

Grant Administration

- SCALA submits your salary support grant claims to WSG **upon completion**, or when the individual **drops out**, of the program
- Employers are to inform SCALA immediately if a participant drops out of the program and submit all necessary documentation for salary support processing without waiting until the official program end date. If the employer fails to do so, their grant eligibility may lapse if they submit late because of the 6-month eligibility requirement.
- SCALA submits grant claims **every quarter**, i.e., for the periods
- 1 Jan – 31 Mar/ 1 Apr - 30 Jun/ 1 Jul - 30 Sep/ 1 Oct - 31 Dec
- Submission month for each of these quarters are May / Aug / Nov / Feb respectively
- Once your employee **completes** the CCP, SCALA will send an email on **15th of the following month** and request the following documents from you:
 - CPF statement for all months of the claim period
 - Salary slips for all months of the claim period
 - Duly completed & signed OJT logbook (signed by both trainee and supervisor)
 - Other supporting documents e.g. - Increment letter, resignation letter, etc.
- SCALA will then verify all submissions and put up your claim to WSG by the submission period outlined above.
- Your claims submission to SCALA **cannot be more than 6 months** from the end of your programme or the date of resignation/termination.
- Upon submission, WSG will take about 4-6 weeks to check all submissions.
- If there are no clarification issues, WSG will approve your submission and will send the grant to SCALA within another 4 weeks
- SCALA will make the payment to your company account within 7 working days
- Hence, total expected time taken AFTER the submission of your claim to WSG (and not to SCALA) to receive your salary support grant is about 3 months

PAYSLIP REQUIREMENTS FOR CCP

1. [Under MOM guidelines effective since 1 April 2016](#), all employers must issue **itemized payslips** to employees covered by the Employment Act. This requirement applies to all CCP participating companies and must be reflected in the supporting documents submitted for salary support claims.

Itemized payslips required for CCP salary support claims

2. All payslips submitted as supporting documents for CCP salary support claims must be itemized in accordance with MOM requirements. Payslips must include the following mandatory information, unless an item is not applicable:
 - a. Full name of employer and employee
 - b. Date of payment (or dates, if the pay slips consolidates multiple payments)
 - c. Basic salary details (including hourly/daily/piece-rated rates for relevant workers)
 - d. All allowances (fixed and ad-hoc, e.g. transport and one-off uniform allowance respectively)
 - e. Additional payments (bonuses, rest day pay, public holiday pay, etc.)
 - f. All deductions (fixed and adhoc, e.g. CPF contributions, no-pay leave deductions)
 - g. Overtime hours worked and pay
 - h. Start and end date of overtime payment period
 - i. Net Salary
3. Please go to the link <https://www.mom.gov.sg/employment-practices/salary/itemised-payslips> to find more templates, tools, workshops and advisory services.

(please see below for example payslip)

Itemised Pay Slip

Name of Employer

Name of Employee

Item	Amount	
Basic Pay		(A)
Total Allowances <i>(Breakdown shown below)</i>		(B)
Gross Pay (A + B)		(C)
Total Deductions <i>(Breakdown shown below)</i>		(D)
Employee's CPF Deduction		

For the period:

_____ — _____
DDMMYY DDMMYY

Date of Payment

Mode of Payment

Cash / Cheque / Bank Deposit

Overtime Details		
Overtime Payment Period(s)		
Overtime Hours Worked		
Total Overtime Pay		(E)
Item	Amount	
Other Additional Payments <i>(Breakdown shown below)</i>		(F)
Net Pay (C-D+E+F)		
Employer's CPF Contribution		

Itemised Pay Slip

Name of Employer

ABC PTE LTD

Name of Employee

Tan Ah Kow

Item	Amount	
Basic Pay	\$2,000	(A)
Total Allowances <i>(Breakdown shown below)</i>	\$500	(B)
Transport	\$300	
Uniform	\$200	
Gross Pay (A + B)	\$2,500	(C)
Total Deductions <i>(Breakdown shown below)</i>	\$1,315	(D)
Employee's CPF Deduction	\$1,115	
Advanced Loan	\$200	

For the period:

01/09/2025

DDMMYY

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30/09/2025

DDMMYY

Date of Payment

04/09/2025

Mode of Payment

~~Cash / Cheque / Bank Deposit~~

Overtime Details		
Overtime Payment Period(s)	01/09/2025 to 30/09/2025	
Overtime Hours Worked	5	
Total Overtime Pay	\$78.70	(E)
Item	Amount	
Other Additional Payments <i>(Breakdown shown below)</i>	\$3,000	(F)
Annual Bonus	\$3,000	
Net Pay (C-D+E+F)	\$4,263.70	
Employer's CPF Contribution	\$949	