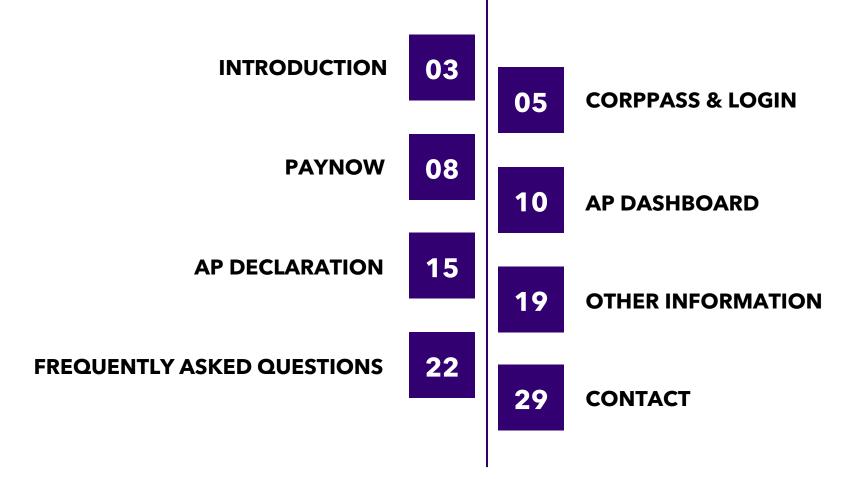
ABSENTEE PAYROLL CLAIM ONBOARDING GUIDE

FOR ENTERPRISES



content page



introduction

to Enterprise Portal for Jobs & Skills



Enterprise Portal for Jobs and Skills (EPJS) is the **one-stop portal** for Enterprises to explore information and resources on relevant **jobs and skills initiatives** under SkillsFuture Singapore (SSG) and Workforce Singapore (WSG).

Absentee Payroll (AP) Funding will be a digital service in EPJS for Enterprises to declare information and receive AP disbursements.

absentee payroll

As part of SSG and WSG's commitment to Enterprises, the **AP claim process** has been **streamlined** and **moved to EPJS** to enhance the Enterprise user experience!

The Absentee Payroll Claim Process in EPJS



Enrolment: Training Partner (TP) will submit trainee(s) enrolment on behalf of your Enterprise in Training Partners Gateway*



AP Declaration: Enterprise receives an email to submit AP Declaration with required information including salary and worked hours for the trainee(s); and update PayNow details. Corppass is required to login to EPJS.



AP Disbursement: Enterprise receives AP disbursement(s) via PayNow.

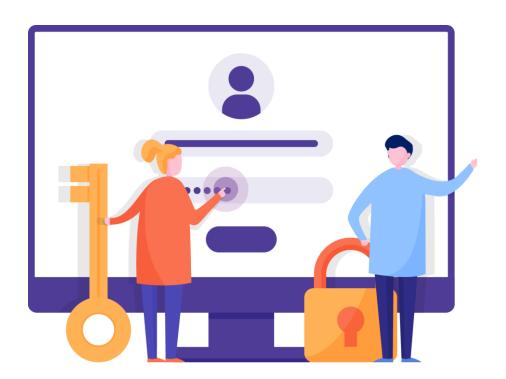
*Important Note

Please ensure you provide TP with your company's Unique Entity Number (UEN), who is the direct employer of the trainee(s) that also provides salary, statutory benefits, etc. The UEN will be utilised for verification purposes as part of the funding disbursement process.



logging in

to Enterprise Portal for Jobs & Skills



The EPJS is a website for the public. Only users with the assigned Corppass credentials will be able to log in and transact within the portal.

Enterprises will be notified via email when trainee(s) have been successfully enroled by Training Partner(s); and receive a separate email to proceed with Absentee Payroll Declaration.

Setting up Corppass

Logging in to EPJS





setting up corppass

If you are **not** the Corppass Administrator, you will need to approach your organisation's Corppass Administrator for assignment of Corppass to access EPJS.



