Managing Wage Subsidies

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You can easily view and manage your wage subsidy agreements on the [jobactive website](http://www.jobactive.gov.au).

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**.

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

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.

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.

Click Edit to change them.
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.
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.

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.
**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**.

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.

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.