

# 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 a new hire is approved and have 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 not have to submit any pay information at the 3-month mark, and can instead provide all paystubs at 52 weeks.

### Three-month payment

The paystubs submitted at this stage will verify the new hire is still employed with the applicant organization and will confirm the amount they are being paid. Once the new hire's pay information has been submitted and approved, the first payment will be calculated and issued.

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 working for their business/organization.

### Checklist

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

- Return to the application portal 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 (one document per new hire).
- **Please do not include documentation with Social Insurance Numbers (SIN). Alberta Jobs Now Program does not require this information. If necessary, please redact the SINs on any submitted documentation.**
- Information on the 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. salary/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.

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

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

©2022 Government of Alberta | June 2022 | Alberta Labour and Immigration

Canada

Alberta