ABSENTEE PAYROLL CLAIM ONBOARDING GUIDE

FOR ENTERPRISES

SKILLSFuture SG Workforce Singapore

Last updated 27 October 2026

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introduction

to Absentee Payroll Funding e-Service



SkillsFuture for Business is the **one-stop portal** for Enterprises to explore information and resources on relevant **jobs and skills initiatives** under SkillsFuture Singapore (SSG) and Workforce Singapore (WSG).

Absentee Payroll (AP) Funding is an e-Service on SkillsFuture for Business to declare information and receive AP disbursements.

absentee payroll

As part of SSG and WSG's commitment to Enterprises, the **AP claim process** has been **streamlined** to enhance the Enterprise user experience!

The Absentee Payroll Claim Process

Enrolment: Training Partner (TP) will submit trainee(s) enrolment on behalf of your Enterprise in Training Partners Gateway*

AP Declaration: Enterprise receives an email to submit AP Declaration with required information including salary and worked hours for the trainee(s); and update PayNow details. Corppass is required to login to the AP Funding e-Service.

AP Disbursement: Enterprise receives AP disbursement(s) via PayNow.



***Important Note**

Please ensure you provide TP with your company's Unique Entity Number (UEN), who is the direct employer of the trainee(s) that also provides salary, statutory benefits, etc. The UEN will be utilised for verification purposes as part of the funding disbursement process.

logging in

to Absentee Payroll Funding e-Service



The Absentee Payroll Funding e-Service found on SkillsFuture for Business is only accessible to users with the **assigned Corppass credentials**.

Enterprises will be notified via email when trainee(s) have been successfully enrolled by Training Partner(s); and receive a separate email to proceed with Absentee Payroll Declaration.

- Setting up Corppass
- Logging in to Absentee Payroll Funding e-Service

setting up corppass

If you are **not** the Corppass Administrator, you will need to approach your organisation's Corppass Administrator for assignment of Corppass to access the e-Service.



Action Required by Your Organisation's Corppass Administrator:

1. Login to Corppass website at www.corppass.gov.sg.
2. Select 'SSG-WSG E-SERVICES' under "SKILLSFUTURE SINGAPORE AGENCY"
3. Assign at least one user to the role **EPJS ENTERPRISE USER**.
4. Assigned user(s) will be able to submit AP Claim. This role should be assigned to the employee who manages the transactions with SSG and WSG.

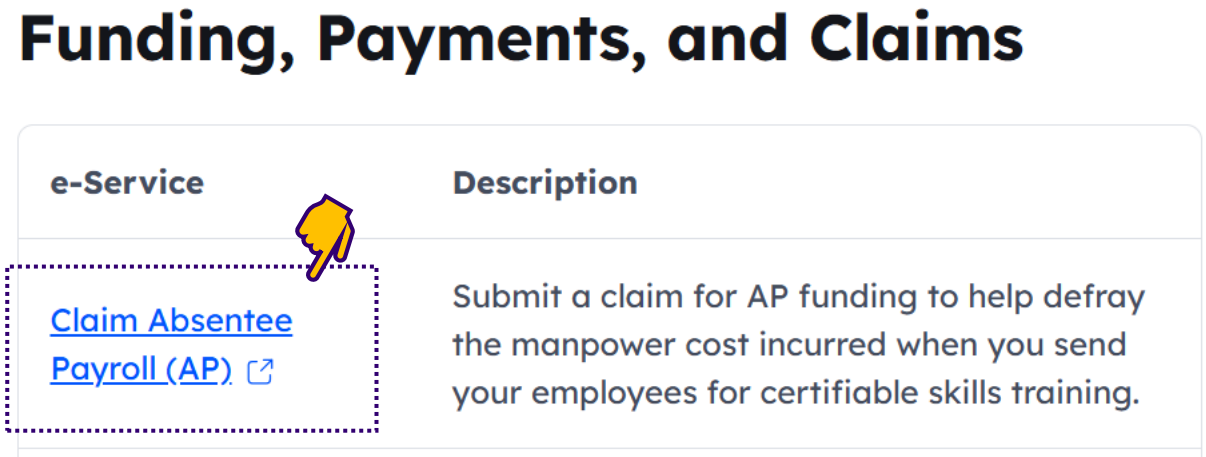
For More Information on Corppass:

- **Website:** www.corppass.gov.sg
- **Corppass Helpdesk**: (65) 6335 3530
  Monday to Friday: 8am - 8pm
  Saturday: 8am - 2pm
  Closed on Sunday and Public Holiday
- **Email:** support@corppass.gov.sg

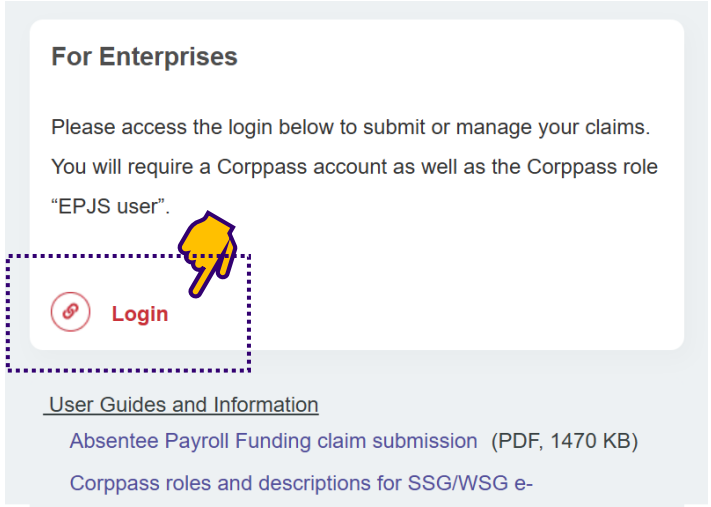
logging in to AP Funding e-Service

1 **Go to SkillsFuture for Business e-Services page at** https://skillsfuture.gobusiness.gov.sg/e-services

