



# Job Accelerator Grant

## CLAIM CHECKLIST: SMALL 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)
  - > **All** part time/casual employees working between 22 hours and 35 hours per week
  - > **All** full time employees working 35 hours or more per week
  - > 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)
  - > **All** part time/casual employees working between 22 hours and 35 hours per week
  - > **All** full time employees working 35 hours or more per week
  - > 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

[revenuesa.sa.gov.au/jobs](https://revenuesa.sa.gov.au/jobs)

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