

BACK TO WORK

Later claim evidence checklist

Why is it important to provide the information requested when you make a later claim?

The Back to Work program requires evidence that your claim for a later payment meets all the program eligibility criteria.

Before you apply for a Back to Work claim it is important that you read the relevant Guidelines for Funding and Terms and Conditions for either the Back to Work Regional or Back to Work SEQ program.

The eligibility criteria are outlined in the Back to Work Guidelines for Funding <https://backtowork.initiatives.qld.gov.au/about/resources/>.

The 26-week claim (if applicable) opens 26 weeks after the employee's commencement date. The 52-week claim opens 52 weeks after the employee's commencement date. Claims remain open for 12 weeks. You must submit the claim within 12 weeks to be eligible for payment.

TIP Providing all the correct evidence at the time of making a claim allows us to process your claim sooner.

TIP All scanned items must be legible. They must be provided in a standard format (e.g. PDF, JPEG or Word). Documents requiring clarification or resubmission may result in delays to the claim being processed.

Evidence checklist

Please note, providing incorrect, out-of-date or unclear documents will cause delays to an application or claim being processed.

Have you uploaded employee payslips? Yes No

For 26 week claims:

To support your claim, you must provide evidence to demonstrate that your employee has completed 26 weeks continuous employment with you and must have worked the average hours relevant to a part-time or full-time application.

This evidence must include:

- If the period of employment crosses a financial year
 - a copy of the PAYG payment summary (formerly known as a Group Certificate) covering the period from the employee's commencement to 30 June of that financial year and
 - one payslip from each month post 30 June that year including one covering the 26 week point from the employee's commencement date
- If the period of employment does not cross a financial year, one payslip from each month from the employee's commencement including one covering the 26 week point.

For 52 week claims:

To support your claim, you must provide evidence to demonstrate that your employee has completed 52 weeks continuous employment with you and must have worked the average hours relevant to a part-time or full-time application.

This evidence must include:

- If the period of employment crosses a financial year
 - a copy of the PAYG payment summary (formerly known as a Group Certificate) covering the period from the employee's commencement to 30 June of that financial year and
 - one payslip from each month post 30 June that year including one covering the 52 week point from the employee's commencement date
- If the period of employment does not cross a financial year, one payslip from each month from the employee's commencement including one covering the 52 week point.

TIP Payslips can be weekly, fortnightly or monthly. Please provide copies of the actual payslips that you issued to your employee.

TIP You must provide payslips not timesheets or a payroll summary.

TIP The ABN and business name on the payslips you provide must match the ABN and name on your ABN certificate and QGrants organisation account.

TIP Payslips must meet the minimum requirement as set out by Fair Work Australia under the *Fair Work Act 2009* and the Fair Work Regulations 2009. Information on the legal requirements for payslips is available through the Fair Work Australia website at <https://www.fairwork.gov.au/pay/pay-slips-and-record-keeping/pay-slips>

How do I make a claim?

You can lodge your claim by:

1. Logging into QGrants (<https://qgrants.osr.qld.gov.au/portal/>)
2. Selecting the 'Claims and Reports' tab to view claim details
3. Selecting the claim for the relevant application number
4. Completing the questionnaire to confirm the claim details and reaffirm that your claim continues to meet the program eligibility criteria available in the Back to Work Guidelines for Funding: <https://backtowork.initiatives.qld.gov.au/about/resources>

Further information

- Visit qld.gov.au/backtowork
- Read the [Back to Work Guidelines for Funding](#)
- Find your local [Back to Work Team](#)

