

Using Payslips 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 payslips as Wage Evidence for your claim.

Individual payslips

Weekly, fortnightly or monthly payslips can be used as Wage Evidence when completing your claim. You will need to enter the date range and amount for each payslip pay period – even those that include dates outside of the Claim Period.

ADMS will add up all the amounts you declare to populate the ‘Gross amount recorded’ field in the claim form. ADMS will automatically exclude dates outside of the Claim Period when calculating your payment amount.

Date from	Date to	Amount	Attachment
27 Dec 2021	09 Jan 2022	\$241.80	Payslip Fortnight ending 09 January 2022.pdf
10 Jan 2022	23 Jan 2022	\$706.80	Payslip Fortnight ending 23 January 2022.pdf
24 Jan 2022	06 Feb 2022	\$943.95	Payslip Fortnight ending 06 Feb 2022.pdf
07 Feb 2022	20 Feb 2022	\$751.63	Payslip Fortnight ending 20 Feb 2022.pdf
21 Feb 2022	06 Mar 2022	\$457.19	Payslip Fortnight ending 06 March 2022.pdf
07 Mar 2022	20 Mar 2022	\$732.92	Payslip Fortnight ending 20 March 2022.pdf
21 Mar 2022	03 Apr 2022	\$562.48	Payslip Fortnight ending 03 April 2022.pdf
Gross amount recorded		\$4,396.77	

Dates

The 'Date from' and 'Date to' should align with the first and last date listed in the payslip.

The earliest 'Date from' and latest 'Date to' are likely to extend beyond the Claim Period when payslips are provided as Wage Evidence.

ADMS will perform the calculations required to exclude dates outside of the Claim Period when calculating your payment amount.

Amount

Record the 'gross amount' for each respective payslip. Be careful not to confuse this with the 'net amount'.

Gross Amount Recorded

The 'Gross amount recorded' will be calculated based on the individual gross amounts recorded for each payslip. This amount is 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' (excluding dates outside of the Claim Period). This is the subsidy amount you will receive if you submit your claim. It is not an estimate.

Submission of this claim 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.