- Login to Corppass website at <u>www.corppass.gov.sq</u>.
- Select 'SSG-WSG E-SERVICES' under "SKILLSFUTURE SINGAPORE AGENCY"
- Assign at <u>least one user</u> to the role **EPJS ENTERPRISE USER**.
- 4. Assigned user(s) will be able to submit AP Claim. This role should be assigned to the employee who manages the transactions with SSG and WSG.

For More Information on Corppass:

Website: www.corppass.gov.sq

Corppass Helpdesk: (65) 6335 3530

Monday to Friday: 8am - 8pm

Saturday: 8am - 2pm

Closed on Sunday and Public Holiday

Email: support@corppass.gov.sq



logging in to EPJS

Go to Enterprise Portal for Jobs and Skill's Digital Services page at https://www.gobusiness.gov.sg/enterprisejobskills/digital-services

2 Select Absentee Payroll (AP) Funding

All Digital Services

Service Name

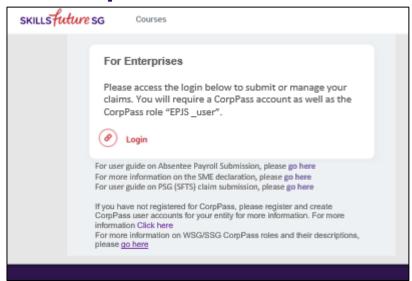


Description

Absentee Payroll (AP)
Funding [2]

AP funding is a grant to help employers defray the manpower cost incurred when they send their employees for certifiable skills training.

In the Pre-Login page, select For Enterprises



paynow for enterprises

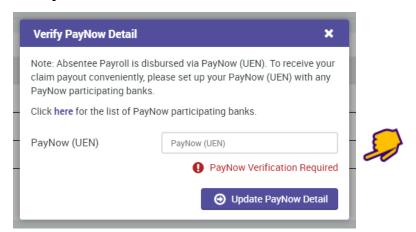


As part of Whole-of-Government Digital Initiative, **PayNow** will be the **Default Mode** for **AP Funding Disbursement** to Enterprises.

paynow for enterprises

You Must Setup PayNow in EPJS to Receive **AP Funding Disbursement!**

- First time login: For first-time login, you will be prompted to enter your PayNow details.
- **Before submitting AP Declaration** you will be prompted to enter your PayNow details if you have not already done so.





For more information on PayNow, please visit https://www.abs.org.sg/consumer-banking/pay-now Alternatively, contact your local bank on how to link your corporate account to PayNow

Update PayNow

Keep Your PayNow Details Up-to-Date!

If there are changes to your PayNow details, you may update the details via the following steps:

- 1. Select approfile icon at the top right hand corner.
- Update PayNow UEN details and save.

	Profile Update	
ı	UEN:	
ı	Enterprise Name:	7/
i	PayNow UEN: PayNow (UEN)	Ť
i	Enterprise Address:	
i	Name:	
	Email:	
ı	Contact Number:	
	Save	
	a save	
١		

