



**Division of Workers' Compensation**

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- The Average Weekly Wage worksheet may be reproduced as needed -

The Average Weekly Wage worksheet is provided by the Division of Workers' Compensation as a guideline in computing the Average Weekly Wage. It is intended as a desk aid worksheet and is not a required document. It may be used to document wage information received verbally.

If the worksheet is completed by the employer, the final Average Weekly Wage amount on Line 19 of the worksheet should be inserted in the box, "Average Weekly Wage at Time of Injury," on the Employer's First Report of Injury form.

**Notice to Employer:**

The worksheet should be attached to the Employer's First Report of Injury form when submitted to your workers' compensation insurance administrator.

If you have questions on completing this worksheet, contact your workers' compensation insurance administrator.

**Notice to Insurance Carrier or Self-Insured Employer:**

If you complete the worksheet with information provided by either the claimant or the employer, attach the worksheet to your position statement when filing with the Division. Also, state on the worksheet the name and title of the person providing wage information and the date the information was provided.

If you receive the worksheet from the employer and only "the Average Weekly Wage at Time of Injury" box is completed in the wage information section of the Employer's First Report of Injury, attach the worksheet to the Employer's First Report of Injury form that is submitted to the Division of Workers' Compensation.