	urry nuce	Wage			
of pay.		riod	iii perioc		month			wage			
If Salaried/Regularly S	cneaulea:	100			monu						
Use to calculate overti											
worked at no set patter											
See above section for	nour actans										

Wages – June 2023 Page 25 of 35

Computing Bonuses – Subsection 3

RCW 51.08.178(3), WAC 296-14-522

Bonuses paid by the **employer of injury** are included in the calculation of wages if they were received by the worker in the 12 months immediately preceding the date of injury or manifestation. The monthly value of the bonus is calculated by dividing all bonuses paid during that period by 12.

Example:

Shane works for an airplane manufacturing company. He sustains an injury on January 8th. In the previous month, Shane had received a \$7,800.00 year-end production bonus.

 $$7,800.00 \text{ (bonus)} \div 12 \text{ months} = $650.00 \text{ (average monthly value of bonus)}$

Fill in this section of the SIF-5A form (page 8):

Use this subsection	n if the injured worker receive	ved any bonuses in the 12 months prior to the date of injury.	
"Bonuses" include	any additional monetary pay	yment in relation to the worker's contribution to the employer.	
Bonuses may inclu	de incentive pay, safety bonu	uses, anniversary pay, and more.	
What was the amount of total bonuses?	What kind of bonus was it (in	incentive pay, safety bonus, etc.)?	
\$7,800.00	Year-end production bonus		
\$7,800.00 Total bonus amount in last 12 months	÷ 12 Months	= \$650.00 Monthly Value of Bonuses	

Health Care Benefits

RCW 51.08.178, WAC 296-14-524, WAC 296-14-528

In the *Cockle v. Dept. of L&I* decision, the Supreme Court held that the value of employer-provided health care benefits is another type of compensation which must be included when computing wages. The amount of the employer's actual contribution on the date of injury to medical, dental, and/or vision coverage for the worker and all other persons covered on the worker's policy must be included.

Wages – June 2023 Page 26 of 35

For any benefit period that the employer continues their contribution toward health care benefits at the same rate as they did on the date of injury, the contribution amount will not be included in the calculation for gross monthly wages when paying time-loss benefits. When the employer stops contributing towards health care benefits, the amount of the employer contribution should be included in the gross monthly wage, even if the worker has not lost health care coverage due to a banked hours system, family medical leave act, etc. (Dept. of L&I v. Granger).

Example:

Anthony was injured on October 21, 2010; he was off work from the date of injury through December 15, 2010. At the time of his injury, he was earning \$4,800.00 per month and his employer was contributing \$620.00 per month towards his health care benefits. The employer did not contribute to his union health care benefits after the date of injury, but due to his banked hours, he never lost access his health care benefits. Since his employer stopped their contributions to his health care benefits immediately, his gross monthly wage for his timeloss calculation for the day after the injury would be \$5,420.00 (\$4,800.00 + \$620.00).

The monthly amount of an employer's contribution to health care benefits is determined by whether the employer pays:

- A set amount for the month, or
- An hourly contribution for hours worked.

Example:

If the employer contributes \$3.50 per hour to a union health care benefit, and the worker averaged 196 hours per month during the representative period, the health care benefit would be calculated as follows: 196 hours x \$3.50 per hour = \$686.00 per month

Employers who contribute to health care benefits for their workers are required to calculate two gross monthly wages on each claim: one wage that includes the value of the employer's contribution to health care benefits, and one that does not.

Example:

Angela is a supervisor with a monthly salary of \$3,800.00. In addition to her salary, her employer contributes \$300.00 per month for medical, dental, and vision coverage for Angela and her family.

Gross monthly wage at the time of injury:

Excluding the value of health care benefits: \$3,800.00

(This is the gross monthly wage which will be used as long as the employer continues to contribute to health care benefits.)

Including the value of health care benefits: \$3,800.00 + \$300.00 = \$4,100.00 (This is the gross monthly wage which will be used if the employer stops contributing to health care benefits.)

Wages – June 2023 Page 27 of 35

If an employer stops contributing to different benefits at different times, then it will be necessary to compute more than two wages. For example, if the employer stops contributing towards dental but continues their contribution for medical benefits, at that point the value of the dental contribution would be included as part of the gross monthly wage. If the employer later ceases to contribute towards medical benefits, the value of that contribution would then be included into the gross monthly wage also.