Please note the screens are for illustrative purposes and are subject to changes

dashboard

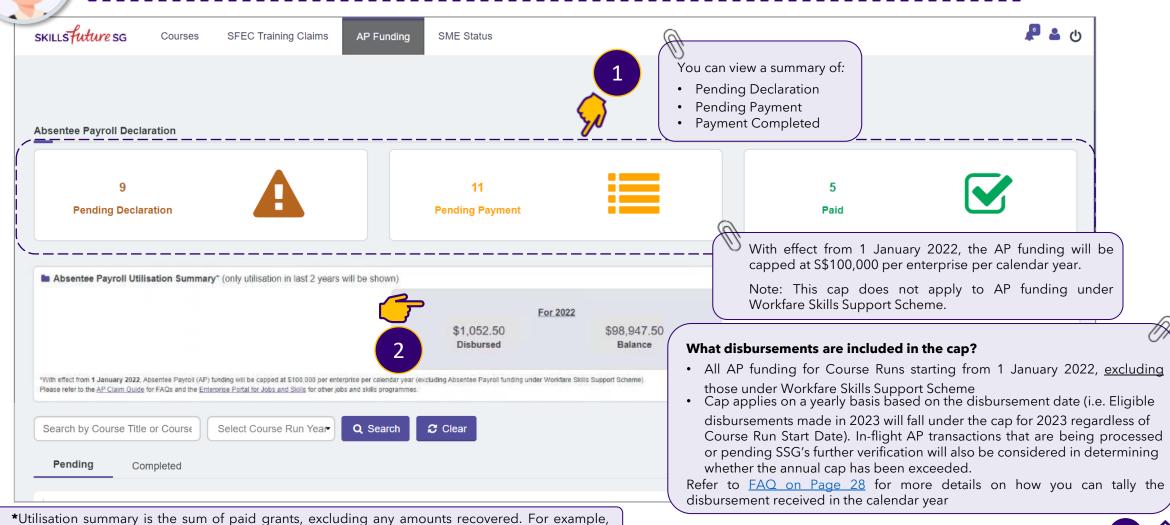
for absentee payroll



Upon logging in to EPJS, Enterprises will be directed to the "SFEC Training Claims" tab. Enterprises need to click on the "AP Funding" tab, where they will be directed to their Unique Dashboard, to check the status of their AP Declaration submission (e.g. pending for action or paid).

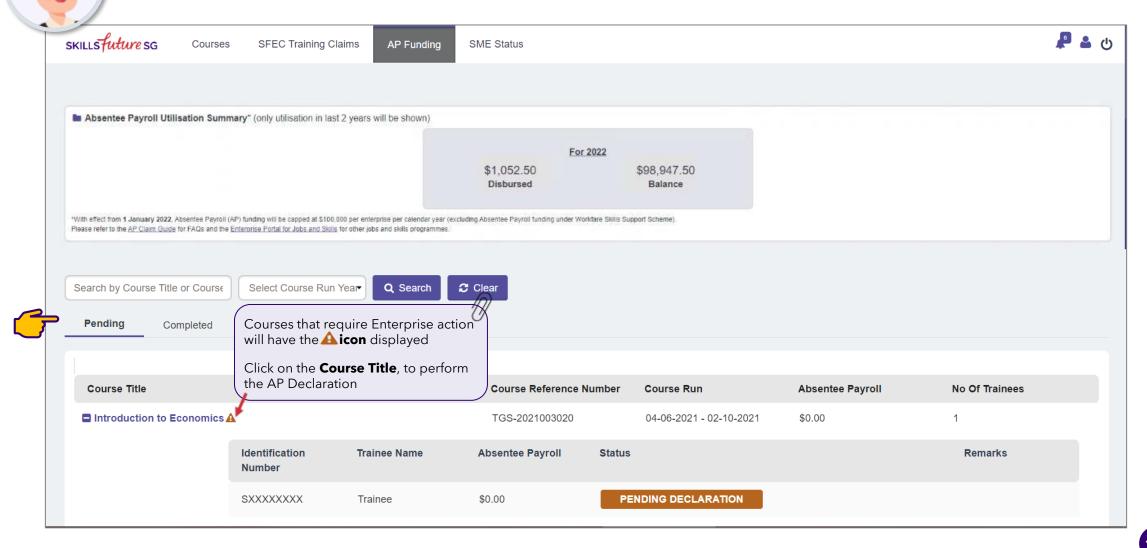


In the section **Absentee Payroll Declaration**, you will see **1)** the number of items pending for your action, if any (e.g. pending declaration or payment); **2)** the utilisation summary* in last 2 years **starting from 2022**.

