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Employer Return Calendar 2011 - 2012

Quick Guide To Return Form

Days In Period

For each worker and apprentice, write the number of days worked in the return period.

Do not declare a day when less than 5 hours were worked.

Do not declare days if less than 3 days were worked in 1 month.

Remuneration

Write the total gross remuneration (to nearest dollar) each worker received for ordinary hours worked during the return period.

Remuneration includes: Annual leave, paid sick leave, public holidays, rostered days off, industry allowance, tool allowance, workers compensation.

Remuneration excludes: Overtime, annual leave loading, bonuses, fares or travelling allowance, site allowance, weekends, payment in lieu of annual leave upon termination, retirement, retrenchment or redundancy payments.

Apprentices

Apprentices are levy free. Include days worked and write 0 in remuneration column.

New Workers

Record new workers who have commenced in the return period on the back of the return form.

Ceased Workers

If a worker has ceased employment, write date of last day in cease date column.

More Information

For more information please refer to information sheets; Employer Return Form (Front) & Employer Return Form (Back) at <https://www.cbserv.com.au/home/publications.aspx>

JULY						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 *	22	23
24	25	26	27	28	29	30
31						

* 01/05/2011 to 30/06/2011 return form and levy payment due

SEPTEMBER						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 *	22	23	24
25	26	27	28	29	30	

* 01/07/2011 to 31/08/2011 return form and levy payment due

NOVEMBER						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 *	22	23	24	25	26
27	28	29	30			

* 01/09/2011 to 31/10/2011 return form and levy payment due

JANUARY						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 *	24	25	26	27	28
29	30	31				

* 01/11/2011 to 31/12/2011 return form and levy payment due

MARCH						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 *	22	23	24
25	26	27	28	29	30	31

* 01/01/2012 to 29/02/2012 return form and levy payment due

MAY						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 *	22	23	24	25	26
27	28	29	30	31		

* 01/03/2012 to 30/04/2012 return form and levy payment due

Max Days

AUGUST						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

44

Max Days

OCTOBER						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

43

Max Days

DECEMBER						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

44

Max Days

FEBRUARY						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

43

Max Days

APRIL						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

43

Max Days

JUNE						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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