



Australian Government



jobactive®

Managing Wage Subsidies

Updated 1 July 2017

You can easily view and manage your wage subsidy agreements on the [jobactive website](#).

Your provider will send you a link to approve:

- your head agreement (if you don't already have one) and/or
- your schedule agreement (for the individual placement)

Where agreements are signed in a hard copy document, your provider will approve it on your behalf in the system and will then send you a link so that you can see all of your agreements online.

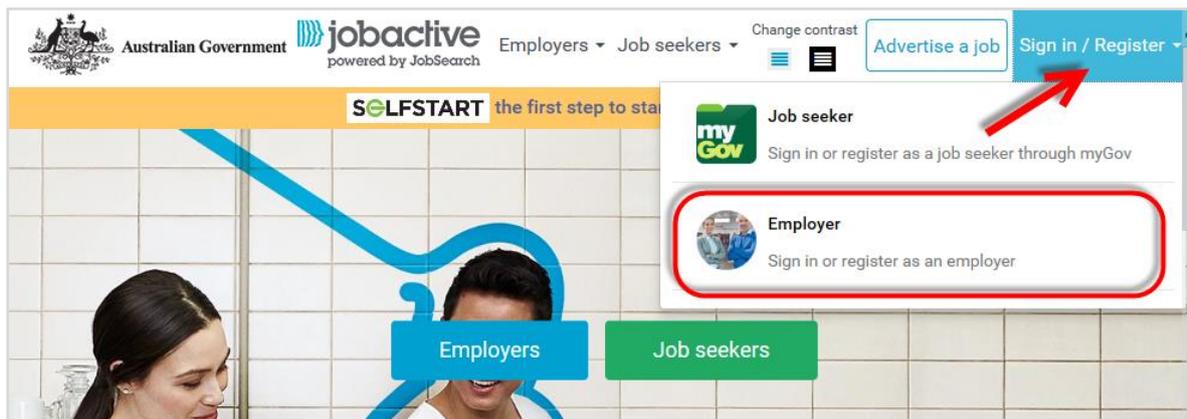
Wage subsidy agreement notification

Your provider will send you an email to let you know there is a wage subsidy agreement ready for you to approve.

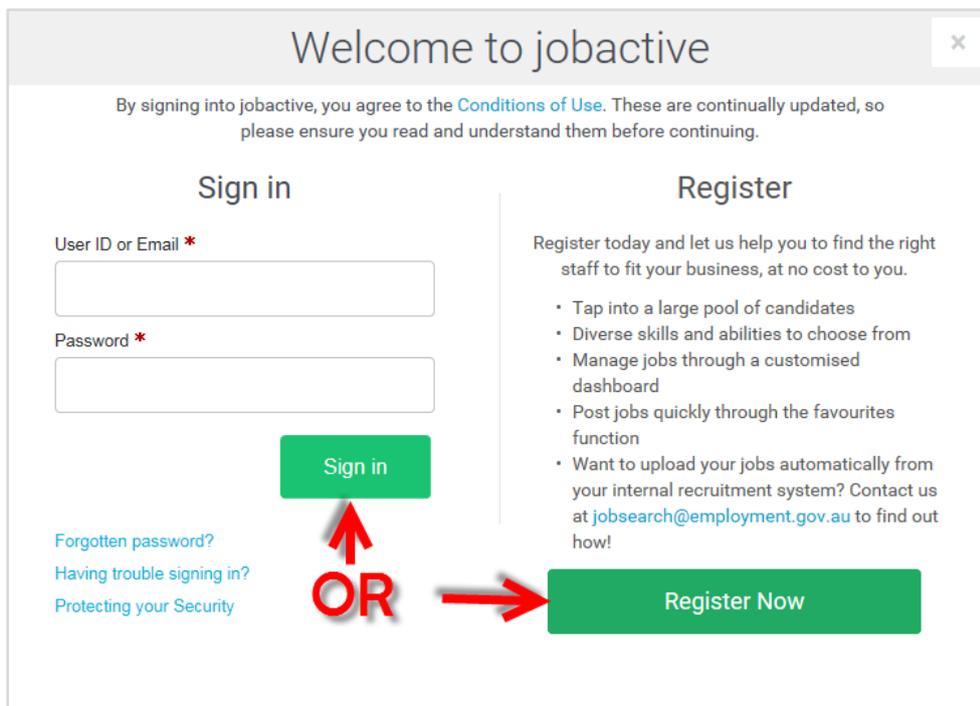
There's a secure link in that email to access your agreement in the **Employer** section of the jobactive website.