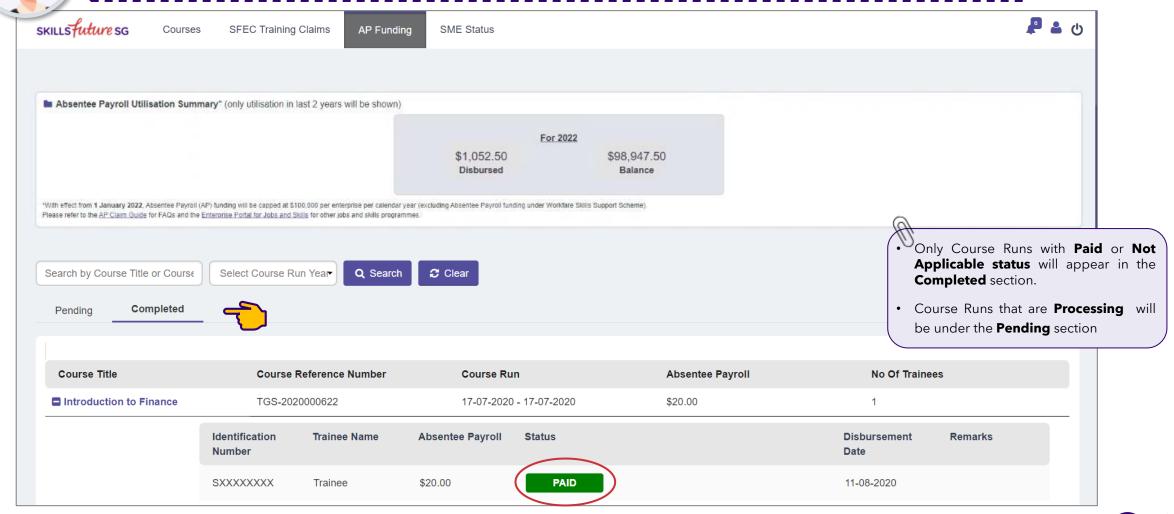


the paid sum will be \$40 if a grant amount of \$20 was recovered from the original paid sum of \$60.

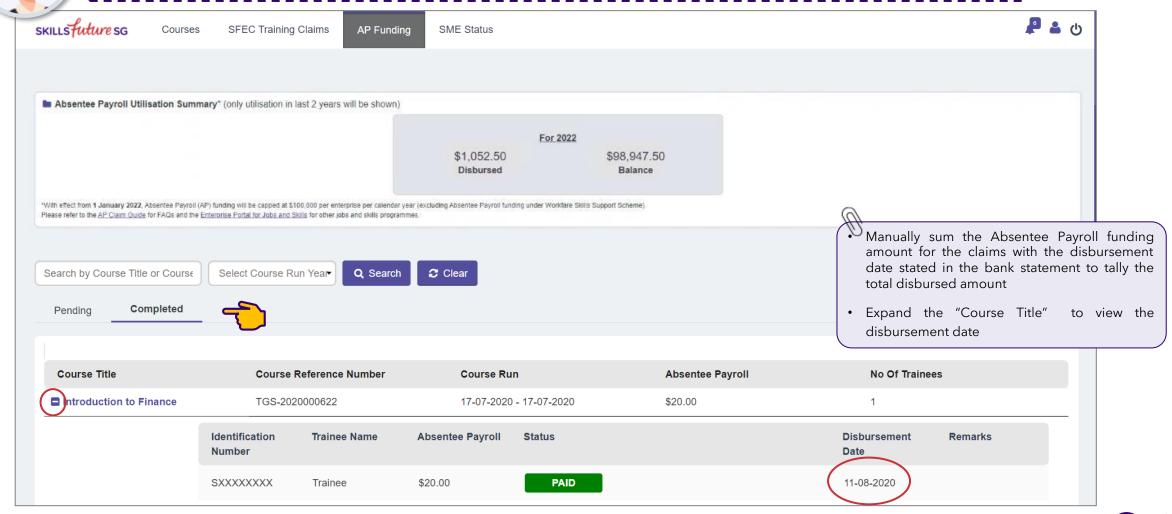
You will also be able to see the status of your declaration (e.g. Pending or Completed).



You can check the status of your **AP Disbursement** in the **Completed** section. If it has been disbursed, it will show **PAID**.



