



Job Accelerator Grant

CLAIM CHECKLIST: LARGE BUSINESS

Documentation Required

Part A Wage Records for Application

Showing business name and ABN (can be individual payment slips and/or payroll summary)

For pay period directly before Commencement Date

Each summary **must** show:

- ▶ **All** South Australian employees
 - > The names of every current South Australian employee(s)
 - > The hours each employee worked during the pay run
 - > Include any permanent employees on leave, e.g. annual, LSL, maternity, Workcover
 - > Clearly indicate any **non-South Australian** employees
- ▶ Date of pay period
 - > The pay run provided should be immediately before the new employee started
- ▶ Pay frequency
 - > Is the pay run weekly, fortnightly or monthly?

Part B Wage Records for Anniversary

Showing business name and ABN (can be individual payment slips and/or payroll summary)

For pay period including First Anniversary Date/Second Anniversary Date

Each summary **must** show:

- ▶ **All** South Australian employees
 - > The names of every current South Australian employee(s)
 - > The hours each employee worked during the pay run
 - > Include any permanent employees on leave, e.g. annual, LSL, maternity, Workcover
 - > Clearly indicate any **non-South Australian** employees
- ▶ Date of pay period
 - > The pay run provided should include the anniversary date of the new employee
- ▶ Pay frequency
 - > Is the pay run weekly, fortnightly or monthly?

Part C BAS Statement

Showing business name and ABN

Part D Training Contract

Only required if employee is an eligible apprentice or trainee. Must show employee/s name, commencement date and qualification code.

More information

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