2 **Select 'Claim Absentee Payroll (AP)'**



3 **In the Pre-Login page, select 'Login'**



Please note the screens are for illustrative purposes and are subject to changes.

paynow

for enterprises

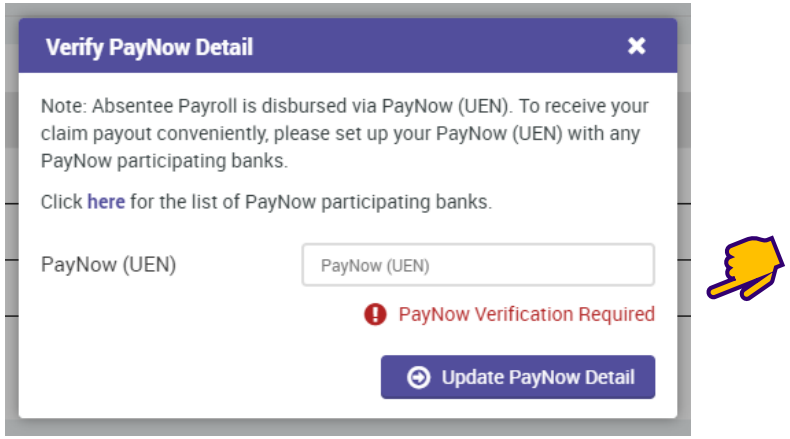


As part of Whole-of-Government Digital Initiative, **PayNow** will be the **Default Mode** for **AP Funding Disbursement** to Enterprises.

paynow for enterprises

You Must Setup PayNow in the AP Funding e-Service to Receive the Disbursement!

- **First time login:** For first-time login, you will be prompted to enter your PayNow details.
- **Before submitting AP Declaration** you will be prompted to enter your PayNow details if you have not already done so.



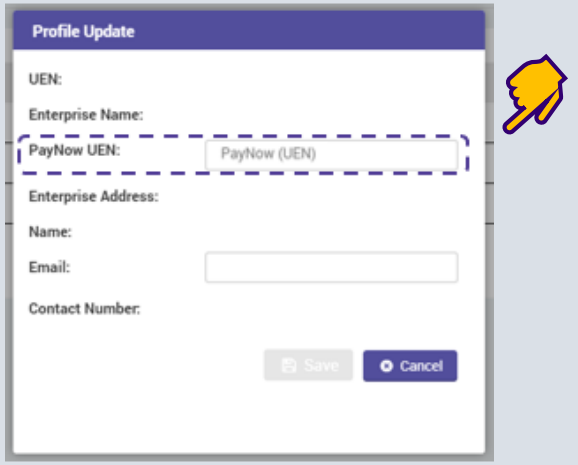
For more information on PayNow, please visit https://www.abs.org.sg/consumer-banking/pay-now
Alternatively, contact your local bank on how to link your corporate account to PayNow

Update PayNow

Keep Your PayNow Details Up-to-Date!

If there are changes to your PayNow details, you may update the details via the following steps:

