

## EMPLOYER'S WAGE VERIFICATION FORM

(Pursuant to NRS 616C.045(2)(d))

Employer(s) please provide the wage information for the employee named below by completing and filing this form. The form must be completed within six (6) "working" days of 1) receiving a claim for compensation when the C-4 form indicates the injured employee is expected to be off work for five (5) days or more and/or 2) when requested by the insurer/TPA. Complete all questions, enter N/A for any fields that do not apply. Information from this form can be supported with payroll records. The supporting documentation must include specific and sufficient notes and/or explanations to ensure the calculations can be verified, attach supporting documentation, as applicable.

Employer Name _____		Date Completed _____						
1. IE Info	Injured Employee Name (Last/First/M.I.) _____		Social Security # _____					
	Claim # _____		Date of Injury _____ Date of Hire _____					
2. Regular Wages	On date of injury, employee's wage was \$ _____ per <input type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month Date wage became effective _____							
	Was the employee hired to work 40 hours per week? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, # of hours per week _____ # of days per week _____							
	Pay period ends on <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday							
	Employee is paid <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Other							
3. Payroll Information	Scheduled day(s) off <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Other							
	Explain "Other" _____							
	Date employee last worked AFTER injury occurred _____ Date returned to work _____							
4. Additional Wages	The payroll period will be used to determine the Average Monthly Wage (AMW), mark only the option that applies:							
	<input type="checkbox"/> 12-week payroll verification.							
	<input type="checkbox"/> Less than 12-week payroll information. Payroll period starts the date of hire and ends the date of injury.							
5. Gross Earnings and other Remuneration	<input type="checkbox"/> Other: _____							
	Payroll period beginning date: _____ Payroll period ending date: _____							
	Number of days contained in the payroll period _____							
6. Absences	During the payroll period entered above, did the injured employee receive supplemental wages (per NAC 616C.423) NOT included in gross pay? <input type="checkbox"/> Yes <input type="checkbox"/> No							
	<input type="checkbox"/> Sick pay <input type="checkbox"/> Vacation <input type="checkbox"/> Holiday <input type="checkbox"/> Overtime <input type="checkbox"/> Tips <input type="checkbox"/> Commission <input type="checkbox"/> Bonuses <input type="checkbox"/> Termination <input type="checkbox"/> Other    Type: _____							
7. Preparer	Provide payroll information for payroll period entered in Section 3.							
	Payroll Period		Gross Salary	Additional	Payroll Period		Gross Salary	Additional
	Beginning	Ending	(Excluding Tips)	Wages	Beginning	Ending	(Excluding Tips)	Wages
Was the employee absent during the wage period reported for one of the following reasons, per NAC 616C.438? <input type="checkbox"/> Yes <input type="checkbox"/> No								
1. Certified illness or disability.								
2. Institutionalized in a hospital, or other institution.								
3. Enrolled as full-time student, not employed on days of attendance.								
4. In military service other than training duty conducted on weekends.								
5. Absent because of officially sanctioned strike.								
6. Leave approved under the Family and Medical Leave Act.								
(If yes, below provide details by reason):								
Dates of absence		Dates of absence		Dates of absence				
Begin	End	Reason	Begin	End	Reason	Begin	End	
This information is true and correct as taken from the employee's payroll records.								
Print Name: _____		Signature: _____						
Date submitted to Insurer/TPA: _____		Employer: _____						
Insurer: _____		Third Party Administrator: _____						

NRS 616C.420 Method of determining average monthly wage.

1. The Administrator shall provide by regulation for a method of determining average monthly wage.
2. The method established pursuant to subsection 1 must provide that:
  - (a) Except as otherwise provided in this subsection, a history of wages earned for a period of 12 weeks must be used to calculate an average monthly wage.
  - (b) If a 12-week period of wages earned is not representative of the average monthly wage of the injured employee, wages earned over a period of 1 year or the full period of employment, if it is less than 1 year, may be used. Wages earned over 1 year or the full period of employment, if it is less than 1 year, must be used if the average monthly wage would be increased.
  - (c) If an injured employee is a member of a labor organization and is regularly employed by referrals from the office of that organization, wages earned from all employers for a period of 1 year may be used. A period of 1 year using all the wages earned by the injured employee from all his or her employers for a period of 1 year may be used. A period of 1 year using all the wages earned by the injured employee from all his or her employers must be used if the average monthly wage would be increased.
  - (d) If information concerning payroll is not available for a period of 12 weeks, wages earned may be averaged for the available period, but not for a period of less than 4 weeks.
  - (e) If information concerning payroll is unavailable for a period of at least 4 weeks, average wages earned must be projected using the rate of pay on the date of the injury or illness and the projected working schedule of the injured employee.
  - (f) If wages earned are based on piecework and a history of wages earned is unavailable for a period of at least 4 weeks, the wages earned must be determined as being equal to the average wages earned by other employees doing the same work.
  - (g) If these methods of determining a period of wages earned cannot be applied reasonably and fairly, an average monthly wage must be calculated by the insurer at 100 percent of:
    - (1) The sum which reasonably represents the average monthly wage of the injured employee, as defined in regulations adopted pursuant to this section, at the time the injury or illness occurs; or
    - (2) The amount determined using the hourly wage on the day the injury or illness occurs and the projected working schedule of the injured employee.
  - (h) The period used to calculate the average monthly wage must consist of consecutive days, ending on the date on which the injury or illness occurs, or the last day of the payroll period preceding the injury or illness if this period is representative of the average monthly wage.
- ⇒ As used in this subsection, "wages earned" means wages earned from the employment in which the injury or illness occurs and in any concurrent employment
3. In determining average monthly wage pursuant to subsection 1, the method must include concurrent wages of the injured employee only if the concurrent wages are earned from one or more employers who are insured for workers' compensation or government disability benefits by:
  - (a) A private carrier;
  - (b) A plan of self-insurance;
  - (c) A workers' compensation insurance system operating under the laws of any other state or territory of the United States; or
  - (d) A workers' compensation or disability benefit plan provided for and administered by the Federal Government or any agency thereof.
4. Except as otherwise provided by subsection 3, concurrent wages include, without limitation, wages earned from:
  - (a) Active or reserve duty with or in:
    - (1) The Army, Navy, Air Force, Marine Corps or Coast Guard of the United States;
    - (2) The Merchant Marine; or
    - (3) The National Guard; or
  - (b) Employment by:
    - (1) The Federal Government or any branch or agency thereof;
    - (2) A state, territorial, county, municipal or local government of any state or territory of the United States; or
    - (3) A private employer, whether that employment is full-time, part-time, temporary, periodic, seasonal or otherwise limited in term, or pursuant to contract.
5. As used in this section, "concurrent wages" means the sum of wages earned or deemed to have been earned at each place of employment, including, without limitation, the sum of any and all money earned for work of any kind or nature performed by an employee for two or more employers during the one-year period immediately preceding the date of injury or the onset of occupational disease, whether measured by an hourly rate, salary, piecework, commissions, gratuities, bonuses, per diem, value of meals, value of housing or any other employment benefit that can be fairly calculated to a monetary value expressed in an average monthly amount.

(Added to NRS by 1981, 1196; A 1981, 1829; 1983, 1296; 2019, 1902, 3438)