You have 7 days to click the link before it expires.

Your provider can give you a new link if you need one.

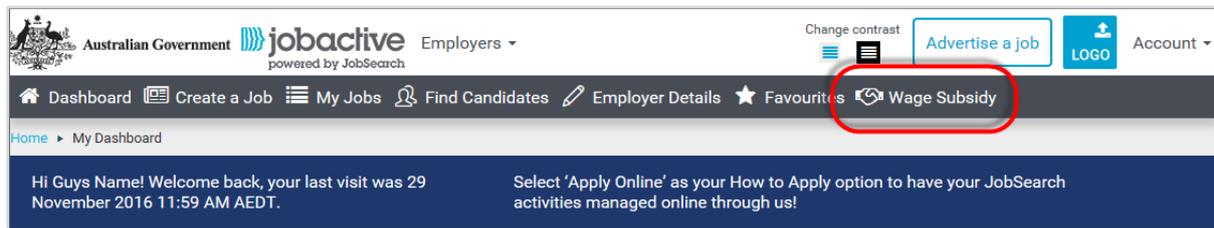


Use your existing User ID or Email and Password to sign in to your account. If you don't have an account, just click **Register Now** to make one.



Find all your wage subsidy agreements

Click **Wage Subsidy** on the toolbar to see all the agreements associated with your ABN.



You can have agreements with more than one provider, and you can view them all here. Each agreement has a status depending on whether it:

- requires signing
- is approved
- has ended

Search and sort your agreements

You can find your wage subsidy agreements in two ways:

1. Search by **Head Agreement** and you can filter by **Provider** or **Status**.

Search by Head Agreement

Provider: -- Please Select --

Status: -- Please Select --

Sort By ^

Search

Provider (Ascending) ✓

Provider (Descending)

Status (Ascending)

Status (Descending)

Start Date (Ascending)

Start Date (Descending)

End Date (Ascending)

End Date (Descending)

Search by Agreement Schedule

Head Agreements

Campbell Page CORRIMAL		
Status: Approved	Start Date: 24 October 2016	End Date: 31 December 2020

2. Search by **Agreement Schedule** and you can filter by **Employee**, **Schedule Status** or **Vacancy**.

Search by Agreement Schedule

Employee: -- Please Select --

Schedule Status: -- Please Select --

Vacancy: -- Please Select --

Sort By ^

Search

Employee (Ascending)

Employee (Descending)

Vacancy (Ascending)

Vacancy (Descending)

Start Date (Ascending)

Start Date (Descending)

End Date (Ascending)

End Date (Descending)

Search by Head Agreement

Agreement Schedules

Lawrence Adams		
Vacancy: [unclear]	Status: Awaiting Approval	Start Date: 07 November 2016

If you don't select a filter your search will show all your agreements. Use **Sort By** to arrange your results in the way you want to see them.

View and approve your head agreement

You have a single head agreement with each provider, and any wage subsidy you negotiate with that provider falls under that agreement.

Use the head agreement search to see agreements awaiting approval. To approve new head agreements quickly, just:

- Read and agree to the Terms and Conditions.
- Confirm your name and email address.
- Approve.

Head Agreement Awaiting Approval

Provider: [REDACTED]
Start Date: 14 November 2016
End Date: 30 June 2020

Agreement Approval Details

Agreement Signature- approve Head Agreement and Schedule details

* Indicates a required field.

[View Terms and Conditions](#)

agree to the terms and conditions of this agreement. *

Name*
[REDACTED]

Email*
[REDACTED]

Signed Date
29/11/2016

Agreement ID: [REDACTED]

Wage Subsidy Head Agreement

A. Employment Service Provider (Provider) details	
Provider Name:	[REDACTED]
Provider ABN:	[REDACTED]
Site address:	[REDACTED]
B. Employer details	
Employer's legal name:	[REDACTED]
Employer ABN:	[REDACTED]
Address:	[REDACTED]
C. Head Agreement Term	
Start date:	14 Nov 2016
End Date:	30 June 2020

General Terms and Conditions:

Preliminary:

- The Provider and Employer agree that each Schedule that the Provider attaches to this Head Agreement will relate to a single Employment Position and will create a separate contract (Wage Subsidy Agreement) between the Provider and the Employer in relation to that Employment Position. Each Wage Subsidy Agreement consists of the terms and conditions of this Head Agreement and the relevant terms relating to the Employment Position, Wage Subsidy Participant (Participant) and Wage Subsidy Period set out in the relevant Schedule.

