

Claim number	Date of injury
Claimant name	Social Security number
Employer name	Employer phone number
Employer address	Employer email address

Instructions for calculating and reporting wages in West Virginia

The following calculation should be used when an employee routinely works 40 hours per week:

Calculate the hourly rate X 40 hours worked / by 5 = daily rate of pay. The daily rate of pay should include any tips, commissions or other remuneration such as cost of lunches, uniforms, gratuities, etc.

The following calculation should be used when an employee works shifts in excess of eight hours per day, but less than five days per week:

Calculate the hourly rate X # of hours worked for a normal work week / 5 = daily rate of pay

The following calculation should be used when an employee routinely works overtime:

Calculate the number of regular hours X the regular hourly rate and calculate the overtime hours X the overtime rate. These amounts will be added together to obtain the average daily rate of pay to be reported by the employer.

The employer must report the quarterly earnings for the four preceding calendar quarters prior to the date of injury.

<input type="checkbox"/> Full time	<input type="checkbox"/> Part-time	Daily rate of pay \$	Hourly rate of pay \$	Hours worked per week
First quarter Jan/Feb/Mar 20_____	Second quarter Apr/May/June 20_____	Third quarter Jul/Aug/Sept 20_____	Fourth quarter Oct/Nov/Dec 20_____	
\$	\$	\$	\$	
Does the employer offer a wage continuation plan to this employee? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Does the claimant receive wages from other employment? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Completed by	Title	Date
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