ABSENTEE PAYROLL CLAIM ONBOARDING GUIDE

FOR ENTERPRISES

SKILLSFuture SG Workforce Singapore

Last updated December 2022

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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 EJPS.

Action Required by Your Organisation's Corppass Administrator:

1. Select 'SSG-WSG E-SERVICES' under Digital Services on the Corppass portal https://www.enterprisejobskills.gov.sg/digital-services.html

2. Assign **EPJS ENTERPRISE USER** to at least one required user within the organisation. Assigned user(s) will be able to submit AP Declaration. This role should be assigned to the employee who manages the transactions with SSG and WSG.

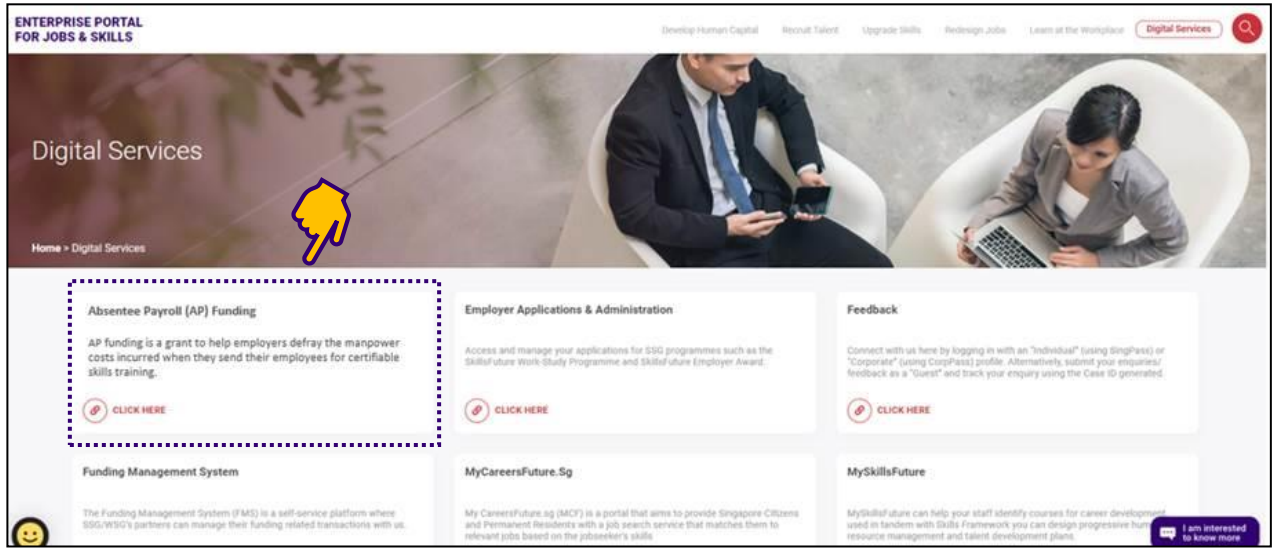
For More Information on Corppass:

- **Website:** www.corppass.gov.sg
- **Corppass Helpdesk**: (65) 6335 3530
  Monday to Friday: 8am - 8pm
  Saturday: 8am - 2pm
  Closed on Sunday and Public Holiday
- **Email:** support@corppass.gov.sg

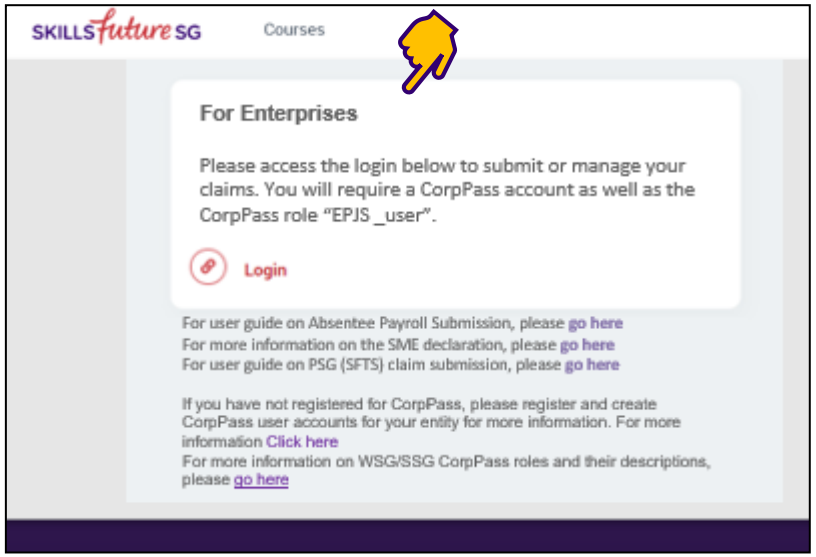
logging in to EPJS

1 **Go to** https://www.enterprisejobskills.gov.sg/digital-services.html **Enterprise Portal for Jobs and Skills**

