



# Job Accelerator Grant

## CLAIM CHECKLIST: SMALL BUSINESS

### Documentation Required

#### Part A Wage Records Prior to Commencement Date

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:

- ▶ Name of **all** employees working 22 hours per week or more **showing** hours worked
- ▶ Name of **all** permanent employees on leave (e.g. annual, LSL, maternity, Workcover) **showing** their normal average working hours
- ▶ Length of the pay period (1 week, fortnight, month)
- ▶ Date of pay period - must be **directly before** commencement date
- ▶ Clearly identify any **non-SA** employees

#### Part B Wage Records for Anniversary Date

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:

- ▶ Name of **all** employees working 22 hours per week or more **showing** hours worked
- ▶ Name of **all** permanent employees on leave (e.g. annual, LSL, maternity, Workcover) **showing** their normal average working hours
- ▶ Length of the pay period (1 week, fortnight, month)
- ▶ Dates of pay period - **must include** first or second anniversary date
- ▶ Clearly identify any **non-SA** employees

#### 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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PUBLIC - I1 - A1