Example:

Shayla is a secretary with a monthly salary of \$4,200.00. In addition to her salary, the employer contributes \$250.00 per month for medical and \$100.00 per month for dental coverage for Shayla and her family.

Gross monthly wage at the time of injury:

Excluding the value of health and dental care: \$4,200.00

(This is the gross monthly wage which will be used as long as the employer continues to contribute to health and dental benefits.)

Including the value of dental benefits: \$4,200.00 + \$100.00 = \$4,300.00 (This is the gross monthly wage which will be used if the employer stops contributing to dental benefits but continues to contribute to health care benefits.)

Including the value of dental and health care benefits:

4,200.00 + 250.00 + 100.00 = 4,550.00

(This is the gross monthly wage which will be used if the employer stops contributing to dental and health benefits.)

Wage Calculation Examples

Example 1:

On April 5, 2013, Colby injured his back lifting a computer at work. At the time of his injury, he was working 8 hours per day, Monday through Friday, and earning \$27.50 per hour. He also had a part-time job on the weekend earning \$400.00 per month. His employer contributed \$525.00 per month to his health care benefits. He was married and had 2 dependents under the age of 18.

Wages – June 2023 Page 28 of 35

Department of Labor and Industries Self-Insurance Section PO Box 44892 Olympia, WA 98504-4892



Total Monthly Wage Calculations SIF-5A Form

Wage calculation cover sheet: Use applicable following subsections to autofill parts of this summary form.

