

Alberta Jobs Now Program

Completion form checklist

Overview

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

Employers receive 50% of the subsidy once a new hire is approved and has worked for three months. The other 50% is paid after the new hire has completed 52 weeks of employment. New businesses and organizations that have incorporated within six months prior to application will receive 25% of funding at three months and 75% at 52 weeks. Employers receiving one grant payment will provide all paystubs at 52 weeks.

Employer Completion Form

All employers should submit one Employer Completion Form once new hires have completed their first 52 weeks of employment.

- There is a brief employer survey.
- The form must include proof of payment (e.g. copies of paystubs) for new hires.
- The form will ask for details of any training taken during 52 weeks of employment.

The Completion Form should 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. Alberta Jobs Now Program does not require this information. If necessary, please redact the social insurance numbers on any submitted documentation.

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 the completion form.
- Upload the remaining paystubs for the new hires as they complete 52 weeks of employment. Submit the required documentation.
 - Paystubs must include:
 - employer's name (must match employer applicant);
 - 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);
 - amount of deductions from earnings and the reason for each deduction; and
 - year to date amounts.
 - 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.

Please refer to the Alberta Jobs Now Program Application Guidelines for full program and eligibility criteria.

Visit alberta.ca/jobsnow for more information.

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