

# Alberta Jobs Now Program

## Three-month payment checklist

### Overview

Payments will be processed on a first-come, first-served basis. Incomplete information will delay processing.

Employers receive 50% of the subsidy once the new hires are approved and have worked for three months. The other 50% is paid after the new hire has completed 52 weeks of employment.

### Three-month payment

The paystubs submitted at this stage will verify the new hire is still employed with the applicant organization and will confirm what amount the new hires are being paid.

Once the new hires' pay information has been submitted, the payment will be calculated and the first half will be issued. The total grant amount approved cannot exceed the amount approved on the employer application.

If the new hire is found ineligible, Alberta Jobs Now Program funding will not be provided and the employer will be responsible for all costs incurred for the time the new hire has been in their employ.

### Checklist

**Employers must complete the following at the three-month payment stage:**

- Return to the application, and upload the paystubs for the first three months for all the new hires included in the grant application.
  - Please put all paystubs for each new hire into one document before uploading. (1 document per new hire).
- **Please do not include documentation with Social Insurance Numbers.**
- Information on the paystubs must include:
  - employer's name;
  - name of the new hire;
  - pay period covered by each statement;
  - total number of regular and overtime hours worked;
  - salary/wage rate;
  - earnings paid, showing each component of the earnings separately (e.g. salary/wages, overtime, holiday pay); and
- amount of deductions from earnings and the reason for each deduction.
- If there are codes or acronyms on the pay stubs, please provide an explanation to avoid processing delays.
  - amount of deductions from earnings and the reason for each deduction.
  - If there are codes or acronyms on the pay stubs, please provide an explanation to avoid processing delays.
- **(Only if the information changed since application):**
  - Update the banking information submitted at the application stage in the portal.

Visit [alberta.ca/jobsnow](http://alberta.ca/jobsnow) for more information.

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