Fuel: Driver pickup/delivery: Commission: Piecework: Transportation: Other (explain below): Description of "other" wages: Total monthly value of other compensation: \$0.00 Additional Jobs (Other Employers) - for Regular and Continuous Employment RCW 51.08.178(1) only Did the injured worker have more than one paying job at the time of injury? Yes No Include wages from all other employers at the time of injury. Monthly wage, Monthly wage, additional additional additional additional Employer #1: Employer #2: Employer #3: all additional jobs (Enter Name)	Injured Worker Na	ne: Colby	Claim Number: S12	er: \$123456								
Wage Order Are you requesting a wage order at this time?	Date of Inju	ıry: 4/5/2013	Employer Name: He	Helpful Hints Computer Tips								
Wage Order Are you requesting a wage order at this time? Yes V No	Date Form(s) Complet	ed: 4/15/2013										
Wage Order Are you requesting a wage order at this time? Yes	Prepared	By: Cathy, Claim Manager	Preparer Phone:	360-555-5555 Ext. 450								
Bonuses The injured worker received any bonuses, go to the Bonuses - RCW 51.08.178(3) worksheet to complete this section. Monthly Value of Bonuses: \$0.00												
Bonuses If the injured worker received any bonuses, go to the Bonuses - RCW 51.08.178(3) worksheet to complete this section. Health Care Benefits Complete this section if the employer contributed at the time of injury. Diff the employer of the temployer of the compensation the injured worker may have received in additional possible to complete this section. Monthly Value of Bonuses: \$0.00 Date contribution has/will end: 12/31/2 Date c	Wage Order											
## Monthly Value of Bonuses: \$0.00 ## Monthly Value of Contribution to Medical benefits: \$0.00 ## Date contribution has/will end: \$0.00	Are you requesting a wag	e order at this time?	Yes	V	No							
## Monthly Value of Bonuses: \$0.00 ## Monthly Value of Contribution to Medical benefits: \$0.00 ## Date contribution has/will end: \$0.00												
Monthly Value of Bonuses: \$0.00 Health Care Benefits Complete this section if the employer contributed at the time of injury. Monthly contribution to medical benefits: \$525.00 Date contribution has/will end: 12/31/3 Monthly contribution to dental benefits: Date contribution has/will end: 12/31/3 Monthly contribution to vision benefits: Date contribution has/will end: Monthly contribution to vision benefits: Date contribution has/will end: Monthly contribution to vision benefits: Date contribution has/will end: Monthly contribution to vision benefits: S525.00 Other Compensation Enter the monthly value for any type of compensation the injured worker may have received in addition to hourly wages or health care benefits. Transportation: Driver pickup/delivery: Description of "other" wages: Driver pickup/delivery: Description of "other" wages: Description of "other compensation: S0.00 Additional Jobs (Other Employers) - for Regular and Continuous Employment RCW 51.08.178(1) only Did the injured worker have more than one paying job at the time of injury? Yes No If yes, complete the appropriate worksheet(s) for each job. Include wages from all S40.00 +	Bonuses											
Health Care Benefits Complete this section if the employer contributed at the time of injury. Monthly contribution to dental benefits: Date contribution has/will end: 12/31/2 Monthly contribution to dental benefits: Date contribution has/will end: Monthly contribution to vision benefits: Date contribution has/will end: Monthly contribution to vision benefits: Date contribution has/will end: Monthly contribution to vision benefits: Date contribution has/will end: Monthly contribution to vision benefits: Date contribution has/will end: Monthly contribution to vision benefits: Date contribution has/will end: Monthly contribution to vision benefits: Date contribution has/will end: Monthly contribution to vision benefits: Date contribution has/will end: Monthly contribution to vision benefits: Date contribution has/will end: Monthly contribution to vision benefits: Date contribution has/will end: Monthly contribution to vision benefits: Date contribution has/will end: Monthly contribution to vision benefits: Date contribution has/will end: Date contribution to vision benefits: Date contribution to vision pater secure Date contrib	If the injured worker recei	ed any bonuses,										
Health Care Benefits Complete this section if the employer contributed at the time of injury. Monthly contribution to dental benefits: Date contribution has/will end: 12/31/2	go to the Bonuses - RCW	51.08.178(3) Monthly	Value of Bonuses: \$0.00									
Monthly contribution to medical benefits: \$525.00 Date contribution has/will end: 12/31/2	worksheet to complete thi		-									
Monthly contribution to medical benefits: \$525.00 Date contribution has/will end: 12/31/2	Health Care Renefits											
the employer contributed at the time of injury. Monthly contribution to dental benefits: Date contribution has/will end:		Monthly contribution to med	lical hanefits:	\$525.00	Date contribution has	/will and:	12/21/2012					
Monthly contribution to vision benefits: Date contribution has/will end:	the employee	•		Ç323.00			12/31/2013					
Other Compensation Enter the monthly value for any type of compensation the injured worker may have received in additional Jobs (Other Employers) - for Regular and Continuous Employement RCW 51.08.178(1) only Did the injured worker have more than one paying job at the time of injury? Monthly wage for employers at the time of injury. Monthly value for the monthly wage for Equipment/Clothing: Driver pickup/delivery: Equipment/Clothing: Driver pickup/delivery: Driver pickup/delivery: Other (explain below): Description of "other" wages: Total monthly value of other compensation: \$0.00 Additional Jobs (Other Employers) - for Regular and Continuous Employment RCW 51.08.178(1) only Did the injured worker have more than one paying job at the time of injury? Yes \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	contributed at the time	•			+							
Other Compensation Enter the monthly value for any type of compensation the injured worker may have received in addition to hourly wages or health care benefits. Total monthly value of other compensation: \$0.00 Additional Jobs (Other Employers) - for Regular and Continuous Employment RCW 51.08.178(1) only Did the injured worker have more than one paying job at the time of injury? Yes No If yes, complete the appropriate worksheet(s) for each job. Secondary of the injured worker have more than one paying job at the time of injury? Monthly wage, Monthly wage, additional additional additional additional Employer #1: Employer #2: Employer #3: all additional jobs (Enter Name) Driver Mileage: Driver Mileage: Equipment/Clothing: Driver Mileage: Driver Mileage: Equipment/Clothing: Driver Mileage: Driver Mileage: Fuel: Other (explain below): Description of "other" wages: Dother (explain below): Description of "other" wages: Driver Mileage: Other (explain below): Description of "other" wages: Dother (explain below): Description of "other" wages: Driver Mileage: Other (explain below): Description of "other wages: Driver Mileage: Anothly wage, Monthly wage, Additional Monthly wage for Employer #1: Employer #2: Employer #3: all additional jobs (Enter Name)	of injury.				Date contribution has	/will end:						