2 **Under Digital Services, select Absentee Payroll (AP) Funding**



3 **In the Pre-Login page, select For Enterprises**



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

paynow

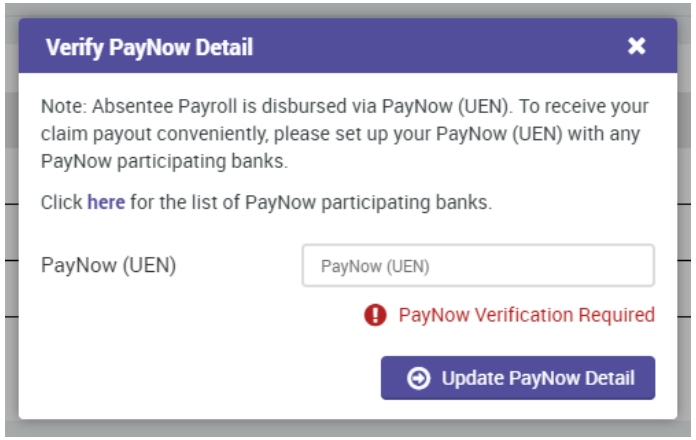
for enterprises

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.



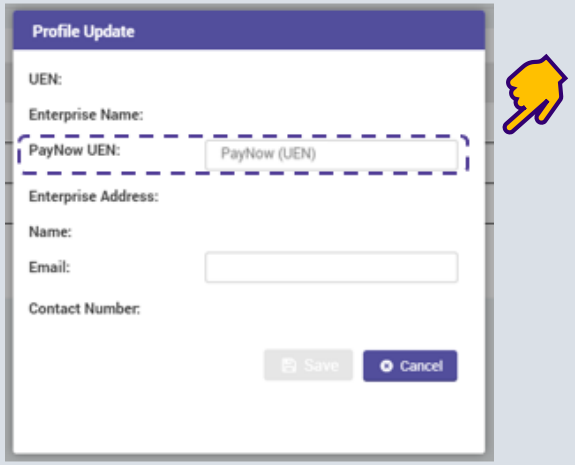
For more information on PayNow, please visit https://www.abs.org.sg/consumer-banking/pay-now
Alternatively, contact your local bank on how to link your corporate account to PayNow

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 profile icon at the top right hand corner.
2. Update PayNow UEN details and save.



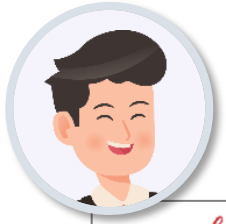
Please note the screens are for illustrative purposes and are subject to changes

