Alberta Jobs Now Program

Completion form 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.

Employer Completion Form

All employers must submit one Employer Completion Form once the first new hire has completed their first 52 weeks of employment.

While only one completion form is needed, employers can return to it and upload paystubs as each new hire completes their first 52 weeks of employment.

- The form must include proof of payment (e.g. copies of paystubs) for new hires.

Payments will be based on the new hire's actual amounts earned up to the maximum amount approved in the employer's application and therefore may not match and cannot exceed the amount paid at the three-month mark.

The Completion Form will ask for details of any training taken during 52 weeks of employment.

There is also a brief employer survey.

The Completion Form must be received no later than 30 days after the last new hire completes their first 52 weeks of employment.

Please do not include documentation with Social Insurance Numbers.

If a new hire is found ineligible, further Alberta Jobs Now program funding will not be provided for that new hire 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 Completion Form stage:

- Return to the Alberta Jobs Now Program Portal, and submit one completion form.
    - Upload the remaining paystubs for the new hires as they complete 52 weeks of employment. This must be completed by 30 days after the last new hire has been employed for 52 weeks.
- Submit the required documentation.
    - 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. 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.
- **(Only if the information changed since application):**
    - Update the banking information submitted at the application stage in the portal.