Enter the monthly value for any type of compensation the injured worker may have received in addition to hourly wages or health care benefits. Total monthly value of other compensation: \$0.00 Additional Jobs (Other Employers) - for Regular and Continuous Employment RCW 51.08.178(1) only Did the injured worker have more than one paying job at the time of injury? Yes No lif yes, complete the appropriate worksheet(s) for each job. Monthly wage, additional diditional monthly wage, additional additional additional monthly wage for Employer #1: Employer #2: Employer #3: all additional jobs (Enter Name)		Monthly contribution to healt	th care benefits: \$	25.00								
Housing/Board: Equipment/Clothing: Driver pickup/delivery: Dri	-											
Compensation the injured worker may have received in addition to hourly wages or health care benefits. Total monthly value of other compensation: \$0.00 Additional Jobs (Other Employers) - for Regular and Continuous Employment RCW 51.08.178(1) only Did the injured worker have more than one paying job at the time of injury? Yes No If yes, complete the appropriate worksheet(s) for each job. Include wages from all other employers at the time of injury. Monthly wage, Monthly wage, additional additional additional additional additional Employer #1: Employer #2: Employer #3: all additional jobs (Enter Name)												
injured worker may have received in addition to hourly wages or health care benefits. Total monthly value of other compensation:		Housing/Board:		Equip	oment/Clothing:							
Addition to hourly wages or health care benefits. Total monthly value of other compensation: \$0.00 Additional Jobs (Other Employers) - for Regular and Continuous Employment RCW 51.08.178(1) only Did the injured worker have more than one paying job at the time of injury? Yes No If yes, complete the appropriate worksheet(s) for each job. Include wages from all other employers at the time of injury. Monthly wage, additional all additional jobs (C&C Landscaping (Enter Name) (Enter Name)		Fuel:		Driver p	oickup/delivery:							
wages or health care benefits. Total monthly value of other compensation: \$0.00 Additional Jobs (Other Employers) - for Regular and Continuous Employment RCW 51.08.178(1) only Did the injured worker have more than one paying job at the time of injury? Yes No If yes, complete the appropriate worksheet(s) for each job. Include wages from all other employers at the time of injury. Monthly wage, Monthly wage, additional additional additional additional additional additional additional Employer #1: Employer #2: Employer #3: all additional jobs C&C Landscaping (Enter Name) (Enter Name)		Commission:			Piecework:							
Total monthly value of other compensation: \$0.00 Additional Jobs (Other Employers) - for Regular and Continuous Employment RCW 51.08.178(1) only Did the injured worker have more than one paying job at the time of injury? Yes No If yes, complete the appropriate worksheet(s) for each job. Include wages from all other employers at the time of injury. Monthly wage, Monthly wage, additional additional additional additional additional additional Employer #1: Employer #2: Employer #3: all additional jobs C&C Landscaping (Enter Name) (Enter Name)	addition to hourly	Transportation:		Other (explain below):							
Total monthly value of other compensation: \$0.00 Additional Jobs (Other Employers) - for Regular and Continuous Employment RCW 51.08.178(1) only Did the injured worker have more than one paying job at the time of injury? ✓ Yes No If yes, complete the appropriate worksheet(s) for each job. S400.00	wages or health care	Description of "other" wages:										
Additional Jobs (Other Employers) - for Regular and Continuous Employment RCW 51.08.178(1) only Did the injured worker have more than one paying job at the time of injury?	benefits.											
Did the injured worker have more than one paying job at the time of injury? Include wages from all other employers at the time of injury. Monthly wage, additional additional additional Employer #1: Employer #2: Employer #3: all additional jobs C&C Landscaping (Enter Name) C If yes, complete the appropriate worksheet(s) for each job. ## \$\frac{\$400.00}{\$400.00} + \$\$+\$	•	Total monthly value of other	compensation: \$6	0.00								
Include wages from all other employers at the time of injury. If yes, complete the appropriate worksheet(s) for each job. \$400.00 + + = \$400.00\$ Monthly wage, Monthly wage, additional additional additional additional Employer #1: Employer #2: Employer #3: all additional jobs C&C Landscaping (Enter Name) (Enter Name)	Additional Jobs (Other Er	nployers) - for Regular and Co	ontinuous Employment	RCW 51.08.	178(1) only							
Include wages from all other employers at the time of injury. Monthly wage, additional additional additional Employer #1: Employer #2: Employer #3: all additional jobs C&C Landscaping (Enter Name) CEnter Name		Did the injured worker have n	nore than one paying jo	b at the tim	e of injury?	Yes	No					
other employers at the time of injury. Monthly wage, additional additional additional Employer #1: Employer #2: Employer #3: all additional jobs C&C Landscaping (Enter Name) (Enter Name)		f yes, complete the appropria	ate worksheet(s) for ea	ch job.								
other employers at the time of injury. Monthly wage, additional additional additional Employer #1: Employer #2: Employer #3: all additional jobs C&C Landscaping (Enter Name) (Enter Name)	Include wages from all	\$400.00 +	+		= \$40	0.00						
time of injury. additional additional additional Monthly wage for Employer #1: Employer #2: Employer #3: all additional jobs C&C Landscaping (Enter Name) (Enter Name)	other employers at the	Manual Land										
Employer #1: Employer #2: Employer #3: all additional jobs C&C Landscaping (Enter Name) (Enter Name)	time of injury											
C&C Landscaping (Enter Name) (Enter Name)												
						,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
					nenefit amount \							
, , , , , , , , , , , , , , , , , , , ,	Total Monthly Wage - (th	3 13 LITE DASIS FOT WOLKER 3 COL	inpensation payment, it	is not the k	Denent amount.							
+ + + + + = + = + = \$5,240.00 \$525.00 \$5,7	\$4.840.00 +	0.00 + \$0.00	+ \$400.00	=	5 240 00	E25.00	\$5,765.00					
							TOTAL					
,,,,,	•						MONTHLY					
	_				•		WAGE					
Jobs Benefits		,			-							

