

Salary Support Documents Submission Guide

To ensure the successful submission of salary support claims for your trainee(s), please ensure that all required documents are submitted as per the following guidelines. WSG requires that all related documents to be **merged in PDF format only** (Please see attached guide) and ensure that the documentation for each trainee is submitted separately.

1. **Payslips** – For all relevant months, must be paid in full, clearly indicate any salary changes (e.g. increment, no-pay leave). Trainee’s salaries for the relevant month’s training period must be paid in full before claiming for salary support.
2. **Employers CPF Contribution for the relevant OJT months**
3. **OJT Logbook** – Must cover the full training period (including Saturdays, if applicable).
 - Include **detailed weekly tasks** as per the blueprint.
 - Ensure it is signed by **both the trainee and supervisor**.
 - Gaps in dates or missing signatures will result in **pro-rated claims without prior notice by SCALA/WSG/SSG**.
 - Mention sick or annual leave in the 'Remarks' section else will be considered as gaps in dates.
 - Company must retain the proof of work or relevant evidence of activities completed as outlined in this OJT logbook for at least 5 years from the date of final disbursement to the company under this CCP.
 - Companies must be able to submit the proof of work or relevant evidence upon request, as part of the Terms and Conditions for the CCP. Failure to do so could be considered a breach of the Terms and Conditions.
 - Examples of proof of work include but are not limited to: Work outputs/ deliverables produced by the trainee (reports, presentations, analyses, designs), digital portfolios of work samples produced by the trainee, photos of CCP trainee at work (with the date and time or time stamp for the photo taken, and location of the event), signed-off Timesheets, attendance record of training, emails or WhatsApp chats as supporting documentations that lead to approval of work or clearance of the draft work.
 - **Failure to meet the requirements** may affect the CCP salary support grants made to your company. Such grants **may be subject to clawback from WSG and/or SCALA** if the requirements have not been complied with.
4. **Official Letters** – For salary adjustments, fixed allowances, etc., if not already covered in the LOA.
 - Upload these under "Any other document."

Submission Timeline Overview:

For participant/s completing their OJT, please submit completed documents to SCALA by the **15th of the following month** to ensure smooth processing.

Kindly take note that SCALA submits grant claims ONE BATCH PER QUARTER to WSG. It normally takes 6 months to receive your claims. Once we disburse the salary support funds we will notify you by email.

Important Notes:

- **SCALA cannot be held responsible for late or incomplete submissions.**
- **Maintain your bank account that you registered with us until full disbursement.**

Upon successful submission, you will receive an email confirmation from SCALA.

If you have any questions or require any assistance, feel free to contact us at 6417 2475 / admin@scala.com.sg.

Thank you,
SCALA Admin

CONFIDENTIALITY CAUTION: This message is intended only for the use of the individual or entity to whom it is addressed and is privileged and confidential. If you are not the intended recipient, please notify us immediately by return e-mail, delete this message and you should not disseminate, distribute or copy any information contained herein.