The disbursement date should tally with the date that your Enterprise will receive the disbursement.



declaration

for absentee payroll



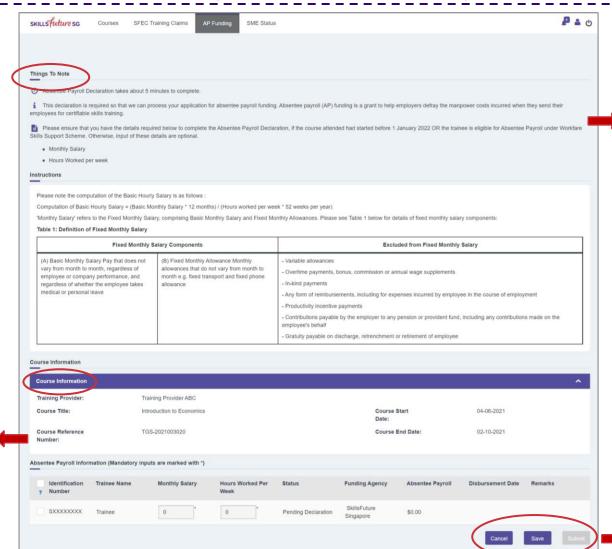
AP Declaration -

Important Information for Submission

ap declaration page



Select Course Title to go to the Absentee Payroll Declaration page





In the **Things To Note** and **Instructions** sections, you can find important information on:

- How long does it take to complete the Declaration
- Information needed
- How to calculate fixed monthly salary

- **Cancel** to exit and leave the Declaration as pending in the dashboard.
- Save to save a draft of the Declaration. Note: only one draft for all Declaration may be saved at any time. If you have a draft saved and attempt to save another draft, a message will prompt you to confirm your new draft which will overwrite the previous.
- Submit to submit the Declaration.



In the Course Information

Information sections, you will

· Enter Monthly Salary and

Hours Worked per week

for eligible employees,

View course information

where required.

Absentee

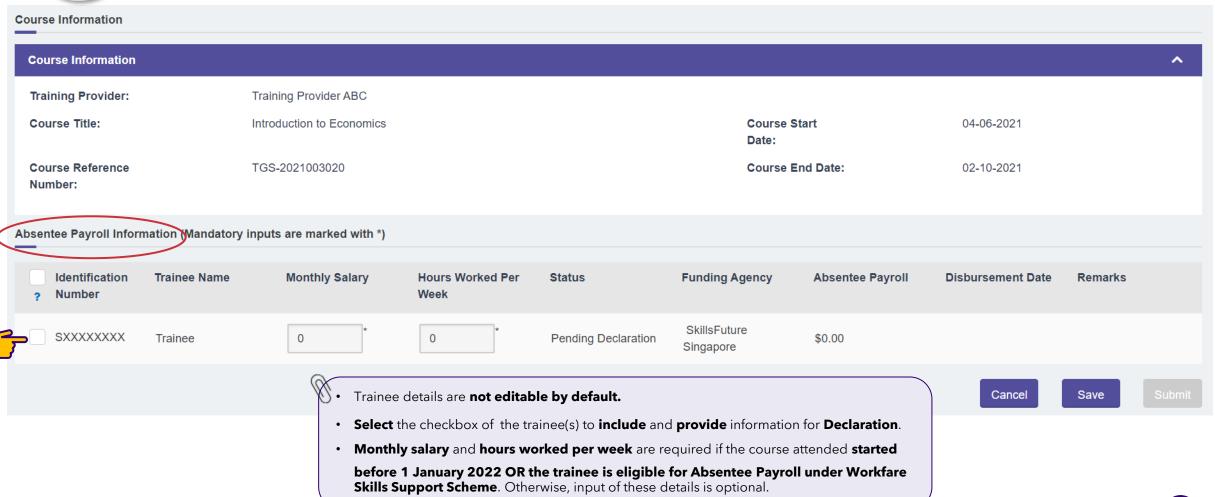
be able to:

Payroll

ap declaration page



In the **Absentee Payroll Information** section, you may select the trainees to be included in the Declaration, and subsequently enter the **monthly salary and hours worked per week**



ap declaration page



To **submit your AP Declaration**, **at least one** trainee must be selected.