Wages – June 2023 Page 29 of 35

Time-Loss Co	mpensatio	on Rate	Calculation				
Date of Injury:	4/5/2013						
Marital/Domestic							
Partnership and De	ependent	Sing	le, Divorced or Widowe	ed 🗸	Married,	, Separated or Dome	stic Partnership
status at date of in	jury:	Number o	of eligible dependents o	n date of injury:		2	2
		•					
Time-Loss							
Compensation	\$5,240.00	, x	69%	= \$3,615.60	÷	30	= \$120.52
Rate, Excluding	Sub - Total of		% based on	*Monthly TL		Days per month	*Daily TL
Health Care	Monthly Wag	e	marital/	Compensation	1		Compensation
Benefits			dependent status	Rate			Rate
This rate will apply while the employer(s)	*The monthly 51.32.090).	/daily rate	must never exceed th	e maximum or fall	below th	ne minimum rates al	lowed by law (RCW
continues to	Does the rate	above exce	eed the maximum?				
health care		Yes	✓ No				
benefits.	Does the rate	above fall	below the minimum?				
berienes.		Yes	∨ No				
	If yes, what is	the maxim	num (or minimum) dail	y rate?			
Time-Loss							=
Compensation	\$5,765.00	x	69%	= \$3,977.85	÷	30	= \$132.60
Rate, Including	Total Monthly	,	% based on	*Monthly TL		Days per month	*Daily TL
Health Care	Wage		marital /	Compensation	1		Compensation
Benefits			dependents status	Rate			Rate
This rate will apply when the employer(s) stops	*The monthly 51.32.090).	/daily rate	must never exceed th	e maximum or fall	below th	ne minimum rates al	lowed by law (RCW
contributing to	Does the rate	ahove evce	eed the maximum?				
the health care	bocs the rate	☐ Yes	✓ No				
benefits.	Door the rate	_	below the minimum?				
	Does the rate	☐ Yes					
		res	V No				
	If yes, what is	the maxim	num (or minimum) dail	y rate?			
Depende Cost of Li	nt Status iving Adjustmer	nts	e date of injury/manife	estation and may i	ncrease o	or decrease. Example	es could include:
Health Ca	are Benefit Cha	nges					

Wages – June 2023 Page 30 of 35

Injured Worker Name Colby	Claim Number:	S123456	Date of Injury:	4/5/2013							
o get started: Determine the appropriate employment pattern for the injured worker, and then complete one of the following											
worksheets:											
Regular and Continuous Employment - RCW 51.08.178(1) Default Category											
Seasonal or Intermittent Employment - RCW 51.08.178(2)											
• "Like" or Similar Employment - R	CW 51.08.178(4)										
Choose the method that most close payroll documentation.	ely represents the empl	oyment pattern for the injured	d worker, and attac	th the corresponding							
Salaried Employee											
Use this method when the	Monthly Salary =										
injured worker earns a fixed		Monthly Wage									
	Overtime hours should be	e calculated separately using o	veraging of hours.								