dashboard

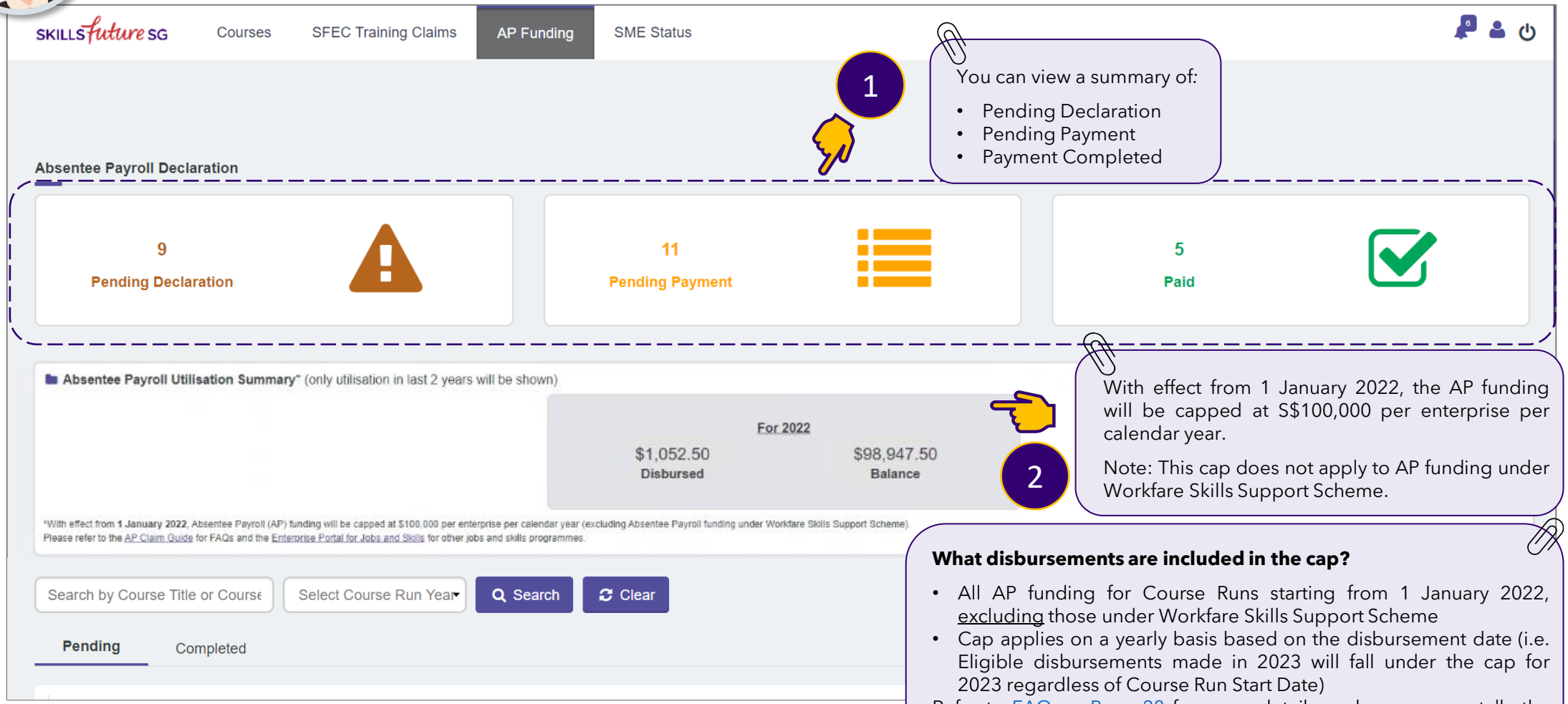
for absentee payroll

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).

enterprise dashboard



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**.



You can view a summary of:

- Pending Declaration
- Pending Payment
- Payment Completed

With effect from 1 January 2022, the AP funding will be capped at S$100,000 per enterprise per calendar year.

Note: This cap does not apply to AP funding under Workfare Skills Support Scheme.

What disbursements are included in the cap?

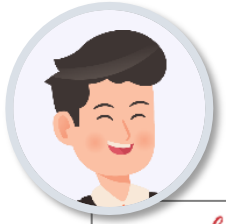
- All AP funding for Course Runs starting from 1 January 2022, excluding those under Workfare Skills Support Scheme
- Cap applies on a yearly basis based on the disbursement date (i.e. Eligible disbursements made in 2023 will fall under the cap for 2023 regardless of Course Run Start Date)

Refer to FAQ on Page 28 for more details on how you can tally the disbursement received in the calendar year