The Employment Position:

- The Employer agrees that in relation to each Employment Position:
 - it does not have a current Employment relationship with the relevant Participant and is not an immediate family member of the relevant Participant;
 - if it receives a state or territory government wage subsidy for the Employment Position, it will immediately notify the Provider of the amount of any such funding;
 - the total value of the Wage Subsidy for the Employment Position, together with any concurrent state or territory government wage subsidy, will not exceed 100 per cent of the relevant Participant's wage;
 - the Employment of the relevant Participant has not, does not, and will not displace an existing employee;
 - the Employment Position is a sustainable and ongoing position that is not intended to end when Wage Subsidy payments cease, and in respect of which the Employer knows of no reasons why the Employment Position will not continue indefinitely;
 - the Employment Position is one that complies with minimum wage rates prescribed for the Employment under relevant Commonwealth, State or Territory law (including any award conditions which may be applicable to the Employment Position);
 - the Employment Position is not commission-based, self-employment or a subcontracted position; and
 - if it is a labour hire or group training organisation, it will disclose to the relevant host organisation that it is receiving a Wage Subsidy for the placement of the Participant with the host organisation.
- For each Employment Position, the Employer must employ the relevant Participant for an average of at least

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Approving this initial head agreement also approves the attached schedule agreement.

View your contact details

Use the agreement schedule search to view and edit your **Employer Contact** details.

Click **More Detail** to see your current contact details.

Agreement Schedules

Employee: 00000000000000000000	Status: Approved
Vacancy: 00000000000000000000	
Start Date: 24 October 2016	
End Date: 23 April 2017	
More Detail	

Employee: 00000000000000000000	Status: Approved
Vacancy: 00000000000000000000	
Start Date: 27 October 2016	
End Date: 26 April 2017	
More Detail	

Click **Edit** to change them.

Agreement Schedules

Employee: 00000000000000000000	Status: Approved
Vacancy: 00000000000000000000	
Start Date: 24 October 2016	
End Date: 23 April 2017	
Less Detail	

Provider Contact

Name: [00000000000000000000](#)
Email: [00000000000000000000@00000000000000000000.org.au](#)
Phone: [0000000000000000](#)

Employer Contact

Name: [00000000000000000000](#)
Email: [00000000000000000000@00000000000000000000.org.au](#)
Phone: [0000000000000000](#)

[Edit](#)

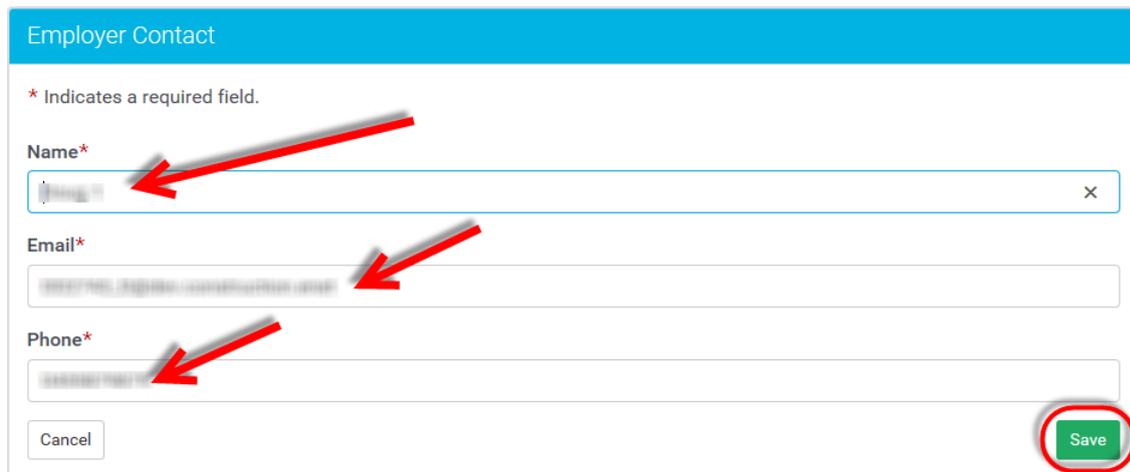
Edit your contact details

Fill in your first and last name in the **Name** field. Do not add a title like Mr or Mrs. (Correct: John Smith. Incorrect: Mr John Smith.)

Put a valid email address in the **Email** field.

You can put your mobile or landline in the **Phone** field. Make sure you include your area code if using your landline, but don't use any spaces. (Correct: 0262000000. Incorrect: 02 6200 0000.)

Click **Save** when you're done.