Use this method when:	Number of days w	orked per v	veek:							
 The injured worker had only one rate of pay, and Worked a regular schedule (can include a minor variation). 	\$27.50 Hourly Rate	X Hou	8 rs per day	_ x	*Da	22 Iys per month	= \$4,840.00 Monthly Wage			
To determine if the regular schedule had a minor variation,	*Days per month a	re defined l	by law and a	e base	ed on	the number of	days worked per week.			
complete the "Calculation of Minor Variation for Regularly	Days worked po	er week	Days per	mont	h					
Scheduled Employee - One Rate	1	1 5 2 9								
of Pay" section when the	2									
worker is paid at only one rate	3		13	3		1				
of pay.	4		18	3		1				
	5		2	2]				
	6		20	5						
	7		30)]				
If the injured worker worked a varying number of days per week or received multiple rates of pay, go to the "Representative Period Used for Averaging Hours" section.		or works th	e same numb	er of h	ours	per day and da	lule on each day of the ys per week in a regulo urs.			

For any additional jobs, a wage calculation on the appropriate section of a **separate SIF-5A** form should be completed. The full SIF-5A is not required for the additional job; only complete the portion used to calculate the wages. For this example, Colby's hours and days varied during the month for his other job. He worked 96 hours in the representative period. His wages for that job were calculated using the "Averaging Hours Per Month" section, and the representative period was 3 months prior to the injury.

Wages – June 2023 Page 31 of 35

Representative Period Used for Averaging Hours - Only Required When Averaging Hours											
Use 3 month default period, unles	ss a From:	1/1/2	2013			To:	3/31/2013				
different period better represents	the Reason the										
employment pattern. For example	,	✓ 3 months* immediately prior to injury (default)									
gaps, new job/schedule, or leave							-	oll, use 13 full pay periods)			
without pay may require use of											
longer or shorter representative		12 months immediately prior to the injury (when 3 months doesn't fairly represent									
periods.			ent patter								
	☐ Othe	r per	iod. Expl	in:							
*When using a 3 month represer	itative period, us	se the	followin	g nun	nber of pay per	iods:					
 For monthly payroll, us 	se 3 full pay peri	ods.									
For semi-monthly payr	oll, use 6 full pa	y per	iods.								
 For bi-weekly payroll, t 	use 6.5 pay perio	ds.									
 For weekly payroll, use 	13 full pay peri	ods.									
Averaging Hours Per Da	y (for daily	wag	e - wh	en h	ours vary b	out th	ere is only	one rate of pay)			
If Hourly:	Number of days				•						
Use this method when the number						Use	two decimal po	oints when calculating			
of days worked per week does not		÷	0.01		0.00	ave	rage hours per o	day.			
vary, but the number of hours	Total hours			Average			ınding:				
worked per day does vary.	worked in the		worked in		hours per		_	0-4 should be rounded down.			
Include overtime hours at the	period		the period		day			5-9 should be rounded up.			
regular rate of pay.					,						
Include paid Vacation, Sick		x	0.00		X	=	\$0.00	_			
Leave, Holiday, Comp Time Earned	Hourly Rate		Average		*Days per		Monthly				
and any paid leave.			hours per		month		Wage				
Do not include Comp Time Taken or leave without pay hours.			day								
Note: Time ½ & Double-time may	*Days per mont	ays per month are defined by law and are based on the number of days worked per week.									
be separated rates of pay if earned	Davs worked	Days worked per week		Davs	per month						
outside normal overtime rules.	1			,	5						
If Salaried/Regularly Scheduled:	2				9						
Use to calculate overtime the											
same number of days per week.	3				13						
Deduct Comp Time Taken from	4				18						
total overtime hours.	5				22						
	6				26						
	7				30						
Averaging Hours Per Mo	onth (for mo	onth	ily wag	e)							
If Hourly:											
Use this method when the number	96	÷	3		32.00	x	\$12.50	= \$400.00			
of days worked per week varies,	Total hours	-	# of mont	hs	Average		Hourly Rate	Monthly			
but the worker is paid at only one	worked in the			-			Wage				
rate of pay.	period				month						
If Salaried/Regularly Scheduled:											
Use to calculate overtime when											
worked at no set pattern.											
*See above section for hour											

Example 2:

Kristen was injured at work on May 2, 2013. At the time of her injury, she was working 5 days per week, but her hours varied. Her employer contributed \$867.00 per month to her health care benefits. Kristin was single with 3 dependent children under the age of 18. In the 3 months prior to her injury, she worked 546 hours, earning \$22.97 per hour.