1. Select profile icon at the top right hand corner.
2. Update PayNow UEN details and save.



Please note the screens are for illustrative purposes and are subject to changes

dashboard

for absentee payroll

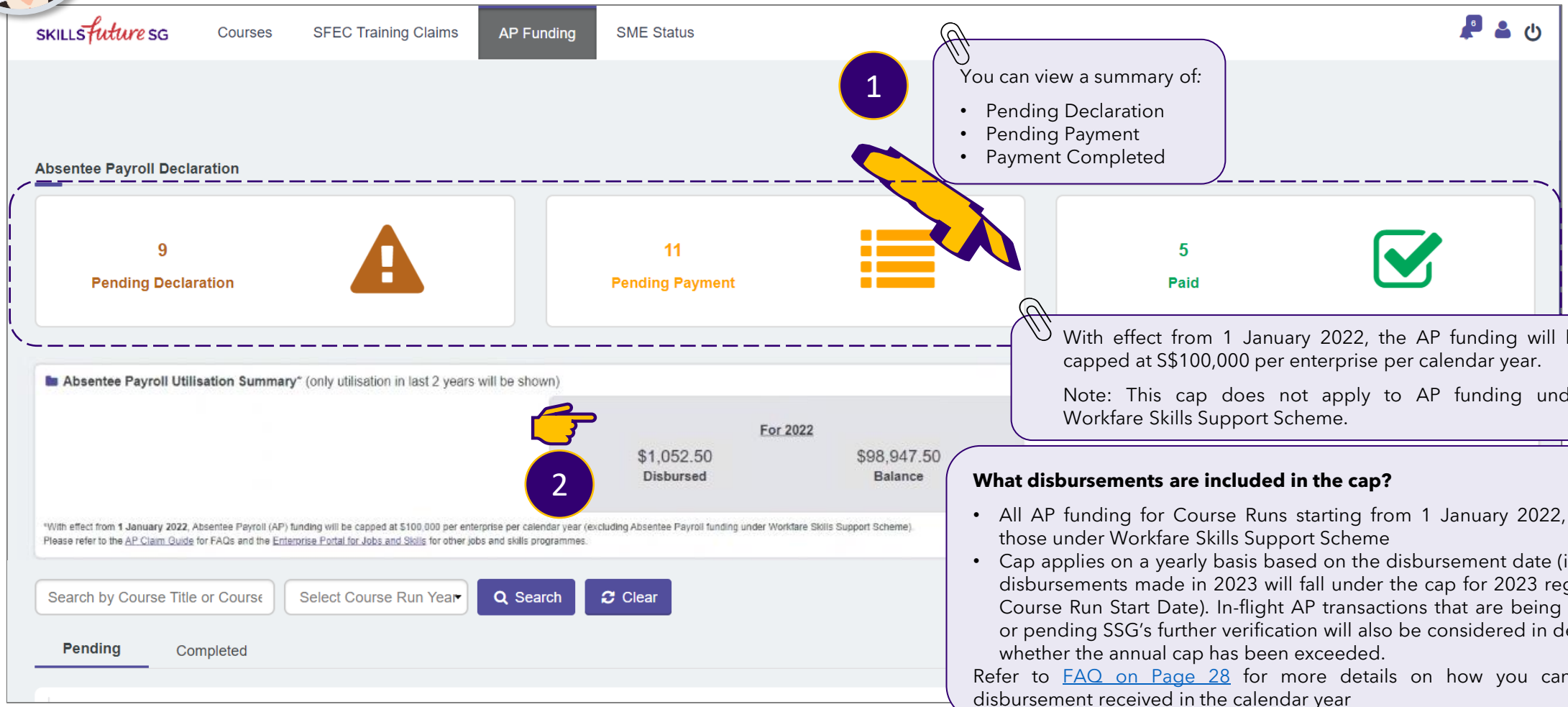


Upon logging in to the e-Service, Enterprises will be directed to the “SFEC Training Claims” tab. **Enterprises need to click on the “AP Funding” tab**, where they will be directed to their **Unique Dashboard**, to **check the status** of their AP Declaration submission (e.g. pending for action or paid).

enterprise dashboard



In the section **Absentee Payroll Declaration**, you will see **1)** the number of items pending for your action, if any (e.g. pending declaration or payment); **2)** the utilisation summary* in last 2 years **starting from 2022**.



You can view a summary of:

- Pending Declaration
- Pending Payment
- Payment Completed

With effect from 1 January 2022, the AP funding will be capped at S$100,000 per enterprise per calendar year.

Note: This cap does not apply to AP funding under Workfare Skills Support Scheme.

What disbursements are included in the cap?

- All AP funding for Course Runs starting from 1 January 2022, excluding those under Workfare Skills Support Scheme
- Cap applies on a yearly basis based on the disbursement date (i.e. Eligible disbursements made in 2023 will fall under the cap for 2023 regardless of Course Run Start Date). In-flight AP transactions that are being processed or pending SSG's further verification will also be considered in determining whether the annual cap has been exceeded.

Refer to FAQ on Page 28 for more details on how you can tally the disbursement received in the calendar year

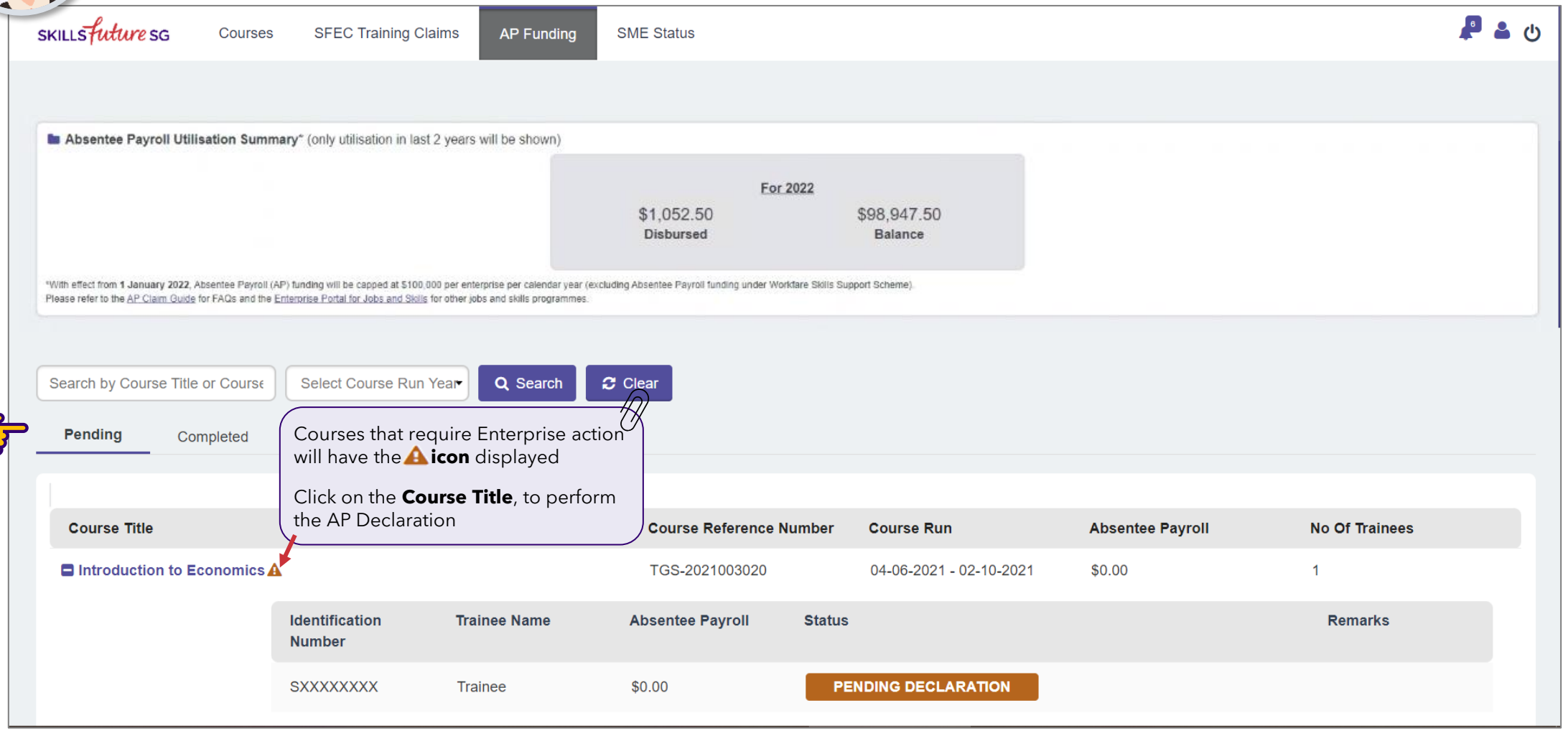
***Utilisation summary is the sum of paid grants, excluding any amounts recovered. For example, the paid sum will be $40 if a grant amount of $20 was recovered from the original paid sum of $60.