The screenshot shows a form titled "Employer Contact" with a blue header. Below the header, there is a legend: "* Indicates a required field." The form contains three input fields: "Name*", "Email*", and "Phone*", each with a red arrow pointing to it. The "Name" field is a text box with a small 'x' icon on the right. The "Email" and "Phone" fields are also text boxes. At the bottom left, there is a "Cancel" button, and at the bottom right, there is a green "Save" button circled in red.

Request a payment

Kickstart

If your agreement includes a kickstart payment, you can claim it from your provider by confirming that the wage subsidy participant will work an average of at least 20 hours per week over the six months.

Use the agreement schedule search to find your wage subsidy participant and then click **Confirm/Declare**.

The screenshot shows a form with three main sections. The first section, 'Employer Contact', has a blue header and contains fields for Name, Email, and Phone. The second section, 'Employer Provided Evidence', has a blue header and a 'Confirm/Declare' button with an upload icon, which is circled in red. The third section, 'Provider Uploaded Evidence', has a blue header and is currently empty.

To make a declaration to claim a kickstart payment:

- Tick the upload/declaration checkbox for a kickstart payment.
- Tick the confirmation checkbox confirming an average of at least 20 hours per week will be achieved over six months.
- Upload your supporting evidence (optional, unless requested).
- Submit.

If this option is not available to you, talk to your provider.

This screenshot shows the 'Employer Provided Evidence' section of the form. It includes a 'Confirm/Declare' button in the top right. Below the header, there is a legend: '* Indicates a required field.' There are two checkboxes: the first is checked and labeled 'Upload/Declaration is for a Kickstart payment.'; the second is unchecked and labeled 'I confirm that I have complied with the terms and conditions of the Wage Subsidy Agreement for [redacted], and [redacted] will work an average of at least 20 hours per week over six months from the start of employment on 05 May 2017.' Below these are fields for 'Start Date' (05/05/2017), 'End Date' (02/11/2017), and 'Document Name' (OPTIONAL). At the bottom, there is a 'File Location' section with a 'Select a file...' button circled in red, and 'Cancel' and 'Submit' buttons.

Flexible Claims

To request a payment from your provider, you must confirm the wage subsidy participant has worked the required hours.

At the end of the agreement you have a limited number of days to request your final payment. Your provider will send you an email at the end of your agreement.

Use the agreement schedule search to find your wage subsidy participant and then click **Confirm/Declare**.

The screenshot shows a web form with three main sections. The first section, 'Employer Contact', has a blue header and contains fields for Name, Email, and Phone. The second section, 'Employer Provided Evidence', has a blue header and a 'Confirm/Declare' button with a red circle around it. The third section, 'Provider Uploaded Evidence', has a blue header and is currently empty.

To make your declaration to make a claim for a payment:

- Tick the confirmation checkbox.
- Enter the end date for the period you are requesting payment.
- Upload your supporting evidence (optional, unless requested).
- Submit.

This screenshot shows the 'Employer Provided Evidence' form. It includes a 'Confirm/Declare' button at the top right. A red arrow points to a checkbox for confirming compliance with the Wage Subsidy Agreement. Another red arrow points to the 'End Date' field, which is set to 30/11/2016. A third red arrow points to the 'Document Name' field, which contains the word 'OPTIONAL'. A fourth red arrow points to the 'File Location' section, where the 'Select a file...' button is circled in red. A 'Submit' button is also circled in red at the bottom right.

Uploading supporting evidence at the time you request a payment is optional. However, your provider or the Department can ask for evidence like payslips/payroll summaries.

Click **Select a file** to upload documents from your computer to support your request.

View declarations and uploaded documents

All your declarations and uploaded documents are saved. You can go back and view them in the **Employer Provided Evidence** panel.

A provider can confirm your payment request without uploading any documents. You can ask them to upload the documents or send them to you directly.

Agreement Schedules

Employee: [REDACTED] Status: Approved
Vacancy: [REDACTED]
Start Date: 24 October 2016
End Date: 23 April 2017
[Less Detail](#)

Provider Contact

Name: [REDACTED]
Email: [REDACTED]
Phone: [REDACTED]

Employer Contact

Name: [REDACTED]
Email: [REDACTED]
Phone: [REDACTED]

[Edit](#)

Employer Provided Evidence

[Update.docx](#) 
Uploaded for period 24 October 2016 to 30 November 2016

[Confirm/Declare](#)

Provider Uploaded Evidence

[Document.JPG](#) 
Uploaded for period 24 October 2016 to 30 November 2016 claiming \$650.00

Provider supplied evidence for period 24 October 2016 to 30 November 2016 claiming \$100.00