Wages – June 2023 Page 32 of 35

Department of Labor and Industries Self-Insurance Section PO Box 44892 Olympia, WA 98504-4892



Total Monthly Wage Calculations SIF-5A Form

Wage calculation cover sheet: Use applicable following subsections to autofill parts of this summary form.

Injured Worker Name: Kristen		Cla	aim Numbe	r: S12	S123456							
Date of Ir	njury:	5/2/2013	Em	nployer Nar	ne: Supe	uper Plus Plumbing						
Date Form(s) Comple	eted:	5/4/2013										
Prepare	d By:	Cathy, Claims N	lanager Pro	eparer Pho	ne:	360-555-5555 Ext. 250						
			_									
Wage Order												
Are you requesting a wa	ge ord	er at this time?		•	Yes		No					
Bonuses												
If the injured worker rece												
			Monthly Val	nthly Value of Bonuses: \$0.00								
worksheet to complete this section.												
Health Care Benefits												
Complete this section if	Mont	hly contributio	n to medical	benefits:	\$	867.00	Date contril	bution has/wil	l end:	5/4/2014		
the employer	Mont	hly contributio	n to dental b	enefits:			Date contril	bution has/wil	l end:			
contributed at the time	Mont	hly contributio	n to vision be	enefits:			Date contril	bution has/wil	l end:			
of injury. Monthly contribution			n to health ca	are benefits	s: \$86	7.00						
Other Compensation												
Enter the monthly value	Т	ips/Gratuities:					Driver Milea	age:				
for any type of	Н	lousing/Board:				Equip	ment/Cloth	ing:				
compensation the		Fuel:				Driver p	ickup/deliv	ery:				
injured worker may have received in		Commission:					Piecewo	ork:				
addition to hourly Transportation:						Other (explain belo	ow):				
wages or health care	Descri	Description of "other" wages:										
benefits.	-											
	Total	monthly value	of other com	pensation:	\$0.0	0						
Additional Jobs (Other E	•					W 51.08.	178(1) only					
	Did th	ne injured work	er have more than one paying job at the time of injury?							✓ No		
	1	complete the										
Include wages from all			+		+		=	\$0.00				
other employers at the	Mant	hluwaa-	Manth	lu was -		+b/				-		
time of injury.	additi	hly wage, ional	wontni additioi	nly wage, Monthly wage, onal additional Monthly wage for								
		over#1:	Employ			lover #3:		all additional	•			
(Enter Name)			(Enter N			er Name)			•			
Total Monthly Wage - (this is the basis for worker's compensation payment; it is not the benefit amount.)												
					-							
\$4,244.90	\$0.00 +		\$0.00	+	\$0.00	= \$4	4,244.90	\$867	.00	= \$5,111.90		
Monthly Mor	onthly Monthly Val		nly Value of	Moi	nthly	Sub	- Total of	Monthly	,	TOTAL		
	ue of	Other			ge for All	Mo	nthly	Value of		MONTHLY		
of Injury Bon	uses	Comp	ensation		itional	Wa	ge Healt			WAGE		
				Jobs	S			Benefits				