Please note the screens are for illustrative purposes and are subject to changes.

enterprise dashboard



You will also be able to see the status of your declaration (e.g. Pending or Completed).



Please note the screens are for illustrative purposes and are subject to changes.

enterprise dashboard



You can check the status of your **AP Disbursement** in the **Completed** section. If it has been disbursed, it will show **PAID**.

SKILLSFuture SG | Courses | SFEC Training Claims | AP Funding | SME Status

Absentee Payroll Utilisation Summary* (only utilisation in last 2 years will be shown)

For 2022

$1,052.50 **Disbursed**

$98,947.50 **Balance**

*With effect from **1 January 2022**, Absentee Payroll (AP) funding will be capped at $100,000 per enterprise per calendar year (excluding Absentee Payroll funding under Workfare Skills Support Scheme).
Please refer to the AP Claim Guide for FAQs and the Enterprise Portal for Jobs and Skills for other jobs and skills programmes.

Search by Course Title or Course | Select Course Run Year | Search | Clear

Pending | **Completed**

Course Title	Course Reference Number	Course Run	Absentee Payroll	No Of Trainees
Introduction to Finance	TGS-2020000622	17-07-2020 - 17-07-2020	$20.00	1

Identification Number	Trainee Name	Absentee Payroll	Status	Disbursement Date	Remarks
SXXXXXXXX	Trainee	$20.00	PAID	11-08-2020	

- Only Course Runs with **Paid** or **Not Applicable status** will appear in the **Completed** section.
- Course Runs that are **Processing** will be under the **Pending** section

Please note the screens are for illustrative purposes and are subject to changes.

enterprise dashboard



The disbursement date should tally with the date that your Enterprise will receive the disbursement.

SKILLSFuture SG | Courses | SFEC Training Claims | AP Funding | SME Status

Absentee Payroll Utilisation Summary* (only utilisation in last 2 years will be shown)

For 2022

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Identification Number	Trainee Name	Absentee Payroll	Status	Disbursement Date	Remarks
SXXXXXXXX	Trainee	$20.00	PAID	11-08-2020	

- Manually sum the Absentee Payroll funding amount for the claims with the disbursement date stated in the bank statement to tally the total disbursed amount
- Expand the "Course Title" to view the disbursement date

Please note the screens are for illustrative purposes and are subject to changes.

grant lapse overview

for absentee payroll

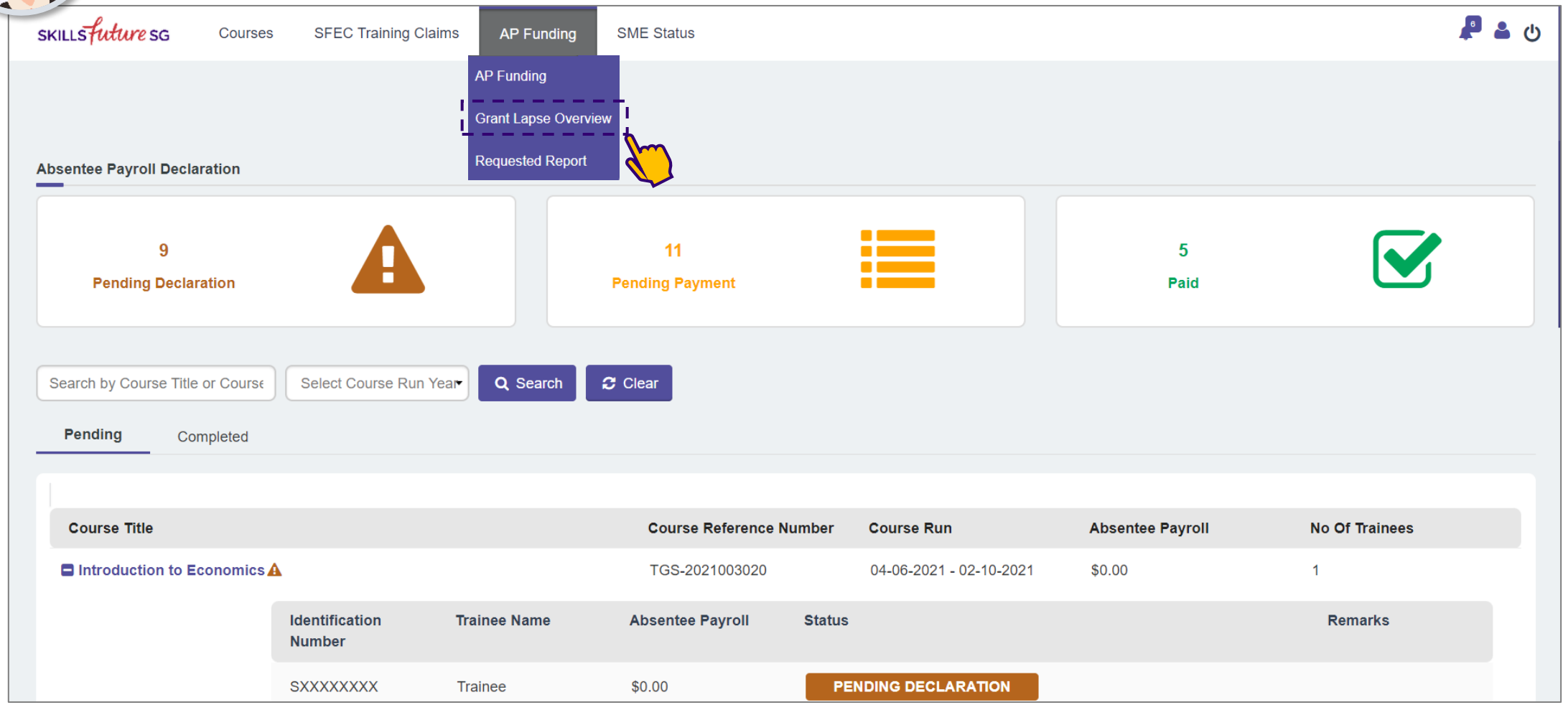


From 19 December 2025, Enterprises can **monitor AP Funding** approaching lapse dates and those that have lapsed via the **“Grant Lapse Overview”** page available under the “AP Funding” tab.