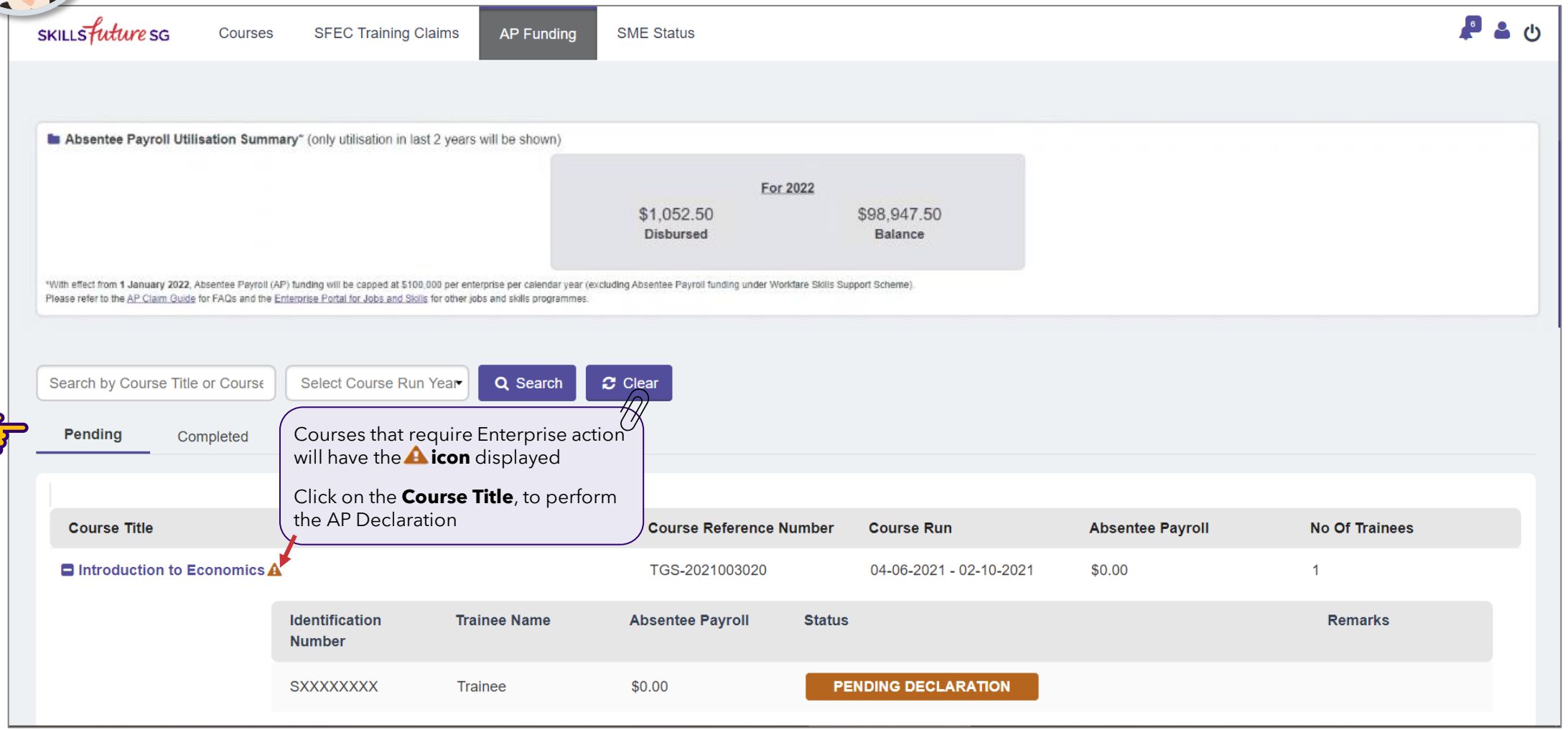
*Utilisation summary is the sum of paid grants, excluding any amounts recovered. For example, the paid sum will be $40 if a grant amount of $20 was recovered from the original paid sum of $60.

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

enterprise dashboard



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



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

enterprise dashboard

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

SKILLSFuture SG | Courses | SFEC Training Claims | AP Funding | SME Status

Absentee Payroll Utilisation Summary* (only utilisation in last 2 years will be shown)

For 2022

$1,052.50 **Disbursed**

$98,947.50 **Balance**

*With effect from **1 January 2022**, Absentee Payroll (AP) funding will be capped at $100,000 per enterprise per calendar year (excluding Absentee Payroll funding under Workfare Skills Support Scheme).
Please refer to the AP Claim Guide for FAQs and the Enterprise Portal for Jobs and Skills for other jobs and skills programmes.

Search by Course Title or Course | Select Course Run Year | Search | Clear

Pending | **Completed**

Course Title	Course Reference Number	Course Run	Absentee Payroll	No Of Trainees
Introduction to Finance	TGS-2020000622	17-07-2020 - 17-07-2020	$20.00	1

Identification Number	Trainee Name	Absentee Payroll	Status	Disbursement Date	Remarks
SXXXXXXXX	Trainee	$20.00	PAID	11-08-2020	

- Only Course Runs with **Paid** or **Not Applicable status** will appear in the **Completed** section.
- Course Runs that are **Processing** will be under the **Pending** section

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

enterprise dashboard

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

SKILLSFuture SG | Courses | SFEC Training Claims | AP Funding | SME Status

Absentee Payroll Utilisation Summary* (only utilisation in last 2 years will be shown)

For 2022

$1,052.50 **Disbursed**

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Identification Number	Trainee Name	Absentee Payroll	Status	Disbursement Date	Remarks
SXXXXXXXX	Trainee	$20.00	PAID	11-08-2020	

