

Wage Chart

Employer's Statement of Wage Earnings

Virginia Workers' Compensation Commission
333 E. Franklin St., Richmond, Virginia 23219

The boxes
to the right
are for the
use of the
insurer.

Reserved

VWC File Number

Insurer Claim Number

	Employee		Address								
Name of Employee				Date of Accident				Date of Hire			
	Employer		Address								
Name of Employer											

PLEASE REFER TO THE FILING INSTRUCTIONS PRINTED ON THE BACK OF THIS FORM

Week No.	Week Ending Date	Days Worked	Gross amount paid, including overtime	Week No.	Week Ending Date	Days Worked	Gross amount paid, including overtime	Week No.	Week Ending Date	Days Worked	Gross amount paid, including overtime
1				19				37			
2				20				38			
3				21				39			
4				22				40			
5				23				41			
6				24				42			
7				25				43			
8				26				44			
9				27				45			
10				28				46			
11				29				47			
12				30				48			
13				31				49			
14				32				50			
15				33				51			
16				34				52			
17				35							
18				36							

Value of perquisites for entire year:

Total gross earning \$ _____

Total weeks worked _____

Bonuses \$ _____ Electricity \$ _____
 Meals/Lodging \$ _____ Water \$ _____
 Meals Only \$ _____ Telephone \$ _____
 Temporary Lodging \$ _____ Uniforms \$ _____
 House Rent \$ _____ Laundry \$ _____
 Tip Income \$ _____

Total value of perquisites \$ _____

Total earnings & perquisites \$ _____

VWC use only:

AWW: _____

CR: _____

INSURER OR EMPLOYER (include name & signature)	Date	Telephone number
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FILING INSTRUCTIONS

Wage Chart VWC Form No. 7A

How to complete the Wage Chart:

- ☐ Indicate gross weekly earnings for the 52 weekly periods immediately **preceding** the date of accident.
- ☐ Note that these earnings are GROSS earnings and include overtime and tips before any deductions are made for taxes or Social Security. If there were any perquisites, please list the TOTAL value separately at the bottom of the chart.
- ☐ If an injured employee lost more than seven consecutive calendar days, although not in the same week, these periods should be noted on the Wage Chart (VWC Form No. 7-A) using an asterisk in the Week No. column and are not to be counted in the calculations. Va. Code § 65.2-101.
- ☐ If injured employee has worked less than 12 months, the earnings for the time worked should be used. The earnings for a similar employee may be used if the employee has worked less than 60 days.

How to calculate the Wage Chart:

- If a full year's wage information **has been** provided covering the 52 week period prior to the date of accident:
 - determine the total wages earned, including yearly perquisites;
 - divide the total wages earned for this period by 52;
 - the sum will be the average weekly wage.
- If a full year's wage information **has not been** provided covering the 52 week period prior to the date of accident:
 - determine the total wages earned, including yearly perquisites;
 - divide the total wages earned by the number of weeks wages were earned (Note: if warranted, the weeks can be converted into days and calculated on that basis);
 - the sum will be the average weekly wage.
- If the form is completed on a **bi-weekly basis**:
 - determine the total wages earned, including yearly perquisites;
 - divide the total wages earned by the number of weeks worked (employee paid 26 times a year represents 52 weeks of wages);
 - the sum will be the average weekly wage.
- Samples of properly completed wage chart(s) are available on the Virginia Workers' Compensation Commission website under the Injured Workers section, [here](#).
 - Scroll down to the Injured Worker Forms section box;
 - Locate Wage Chart (Form 7A) and examples of completed wage charts.
- Have questions about the Virginia Workers' Compensation Commission and no lawyer? Call the Ombuds Department at 833-448-1681, or email at ombuds@workcomp.virginia.gov. We cannot give legal advice, but all conversations will be kept confidential.