Grant Lapse Overview



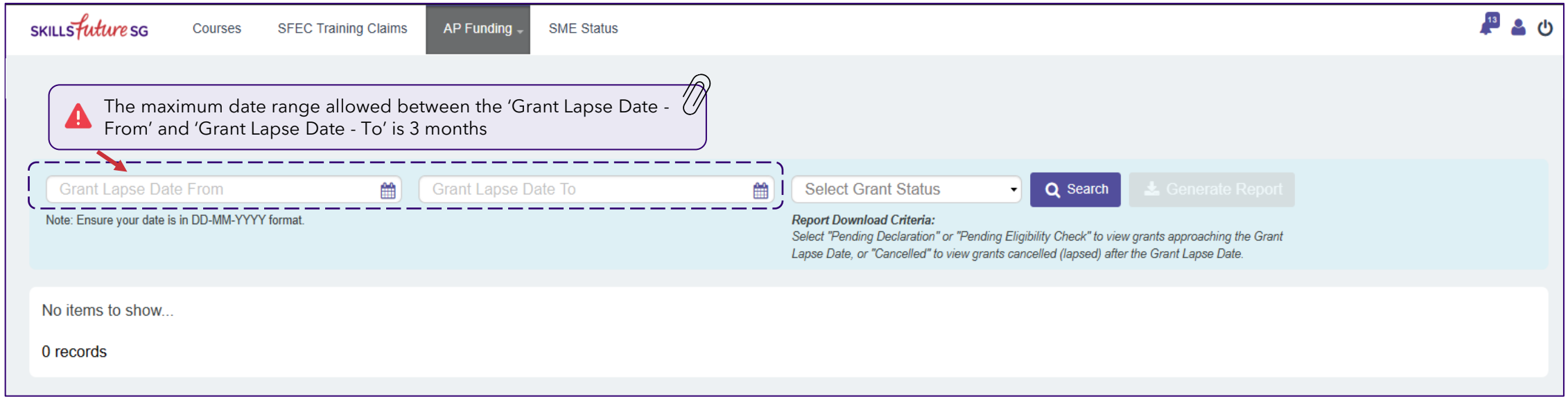
Under **'AP Funding'** tab, click **'Grant Lapse Overview'** in the dropdown list.



Grant Lapse Overview



Enter the mandatory fields: **'Grant Lapse Date – From'** and **'Grant Lapse Date To'**…



What is Grant Lapse Date?

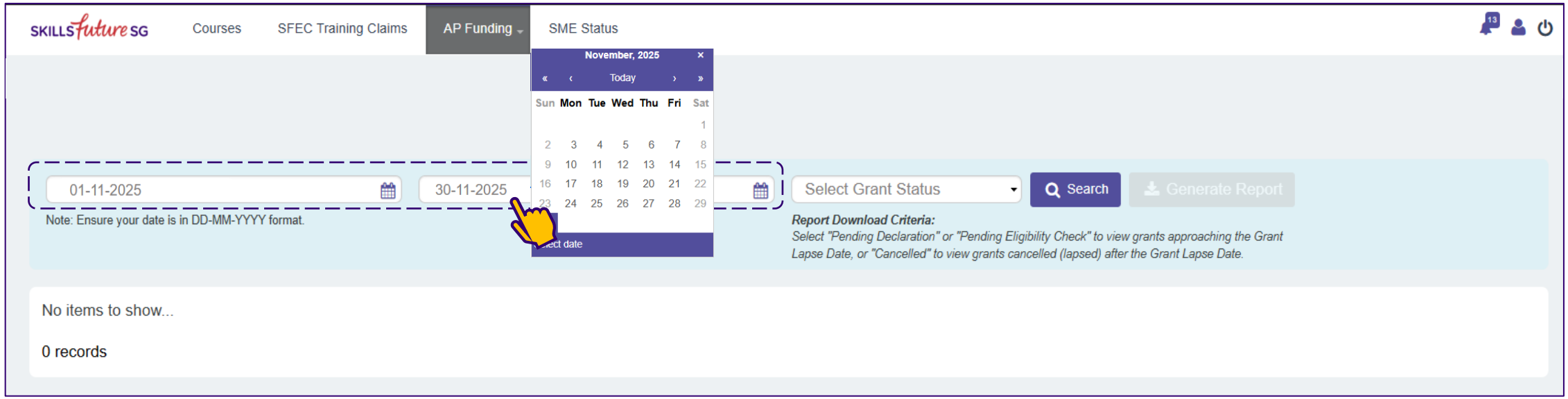
The Grant Lapse Date is set at **8 months (240 days) from Course Run End Date (CRED)**

- The maximum date range allowed between the 'Grant Lapse Date - From' and 'Grant Lapse Date - To' is **3 months (90 days)**