- 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
- Expand the "Course Title" to view the disbursement date

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

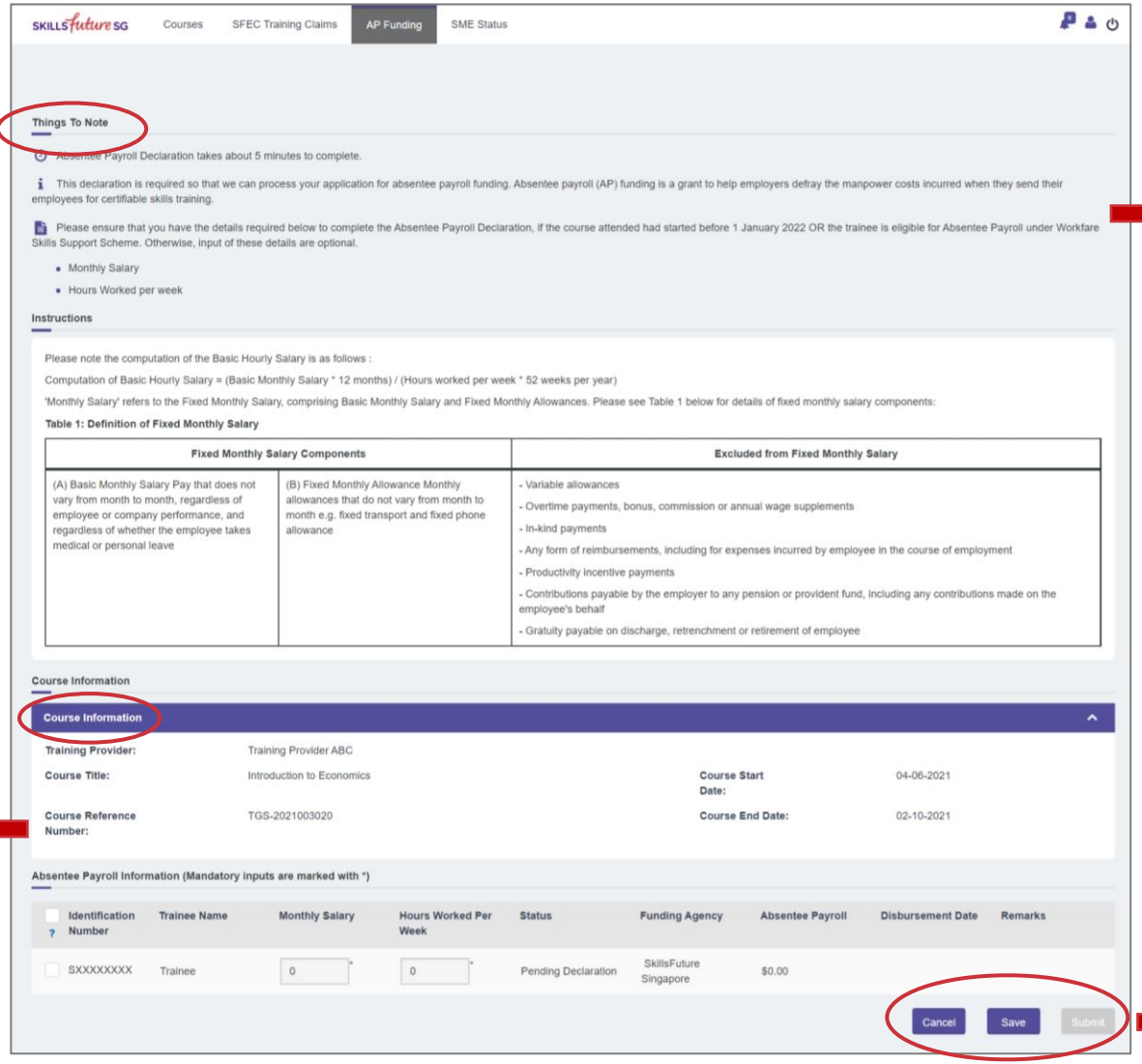
declaration

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

*In the **Course Information** and **Absentee Payroll Information** sections, you will be able to:*

- View course information
- Enter Monthly Salary and Hours Worked per week for eligible employees, where required.

- **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.

