

Using Payment Summaries as Wage Evidence

When submitting a Claim Application through the Apprenticeships Data Management System (ADMS), you will need to upload evidence of wages paid to the Apprentice during the Claim Period. This resource shows you how to use payment summaries as Wage Evidence for your claim.

Payment summary (from a payroll system)

A payment summary is a single file outlining the date range and the gross wages paid for a whole claim period. Some payment summaries will include a total amount, but others will require the employer to add up the total amount to enter in the claim form.

In ADMS, you will be asked to confirm or enter details about the dates of employment of the Apprentice, and the amount the Apprentice was paid during that time.

Date from	Date to	Amount	Attachment
01 Jan 2022	31 Mar 2022	\$7,385.30	payroll summary jan qtr 2022.pdf
Gross amount recorded		\$7,385.30	

Dates

In most cases, the 'Date from' and 'Date to' should align with the first and last date listed in the payment summary – ideally the first and last day of the Claim Period.

If there was a commencement, cancellation, withdrawal or completion during the period, the 'Date from' and 'Date to' should align to the dates the Apprentice's training was in place.

For example, if the Apprentice commenced their apprenticeship on 21 February 2022, the payment summary dates and gross amount recorded should reflect this, as below.

Date from	Date to
21 Feb 2022	31 Mar 2022

If the Apprentice cancelled their apprenticeship on 25 February 2022, the payment summary dates and gross amount recorded should reflect this.

Date from	Date to
01 Jan 2022	25 Feb 2022

In either case, the Wage Evidence text will prompt you to enter information from the 'Date from' and 'Date to'.

Amount

Record the 'gross amount' for the payment summary. Be careful not to confuse this with the 'net amount'.

Gross Amount Recorded

The 'Gross amount recorded' will be used to determine your BAC or CAC Wage Subsidy entitlements.

Claim Amounts Payable

The 'Claim amounts payable' will be calculated based on the 'Gross amount recorded'. This is the subsidy amount you will receive if you submit your claim. It is not an estimate.

Submission of this Claim Application confirms your acceptance of the amount payable.

Date from	Date to	Amount	Attachment
01 Jan 2022	31 Mar 2022	\$9,741.73	payroll summary jan qtr 2022.pdf
Gross amount recorded		\$9,741.73	

Claim amounts payable

BAC

\$4,870.87

You have recorded the gross amount paid to Angus Hogan between 01 January 2022 and 31 March 2022 as **\$9,741.73**

Support

For assistance with completing Claim Applications or submitting Wage Evidence in ADMS, contact **1800 719 706**.

For assistance with ADMS, contact the National Customer Service Line (NCSL) on **1800 020 108**.

For feedback on this Knowledge Article, contact ADMSEngagement@dese.gov.au.