Declaration

By submitting this, we declare/undertake to each Funding Agency that:

- a. The trainee(s) named in this Absentee Payroll claim ("Trainees") are our employee(s) who are on our company's payroll and that we have sponsored the Trainees for supportable cost components (such as course fees) for the course named in this Absentee Payroll claim ("Course");
- b.(i) We have in place a Human Resource policy ("HR Policy") which provides for the payment of allowance or overtime pay to employee(s) for training conducted outside normal working hours ("Overtime Pay");
 b.(ii) The Overtime Pay calculated in accordance with the HR Policy is at least the amount of allowance for attending training outside normal working hours calculated in accordance with the rate(s) set out in the Ministry of Manpower's website (https://www.mom.gov.sg/faq/salary/if-i-have-to-attend-training-outside-normal-working-hours-can-i-be-paid-for-it); and
- b.(iii) We undertake to pay our employee(s) Overtime Pay in accordance with the HR Policy for attending training outside normal working hours;
- c.(i) We have met, and we confirm that the Trainee(s) have met the eligibility We have not applied and will not be applying for any other grants or funding for Trainee(s) for the Course; If the trainee attends multiple concurrent courses, wit such that no more than one funding for wage compensation is disbursed for a sic.(ii) No wage compensation that is tied to training should be applied to such powages (for part thereof) are funded by the Governemnt include but are not limite (a) Government bodies (as the wages are already wholly supported by the Governemt-owned private entities where their manpower costs are directly

Absentee Payroll Declaration

You are now submitting the declaration, please ensure all data is accurate. Click OK to proceed with submission, or cancel to go back and make changes.





/ Absentee Payroll funding claim submitted by us for the Course and Trainees. support and training allowance) from other government agencies, for any of the ntee Payroll funding disbursed to the company may be adjusted accordingly

make a claim for such portion of wages. Examples of entities whose Trainee's

- d. We have not submitted any other claim(s) for Absentee Payroll for the Trainee(s), for course(s) held / scheduled to be held at the same time / during the Course; and
- e. We have read the <u>Terms and Conditions</u> and agree to them.

We hereby certify that the information provided herein is true and correct. We will, upon request, furnish all information and documentation required to support our claims. Such documentation may include but is not limited to, employment contract(s), CPF statement(s), payslip(s) etc.

We note that we may be liable for an offence under the relevant statute(s) if we make a statement or furnish any information or document that we know to be false or misleading in a material particular.

We understand that each of the Funding Agencies may hold us liable if any of the declarations are false or if we breach any of the undertakings above.

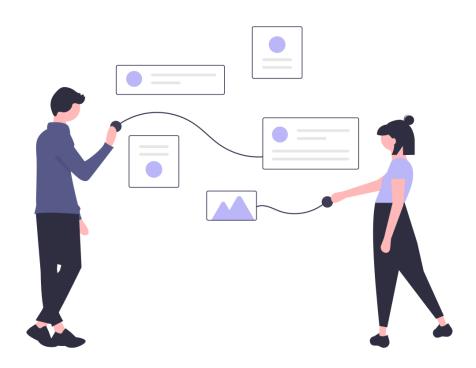
All checkboxes must be selected to be able to submit the Declaration.

Cancel

Save

Submit

other information



Other Information on **Absentee Payroll Funding** for Enterprises

AP Status Definition

AP Notification



absentee payroll status

Status Definition

Status	Description	Amount
Pending Eligibility Check	 Enrolment successfully created for trainee Pending checks before AP Declaration enabled for action 	
Pending Declaration	Pending Enterprise AP Declaration	
Processing	 Enterprise has submitted AP Declaration AP Declaration payment in process 	\$AP Amount
Paid	 Enterprise has submitted AP Declaration AP Disbursement paid 	\$AP Amount
Not Applicable	Trainee is not eligible for AP Funding	
Cancelled	Enrolment or AP Declaration has been cancelled prior to any payment	
Pending Recovery	Recovery of AP Funding initiated	\$Recovery Amount
Recovered	AP Funding successfully recovered	\$Recovery Amount

absentee payroll notification



Enterprises will receive the following email notifications from EPJS regarding Absentee Payroll Funding:

- 1. When trainees have been successfully enrolled in a course by the Training Partner
- 2. When an Absentee Payroll Declaration is ready for Enterprises' action in EPJS
- 3. When an Absentee Payroll Funding has been cancelled

FAQ



Frequently Asked Questions on Absentee Payroll Funding

General Questions on Absentee Payroll

Q: What is Absentee Payroll (AP) Funding?