Wages – June 2023 Page 33 of 35

Time-Loss Co	mpensatio	n Rate	Calculation						
Date of Injury:	5/2/2013								
Marital/Domestic Partnership and Dependent status at date of injury: Single, Divorced or Widowed Married, Separated or Domestic Partnership Number of eligible dependents on date of injury: 3									
_									
Time-Loss		x		=	÷	=			
Compensation	\$4,244.90)	66%	\$2,801.63	30	\$93.39			
Rate, Excluding Health Care	Sub - Total of		% based on	*Monthly TL	Days per month	*Daily TL			
Benefits	Monthly Wage	2	marital/	Compensation		Compensation			
benefits			dependent status	Rate		Rate			
This rate will apply while the employer(s)	*The monthly, 51.32.090).	/daily rate	must never exceed the	e maximum or fall bel	low the minimum rates all	owed by law (RCW			
continues to	Does the rate	above exce	ed the maximum?						
health care		Yes	✓ No						
benefits. Does the rate above fall below the minimum?									
		Yes	V No						
	If yes, what is the maximum (or minimum) daily rate?								
Time-Loss		x		_	÷	_			
Compensation	\$5,111.90		66%	\$3,373.85	30	\$112.46			
Rate, Including Health Care	Total Monthly	•	% based on	*Monthly TL	Days per month	*Daily TL			
Benefits	Wage		marital /	Compensation		Compensation			
belletits			dependents status	Rate		Rate			
This rate will apply when the employer(s) stops	*The monthly, 51.32.090).	/daily rate	must never exceed the	e maximum or fall bel	ow the minimum rates all	owed by law (RCW			
contributing to	Does the rate	ahove exce	ed the maximum?						
the health care benefits. Does the rate above exceed the maximum? Yes V No Does the rate above fall below the minimum?									
	If yes, what is		um (or minimum) daily	rate?					
Depender Cost of Li		nts	e date of injury/manife	estation and may incre	ease or decrease. Examples	s could include:			

Wages – June 2023 Page 34 of 35

Representative Period	Used	Ised for Averaging Hours - Only Required When Averaging Hours										
Use 3 month default period, unless	a Fi	rom:	1/2	7/2013					To:	4/26/2013		
different period better represents th	he R	eason the	rep	resentative	peri	od w	as choser	n:				
employment pattern. For example,	_ ⊢		_	s* immedia	•				ult)			
gaps, new job/schedule, or leave	Ī							•	_	weekly payroll, u	se 13 full pay	periods)
without pay may require use of lon										3 months doesn		
or shorter representative periods.	ٔ ا			nent pattern		prioi	to the inj	jury (wner	1 5 months doesn	t fairly repre	sent the
	L	_ Oth∈	er pe	riod. Explai	n:							
*When using a 3 month represent	ative pe	eriod, use	the	following n	umb	er o	f pay perio	ods:				
For monthly payroll, use	e 3 full	pay perio	ds.									
For semi-monthly payro	II, use 6	5 full pay	peri	iods.								
For bi-weekly payroll, us	se 6.5 p	ay perio	ds.									
For weekly payroll, use	13 full i	pav perio	ds.									
Averaging Hours Per Da				ge - wh	en l	hou	ırs vary	/ bu	t th	nere is only o	one rate o	of pay)
If Hourly:		lumber of days worked per week:										
Use this method when the number									Use	two decimal poin	ts when calcul	lating average
of days worked per week does not	546 ÷	÷	65	;		8.40)	hou	ırs per day.			
vary, but the number of hours	Total h	ours	•	# of days	_		Average		- Roui	nding:		
worked per day does vary. Include overtime hours at the	worked	ed in the		worked in	n the ho o		hours per		Nun	nbers ending in 0-4	should be roun	ided down.
regular rate of pay.	period			period			day		Numbers ending in 5-9 should be round		ided up.	
Include paid Vacation, Sick		2.07		0.40			22			64 244 00		
Leave, Holiday, Comp Time Earned	ېد Hourly	2.97	. х	8.40	—	X	*Davis na		- =	\$4,244.90 Monthly		
and any paid leave.	nouriy	nate		Average hours per			*Days pe month	ď		Wage		
Do not include Comp Time				day			monui			wuge		
Taken or leave without pay hours. Note: Time ½ & Double-time may be												
separated rates of pay if earned	*Days	per mont	h are	defined by	law	and	are based	on th	ne nu	mber of days wor	ked per week.	
outside normal overtime rules.	Day	ys worke	d pe	r week	Day	s pe	r month	_				
If Salaried/Regularly Scheduled:		1					5					
Use to calculate overtime the same		2				9	9					
number of days per week.		3			13							
Deduct Comp Time Taken from total overtime hours.	4					1	18	1				
total overtille nours.		5				2	22	1				
		6	,			2	26	1				
		7	,			3	80	1				

Wages – June 2023 Page 35 of 35