

COMPLETING A CLAIM FOR REIMBURSEMENT

INTRODUCTION

A Claim for Reimbursement 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 CONTACT DETAILS

2. ENTER THE INFORMATION EXACTLY AS PER THE LEAVE APPLICATION CONFIRMATION

Please ensure:

- All columns are completed
- The correct amount of decimal places are entered as required by each column on 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 entered
- You have certified the information entered is correct and payment has been made to all eligible employees listed by dating the request.

HELPFUL HINTS

Where to find information: Most information needed to complete a Claim for Reimbursement can be found on the Leave Application Confirmation which is provided via email from Coal LSL at the time the application was approved.

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 Claim for Reimbursement is requested from Coal LSL.

COMMON ERRORS AND ALERTS

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

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 columns without entering the date completely, the form will automatically assume a date. Please ensure you have entered the date correctly and in its entirety.

ALERTS

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

SUBMIT A CLAIM FOR REIMBURSEMENT

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

For questions, please call 1300 852 625 between 8.30am and 5.00pm (AEST) Monday to Friday.

CHECKLIST

- INFORMATION INCLUDED IN THE CLAIM FOR REIMBURSEMENT IS THE SAME AS WHAT IS ON THE LEAVE APPLICATION CONFIRMATION.
- PAYMENT HAS BEEN MADE TO THE EMPLOYEE.
- EMPLOYER DETAILS AND AUTHORISED CONTACT DETAILS HAVE BEEN COMPLETED.
- THE CORRECT AMOUNT OF DECIMAL PLACES ARE ENTERED IN EACH CORRESPONDING CELL.
- THE DATE THE LEAVE PAYMENT WAS PAID TO THE EMPLOYEE IS INCLUDED.
- THE CERTIFICATION CHECK BOX IS TICKED.
- FORM SUBMITTED IN MICROSOFT EXCEL FORMAT TO CLAIMS@COALLSL.COM.AU