A: Absentee Payroll (AP) Funding is a grant to help employers defray the manpower costs incurred when they send their employees for certifiable skills training. AP is funded based on the actual number of hours attended by the trainee.

For training outside working hours, AP Funding will be given to the employers to defray the overtime pay that was paid to their employees. Hence to qualify for AP Funding, employers will have to pay their employees overtime pay in accordance with their Human Resource (HR) policy.

Note: AP Funding is not applicable to on-the-job training (OJT) hours.

Q: How do Enterprises apply for AP Funding in Enterprise Portal for Jobs & Skills?

A: For courses with course run start date on or after 1 November 2020, Enterprises will not need to apply for AP Funding. The Training Partner will enroll trainee(s) in Training Partners Gateway (TPGateway) on behalf of Enterprises. Following this, Enterprises will be notified to submit AP Declaration in Enterprise Portal for Jobs & Skills (EPJS) for eligible trainee(s).

General Questions on Absentee Payroll

Q: What are the funding rates for employer-sponsored training?

A: The table below summarises the prevailing AP Funding rates:

Course Start Date	Normal Funding Rates	Funding Rates for SMEs (with effect from 1 July 2012)	Funding Rates under the Workfare Skills Support (WSS) Scheme (with effect from 1 July 2023)	
Before 1 January 2022	80% of hourly basic salary (capped at\$4.50 per trainee-hour)	80% of hourly basic salary (capped at\$7.50 per trainee-hour)	95% of hourly basic salary, capped at \$13 per hour.	
On or after 1 January 2022	\$4.50 per hour, capped at \$100,0	00 per enterprise per calendar year	(Only applicable for Singapore citizens aged 30 years & above, with salary up to \$2,500)	



Questions on Eligibility Criteria

Q: What courses/training is eligible for AP Funding?

A: When Training Partner submit trainee enrolment in TPGateway, there will be an eligibility check for AP Funding.

Q: Is my company eligible for AP Funding? Are all employees eligible for AP Funding?

A: In order to be eligible for AP Funding, the applicant company must meet the following criteria:

- ✓ Company must be registered or incorporated in Singapore;
- ✓ Trainees must be fully sponsored by their employer for supportable cost components (such as course fees) incurred on the training course;
- Trainees must:
 - be full-time or permanent part-time employees of the sponsoring company;
 - continue to receive their salary when they attend training;
 - have sat for and passed the examinations/ assessments where applicable; and
 - complete the course whilst under employment of the sponsoring company.
- ✓ Trainees must be paid overtime pay in accordance with the employer's Human Resource (HR) policy (for training outside working hours);
- ✓ Non-business entities not registered with ACRA, such as VWOs and societies, as well as sole proprietorships, are also eligible if they meet all the above criteria.

Note:

With effect from 1 April 2009, government entities are not eligible for AP Funding.

This includes private entities held under a government agency whose expenditure on manpower is partially government funded.





Questions on Eligibility Criteria

Q: How is an enterprise defined for the \$100,000 AP cap per enterprise per calendar year (for courses starting on or after 1 **January 2022)?**

A: The enterprise-level cap will be implemented based on per unique entity number (UEN).

Q: Can the same employee be eligible for AP Funding for different courses?

A: Yes, as long as the employee received a salary from the employer while attending training and the courses do not overlap.

Q: Can an employee enjoy AP Funding if she/he has previously received AP Funding for the same course (e.g. sent for the same course by a different employer)?

