

COMPLETING A REIMBURSEMENT CLAIM FORM

INTRODUCTION

A Reimbursement Claim Form must be submitted before Coal LSL can release payment for an employee's long service leave entitlement.

COMPLETING THE FORM

1. ENTER YOUR EMPLOYER AND AUTHORISED OFFICER DETAILS

2. ENTER THE INFORMATION EXACTLY AS PER THE REMITTANCE ADVICE

Please ensure:

- All columns are completed
- The correct amount of decimal places are entered as required by each column in the form, particularly the number of hours column
- Date is in the format dd/mm/yyyy
- The date the employee was paid leave has been included
- You have certified the information entered is correct and payment has been made to all eligible employees listed by ticking the certification box.

HELPFUL HINTS

Where to find information: The majority of information needed to complete a Reimbursement Claim Form can be found on the remittance advice which is provided via email from Coal LSL.

Hourly award/negotiated rate: This refers to the employee's base rate of pay (excluding any incentive based payments or bonuses).

Hourly bonus paid: This refers to any incentive based payments or bonuses that are paid at least once a month.

IMPORTANT

Employees must be paid their entitlement before a reimbursement is requested from Coal LSL.

COMMON ERRORS AND ALERTS

Below are the common errors and prompts which can occur when completing the Reimbursement Claim Form.

ORANGE HIGHLIGHTED BOXES

If the field/s become highlighted in orange, you have not filled in all information required. Review and complete all the highlighted cells.

RED HIGHLIGHTED BOXES

If field/s become highlighted in red, something has been entered incorrectly. Review the information as per the alert.

DATE LEAVE COMMENCED AND DATE PAYMENT MADE TO EMPLOYEE AUTOMATION

If you tab across the fields without correctly completing the date, the form will automatically assume a date. Please ensure you have entered the date correctly.

ALERTS

Alert messages will appear to assist you in completing the form correctly.

SUBMITTING A REIMBURSEMENT FORM

Submit Reimbursement Claim Forms in Microsoft Excel format to claims@coallsl.com.au.

For questions, please call 1300 852 625 between 8.30am to 5pm (AEST) Monday to Friday.

CHECKLIST

INFORMATION INCLUDED IN THE REIMBURSEMENT CLAIM FORM IS THE SAME AS WHAT IS IN THE REMITTANCE ADVICE.

PAYMENTS HAVE BEEN MADE TO THE EMPLOYEE.

EMPLOYER DETAILS AND AUTHORISED OFFICER DETAILS HAVE BEEN COMPLETED.

THE CORRECT AMOUNT OF DECIMAL PLACES ARE ENTERED IN EACH FIELD.

THE DATE THE LEAVE PAYMENT WAS PAID TO THE EMPLOYEE IS INCLUDED.

CERTIFICATION CHECK BOX IS TICKED.

FORM SUBMITTED IN MICROSOFT EXCEL FORMAT TO CLAIMS@COALLSL.COM.AU.