

CHANGES TO ELIGIBILITY CRITERIA FOR ABSENTEE PAYROLL (AP) FUNDING FOR TRAINING OUTSIDE WORKING HOURS

As part of SSG's continuous efforts to simplify and streamline processes for employers, SSG will remove the requirement for employers to make a mandatory top-up for Absentee Payroll (AP) funding for training outside working hours. This applies to AP funding applications submitted to SSG on or after 1 Mar 2020. To qualify for AP funding, employers will have to pay their employees overtime pay in accordance with their Human Resource (HR) policy. AP funding for training outside working hours will be given to the employers to defray the overtime pay that was paid to their employees.

Should you require any clarification, please contact us at 6785 5785 or our feedback portal at <https://portal.ssg-wsg.gov.sg/feedback>.

Frequently Asked Questions

- 1. I have enrolled my employee for a course that commences after 1 Mar 2020 and submitted my application for Absentee Payroll (AP) funding to SSG before 1 Mar 2020. Will I be subjected to the changes?**

No, the changes are only applicable to AP funding applications submitted to SSG on or after 1 Mar 2020.

For AP funding applications submitted to SSG on or after 1 Mar 2020, you are no longer required to pass the absentee payroll (AP) funding and make a mandatory top-up to your employee for training outside working hours. AP funding is given to you to defray the overtime pay paid to your employees. However, to be eligible for AP funding for training outside working hours, you must pay your employee overtime pay in accordance with your company's Human Resource (HR) policy. In your application for AP funding, you are required to declare that you will pay your employee overtime pay for training outside working hours in accordance with your company's Human Resource policy. You are also required to furnish documentation to support the declaration upon SSG's request.

- 2. My employee is midway through the course. How will the changes affect me?**

If you have submitted your application for Absentee Payroll (AP) funding to SSG before 1 Mar 2020, you will not be affected by the changes. The changes are only applicable to AP funding applications submitted to SSG on or after 1 Mar 2020.