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.

Action Required by Your Organisation's Corppass Administrator:

1. Login to Corppass website at www.corppass.gov.sg.

2. Select 'SSG-WSG E-SERVICES' under "SKILLSFUTURE SINGAPORE AGENCY"

3. Assign at least one user 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.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 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**
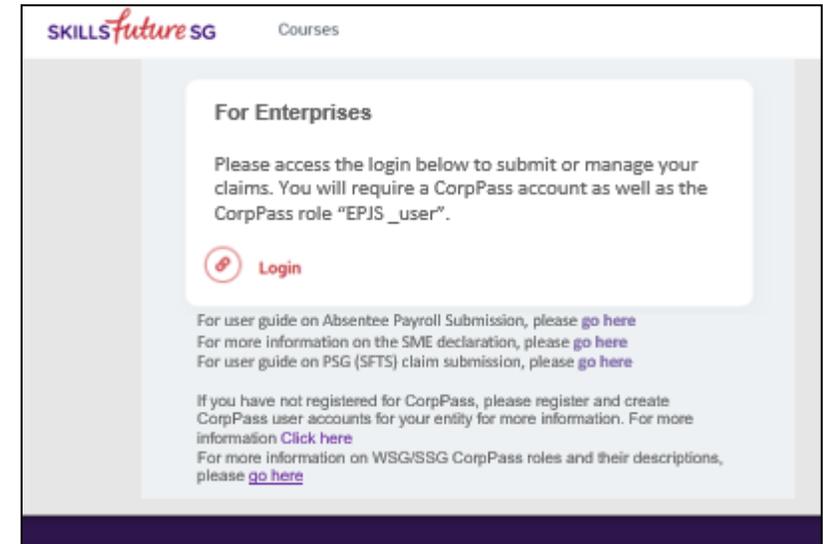
All Digital Services

Service Name	Description
Absentee Payroll (AP) Funding ⬈	AP funding is a grant to help employers defray the manpower cost incurred when they send their employees for certifiable skills training.

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

SKILLS*future* SG   Courses

For Enterprises

Please access the login below to submit or manage your claims. You will require a CorpPass account as well as the CorpPass role "EPJS _user".

🔑 Login

For user guide on Absentee Payroll Submission, please go here
For more information on the SME declaration, please go here
For user guide on PSG (SFTS) claim submission, please go here

If you have not registered for CorpPass, please register and create CorpPass user accounts for your entity for more information. For more information Click here
For more information on WSG/SSG CorpPass roles and their descriptions, please go here

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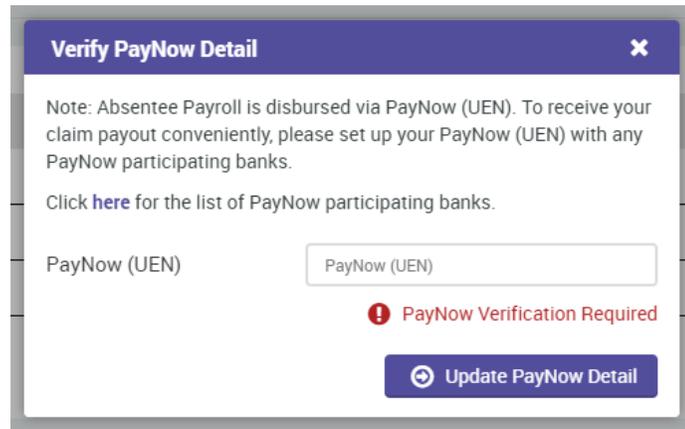
paynow

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.

Verify PayNow Detail ✕

Note: Absentee Payroll is disbursed via PayNow (UEN). To receive your claim payout conveniently, please set up your PayNow (UEN) with any PayNow participating banks.

Click here for the list of PayNow participating banks.