Grant Lapse Overview



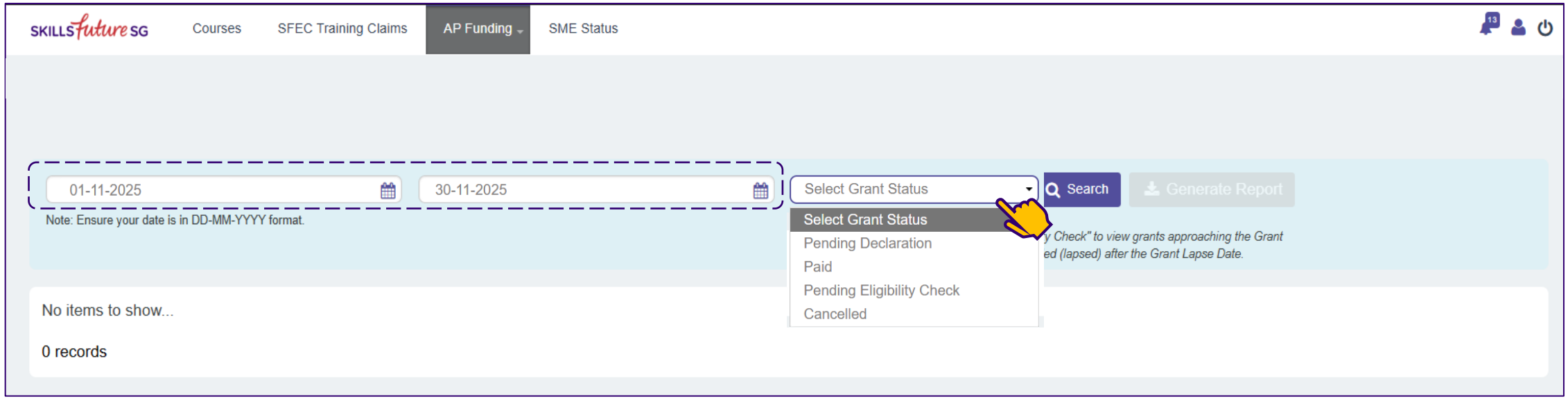
Enter the mandatory fields: **'Grant Lapse Date – From'** and **'Grant Lapse Date To'**...



Grant Lapse Overview



… and select the mandatory field: **'Grant Status'**



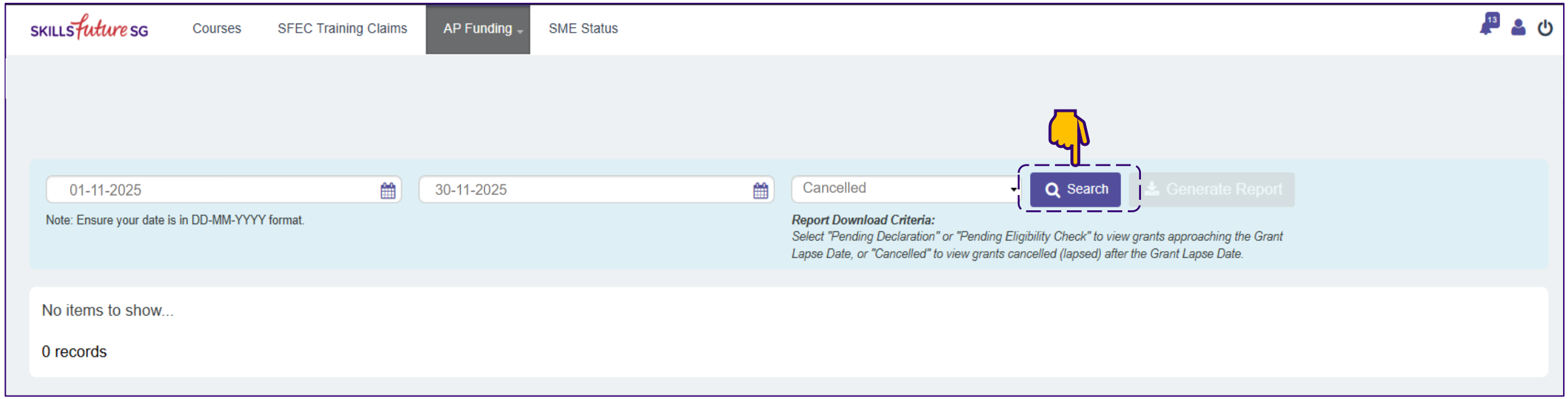
What do the different grant statuses mean?

- **Pending Declaration:** The AP Funding is pending AP Declaration submission by the Enterprise.
- **Paid:** The AP Funding has been paid out successfully.
- **Pending Eligibility Check:** Enrolment has been successfully created for the Trainee. The grant is pending disbursement checks before AP Declaration is enabled for the Enterprise. The Enterprise should check with the Training Provider whether the disbursement criteria have been met.
- **Cancelled:** The AP Funding is cancelled automatically because it failed to meet disbursement criteria before the Grant Lapse Date. Only AP Funding that are cancelled (lapsed) automatically upon reaching the Grant Lapse Date will be displayed here.

Grant Lapse Overview



Once the (i) 'Grant Lapse Date – From', (ii) 'Grant Lapse Date To' and 'Grant Status' fields are filled, **click 'Search'.**



Grant Lapse Overview



The relevant records will be displayed.

SKILLSFuture SG | Courses | SFEC Training Claims | AP Funding | SME Status

01-11-2025 | 30-12-2025 | Cancelled | Search | Generate Report

Note: Ensure your date is in DD-MM-YYYY format.

Report Download Criteria:
Select "Pending Declaration" or "Pending Eligibility Check" to view grants approaching the Grant Lapse Date, or "Cancelled" to view grants cancelled (lapsed) after the Grant Lapse Date.

Training Provider Name	Course Reference Number	Course Title	Trainee ID	Course Start Date	Course End Date	Grant Lapse Date	Status	Absentee Payroll	Funding Agency
ABC Training Provider	TGS-2025XXXXX	Training Course ABC	SXXXX123A	24-06-2025	26-06-2025	26-11-2025	Cancelled	$414.00	SkillsFuture Singapore

If there are no records, the 'Generate Report' function will not be available, and no records will be displayed on this 'Grant Lapse Overview' page

- Please note that grants in 'Pending Declaration' and 'Pending Eligibility Check' status may be automatically cancelled after the Grant Lapse Date.
- Please submit the AP application if your grant is in 'Pending Declaration' status, or check with your training provider whether disbursement criteria has been met if your grant is in 'Pending Eligibility Check' status.
- Appeals on cancelled (lapsed) grants will not be accepted.

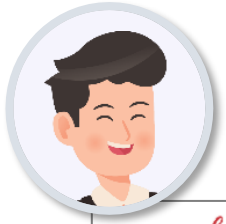
grant lapse status report

for absentee payroll



From 19 December 2025, Enterprises can generate **AP Grant Lapse Status Report** via the **“Requested Report”** page under “AP Funding” tab.