A: Employees cannot receive AP Funding for the same course by the same TP, even if they switch employer. This is against the double funding policy. If the course is a refresher course, then the employee is eligible for AP.

Q: Do I have to pay my staff overtime pay to be eligible for AP Funding? Instead, can I give them time off to make up for training after working hours?

A: To be eligible for AP Funding for training outside working hours, you must have in place a Human Resource (HR) policy which provides for the payment of overtime pay* to employees for these training hours and pay your employees overtime pay for these hours, in accordance with the HR policy. AP Funding is given to you to defray the overtime pay paid to your employees.

* Allowance, stipulated by MOM, to be paid to employees for training conducted outside working hours, can be considered in lieu of overtime pay. The amount of allowance to be paid to the employees must be in accordance with the rate(s) set out in the MOM's website (https://www.mom.gov.sg/fag/salary/if-i-have-to-attend-training-outside-normal-working-hours-can-i-be-paid-for-it).

Questions on Absentee Payroll Declaration

Q: How soon after submitting the AP Declaration will I receive Absentee Payroll disbursements?

A: For AP Declaration submitted in EPJS, and for courses with Course Run Start Date of 1 November 2020 onwards, you will receive AP disbursements within 2 and a half weeks.

Q: Why are the details of some trainees available in the Declaration page for inputs while the details of other trainees are not?

A: Trainees that are not eligible for Absentee Payroll for that course run will appear but you will not be able to include or submit an Absentee Payroll declaration for those trainees. You can only select records of trainees who are eligible for Absentee Payroll funding to submit a declaration. Funding is eligible for Singaporeans, Permanent Residents of Singapore and Long Term Visit Pass Plus (LTVP+) holders only.

Q: For courses starting on or after 1 January 2022, AP funding is at a flat rate of \$4.50 per hour, capped at \$100,000 per enterprise per calendar year. Do I still need to submit the monthly salary and hours worked per week as part of the AP Declaration?

A: These details are required if the course attended started before 1 January 2022 OR the trainee is eligible for Absentee Payroll under Workfare Skills Support Scheme. Otherwise, input of these details is optional.

Q: Can I view details of previously submitted AP Declaration?

A: Yes, you can click on the Course Title of previously submitted AP Declaration to view submitted information.

Q: How do I search for previous AP Declaration?

A: In your dashboard, enter your search criteria into the search bar. You may search by Course Title and Course Reference Number.

Questions on Absentee Payroll Declaration

Q: I miscalculated the monthly salary, how do I fix this?

A: Please contact SSG via the service portal at https://service-portal.skillsfuture.gov.sg.

Q: I disagree with some information that was pre-populated, how can I fix this?

A: Please contact SSG via the service portal at https://service-portal.skillsfuture.gov.sg.

Q: Can I edit submitted/approved AP Declaration?

A: No, once your AP Declaration has been submitted, you will not be able to edit the Declaration. For any amendments, please contact SSG via the service portal at https://service-portal.skillsfuture.gov.sg.

Q: When do I have to submit the AP Declaration by?

A: You will be notified via email when your AP declaration is ready for your action. The AP declaration is dependent upon 1) Training Partner submitting information in Training Partners Gateway and 2) successful completion of eligibility and disbursement checks (i.e. assessment requirements are met, etc.). You will have 150 days from course end date to submit your AP declaration for trainees that attended that course.

Q: Where can I get a breakdown of disbursement received from SkillsFuture Singapore?

A: From the "Completed" tab of the AP Funding page, you will be able to view the list of paid Absentee Payroll claims. Expand the "Course Title" to view the corresponding disbursement dates. Manually sum the Absentee Payroll funding amount for the claims with the disbursement date stated in the bank statement to tally the total disbursed amount. The disbursement date should tally with the date that your Enterprise will receive the disbursement.

contact



Contact Us

Tel: 6785 5785 Service portal at https://service-portal.skillsfuture.gov.sg

- Our **Operating Hours** Monday to Friday, 8.30am 5.30pm
- Saturdays, 8.30am 1.00pm
- Closed on Sunday and Public Holiday