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

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**

Course Information

Course Information

Training Provider:	Training Provider ABC		
Course Title:	Introduction to Economics	**Course Start Date:**	04-06-2021
Course Reference Number:	TGS-2021003020	**Course End Date:**	02-10-2021

Absentee Payroll Information (Mandatory inputs are marked with *)

Identification Number	Trainee Name	Monthly Salary	Hours Worked Per Week	Status	Funding Agency	Absentee Payroll	Disbursement Date	Remarks
SXXXXXXXX	Trainee	0 *	0 *	Pending Declaration	SkillsFuture Singapore	$0.00		

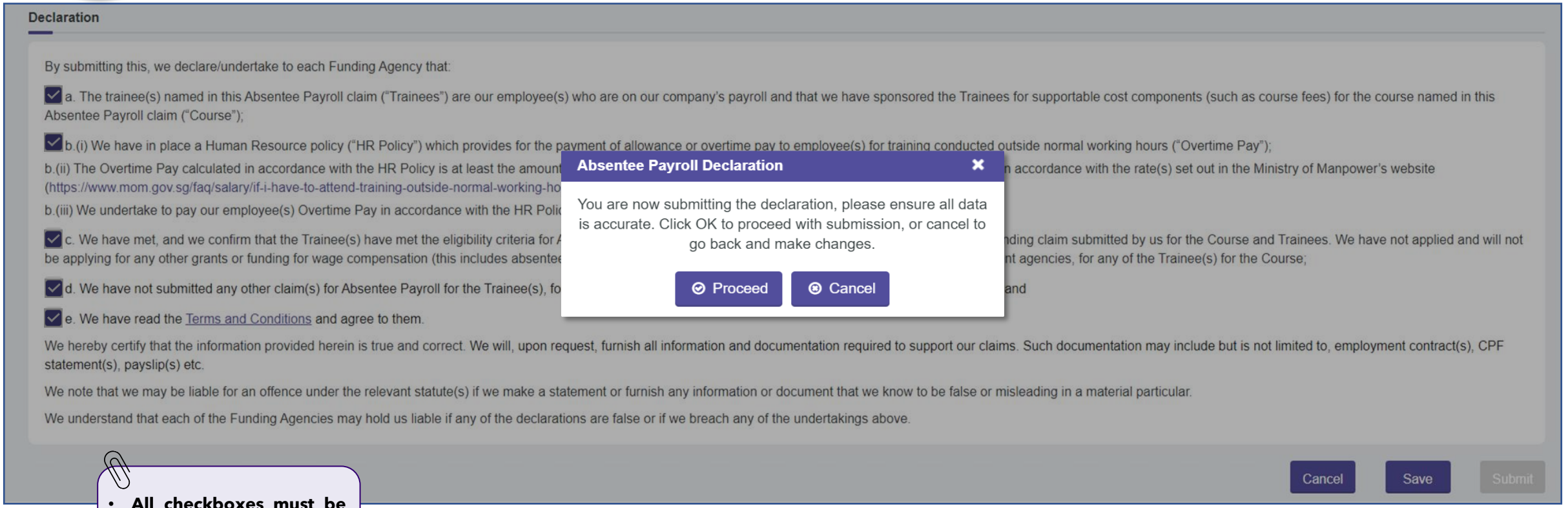
Cancel | Save | Submit

- Trainee details are **not editable by default.**
- **Select** the checkbox of the trainee(s) to **include** and **provide** information for **Declaration**.
- **Monthly salary** and **hours worked per week** 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.

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

ap declaration page

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



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

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

other information

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

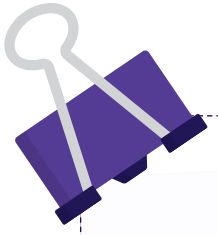
- AP Status Definition
- AP Notification

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

frequently asked questions

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.

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).

frequently asked questions

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 2020)	Funding Rates for Enhanced Training Support Package (ETSP) (1 Jan 2021 to 31 Dec 2021)
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 (Only applicable for Singapore citizens aged 35 years & above, with salary up to $2,300)	**80%** of hourly basic salary (capped at **$7.50** per trainee-hour [Approved Supportable Duration])
On or after 1 January 2022	**$4.50** per hour, capped at **$100,000** per enterprise per calendar year			Not applicable.

frequently asked questions

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 achieved at least 75% attendance;
  - 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.

frequently asked questions

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 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 pay your employee overtime pay for these training hours, in accordance with your company's Human Resource policy. AP Funding is given to you to defray the overtime pay paid to your employees.

frequently asked questions

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.

frequently asked questions

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. attendance, 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