Requested Report



Click '**Generate Report' button** to see generated records in an Excel file format

A yellow banner will appear to confirm that the generation of report has been initiated

SKILLSFuture SG | Courses | SFEC Training Claims | AP Funding | SME Status

Report Generation initiated

01-11-2025 | 30-12-2025 | Cancelled | Search | Generate Report

Note: Ensure your date is in DD-MM-YYYY format.

Report Download Criteria:
Select "Pending Declaration" or "Pending Eligibility Check" to view grants approaching the Grant Lapse Date, or "Cancelled" to view grants cancelled (lapsed) after the Grant Lapse Date.

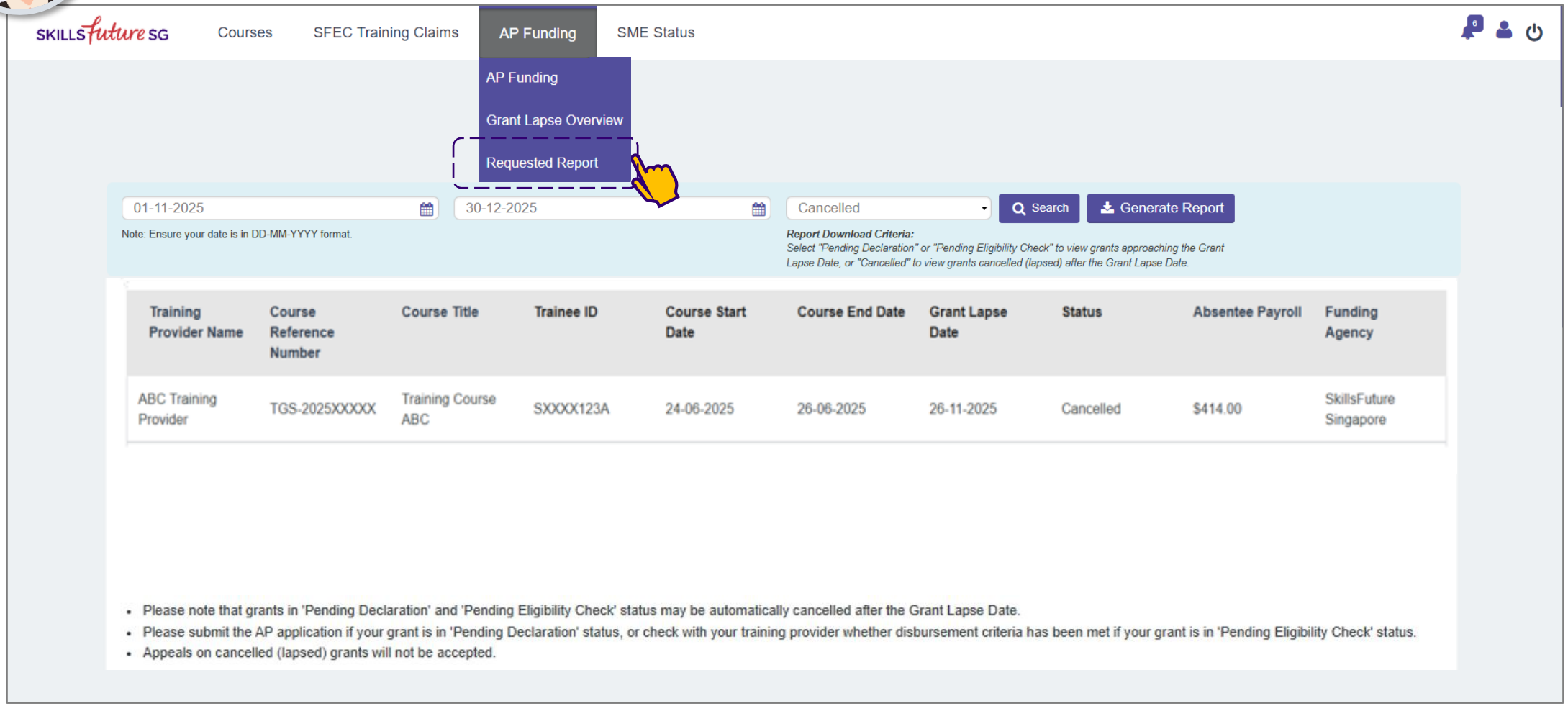
Training Provider Name	Course Reference Number	Course Title	Trainee ID	Course Start Date	Course End Date	Grant Lapse Date	Status	Absentee Payroll	Funding Agency
ABC Training Provider	TGS-2025XXXXX	Training Course ABC	SXXXX123A	24-06-2025	26-06-2025	26-11-2025	Cancelled	$414.00	SkillsFuture Singapore

- Please note that grants in 'Pending Declaration' and 'Pending Eligibility Check' status may be automatically cancelled after the Grant Lapse Date.
- Please submit the AP application if your grant is in 'Pending Declaration' status, or check with your training provider whether disbursement criteria has been met if your grant is in 'Pending Eligibility Check' status.
- Appeals on cancelled (lapsed) grants will not be accepted.