PayNow (UEN) | PayNow (UEN) |

❗ PayNow Verification Required

⊕ Update PayNow Detail

⚠️ 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.
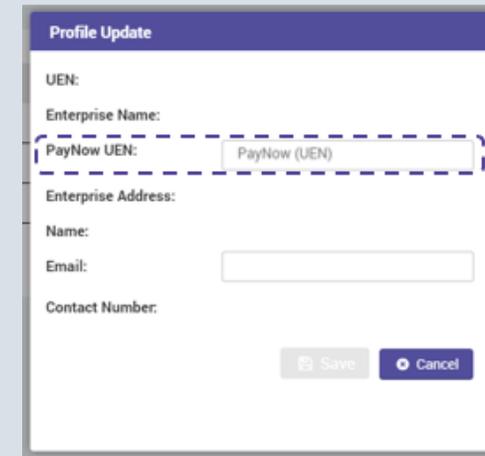
Profile Update

UEN:

Enterprise Name:

PayNow UEN: | PayNow (UEN) |

Enterprise Address:

Name:

Email: |

Contact Number:

💾 Save   ⊘ Cancel

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). In-flight AP transactions that are being processed or pending SSG's further verification will also be considered in determining whether the annual cap has been exceeded.

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).

enterprise dashboard

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

- 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.

SKILLS*future* 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**

• 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

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	

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declaration

for absentee payroll

AP Declaration -
Important Information for Submission

ap 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.

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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 Reference Number:	TGS-2021003020

Course Start Date:	04-06-2021
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.

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") w̶~~...~~ ~~...~~ployee(s) for training conducted outside normal working hours ("Overtime Pay");

b.(ii) The Overtime Pay calculated in accordance with the HR Policy ~~...~~ normal working hours calculated in accordance with the rate(s) set out in the Ministry of Manpower's website (https://www.mom.gov.sg/~~...~~s-can-i-be-paid-for-it); and

b.(iii) We undertake to pay our employee(s) Overtime Pay in accord~~...~~ ~~...~~ing hours;

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.

⊘ Proceed   ⊙ Cancel

☑ c. We have met, and we confirm that the Trainee(s) have met th~~...~~ ~~...~~is is the only Absentee Payroll funding claim submitted by us for the Course and Trainees. We have not applied and will not be applying ~~for any other grants or funding for wage compensation~~ (this includes absentee payroll funding, salary support and training allowance) from other government agencies, for any of the Trainee(s) for the Course; If the trainee attends multiple concurrent courses, with funding for wage compensation, during the same period, the Absentee Payroll funding disbursed to the company may be adjusted accordingly such that no more than one funding for wage compensation is disbursed for a single period of time.

☑ 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 Terms and Conditions 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

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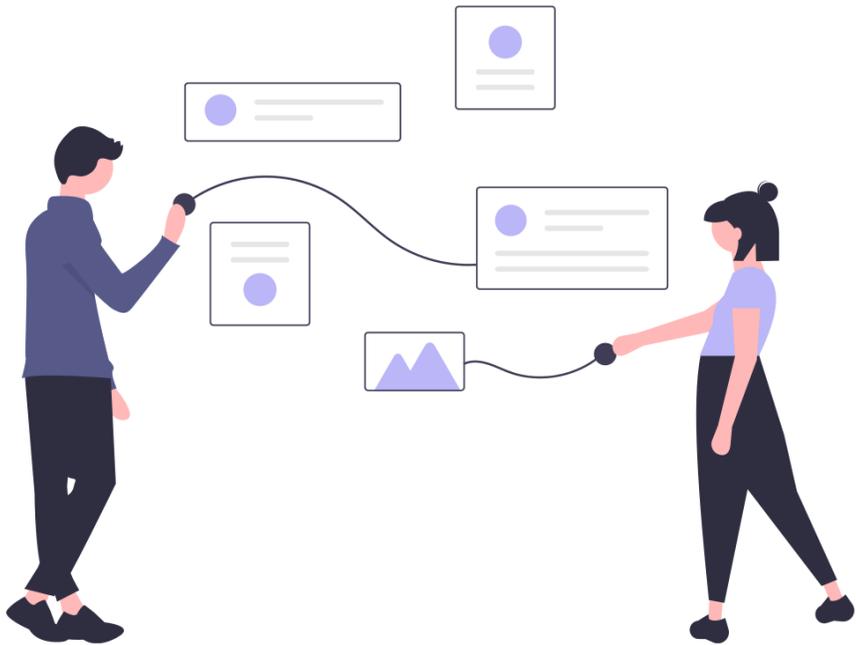
other information

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. 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).

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 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. (Only applicable for Singapore citizens aged 30 years & above, with salary up to $2,500)
On or after 1 January 2022	**$4.50** per hour, capped at **$100,000** per enterprise per calendar year		

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 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 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/faq/salary/if-i-have-to-attend-training-outside-normal-working-hours-can-i-be-paid-for-it).

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. 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