Requested Report



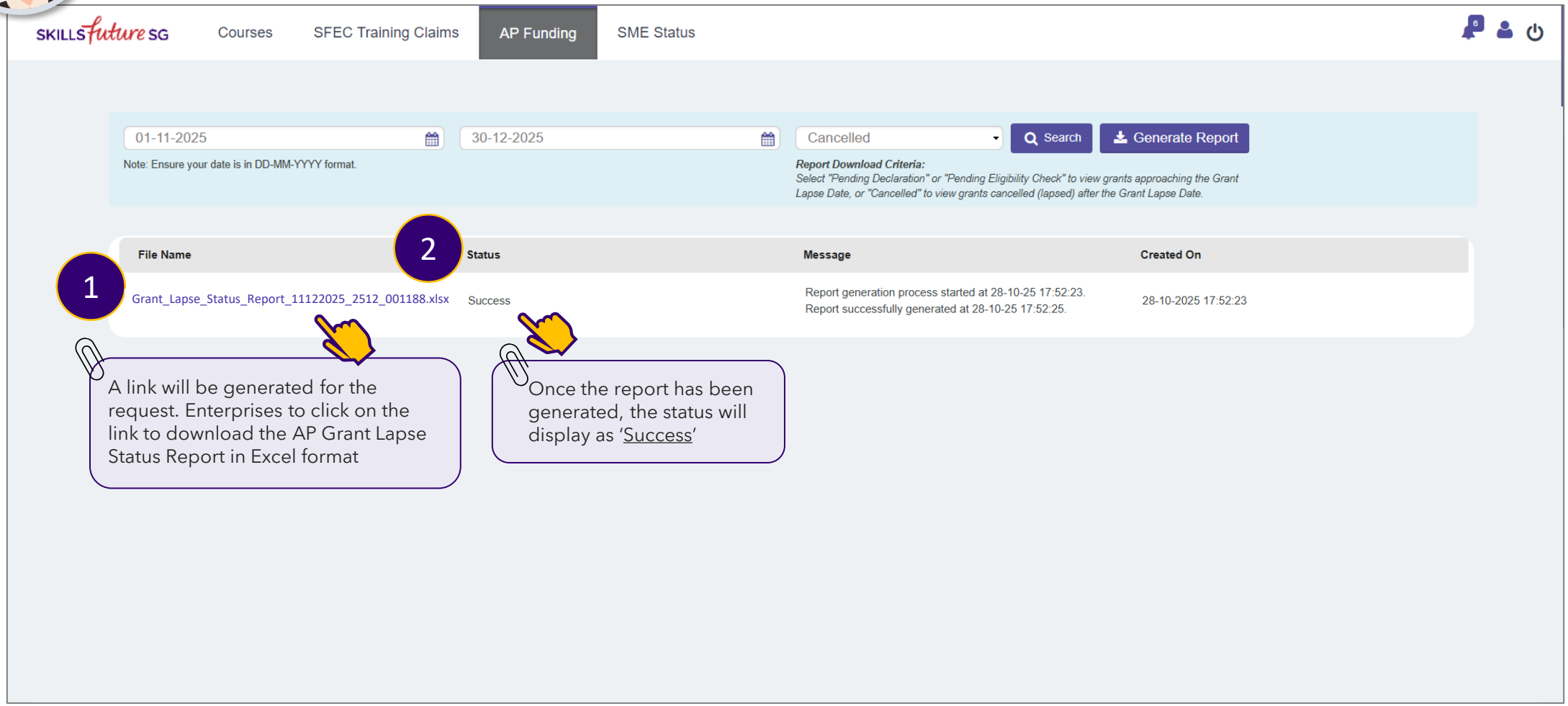
To view report generated, **click 'AP Funding' tab** and **select 'Requested Report'** from the dropdown list



Requested Report



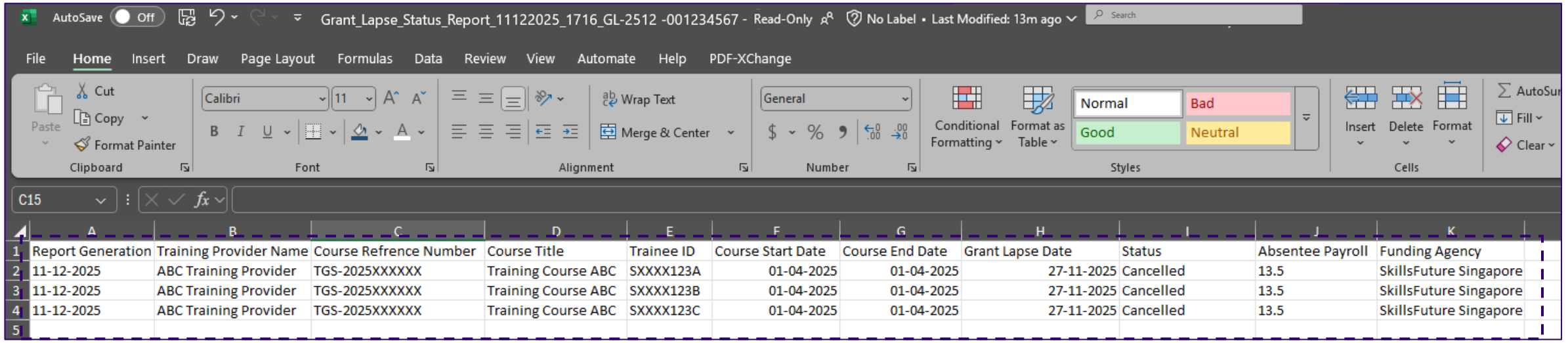
Once report generation is successful, click the **link under 'File Name'** to **download** the Grant Lapse Status Report



Requested Report



Enterprises will see the **generated records** in an **Excel file format**



	A	B	C	D	E	F	G	H	I	J	K
1	Report Generation	Training Provider Name	Course Refrence Number	Course Title	Trainee ID	Course Start Date	Course End Date	Grant Lapse Date	Status	Absentee Payroll	Funding Agency
2	11-12-2025	ABC Training Provider	TGS-2025XXXXXX	Training Course ABC	SXXXX123A	01-04-2025	01-04-2025	27-11-2025	Cancelled	13.5	SkillsFuture Singapore
3	11-12-2025	ABC Training Provider	TGS-2025XXXXXX	Training Course ABC	SXXXX123B	01-04-2025	01-04-2025	27-11-2025	Cancelled	13.5	SkillsFuture Singapore
4	11-12-2025	ABC Training Provider	TGS-2025XXXXXX	Training Course ABC	SXXXX123C	01-04-2025	01-04-2025	27-11-2025	Cancelled	13.5	SkillsFuture Singapore
5											

declaration

for absentee payroll

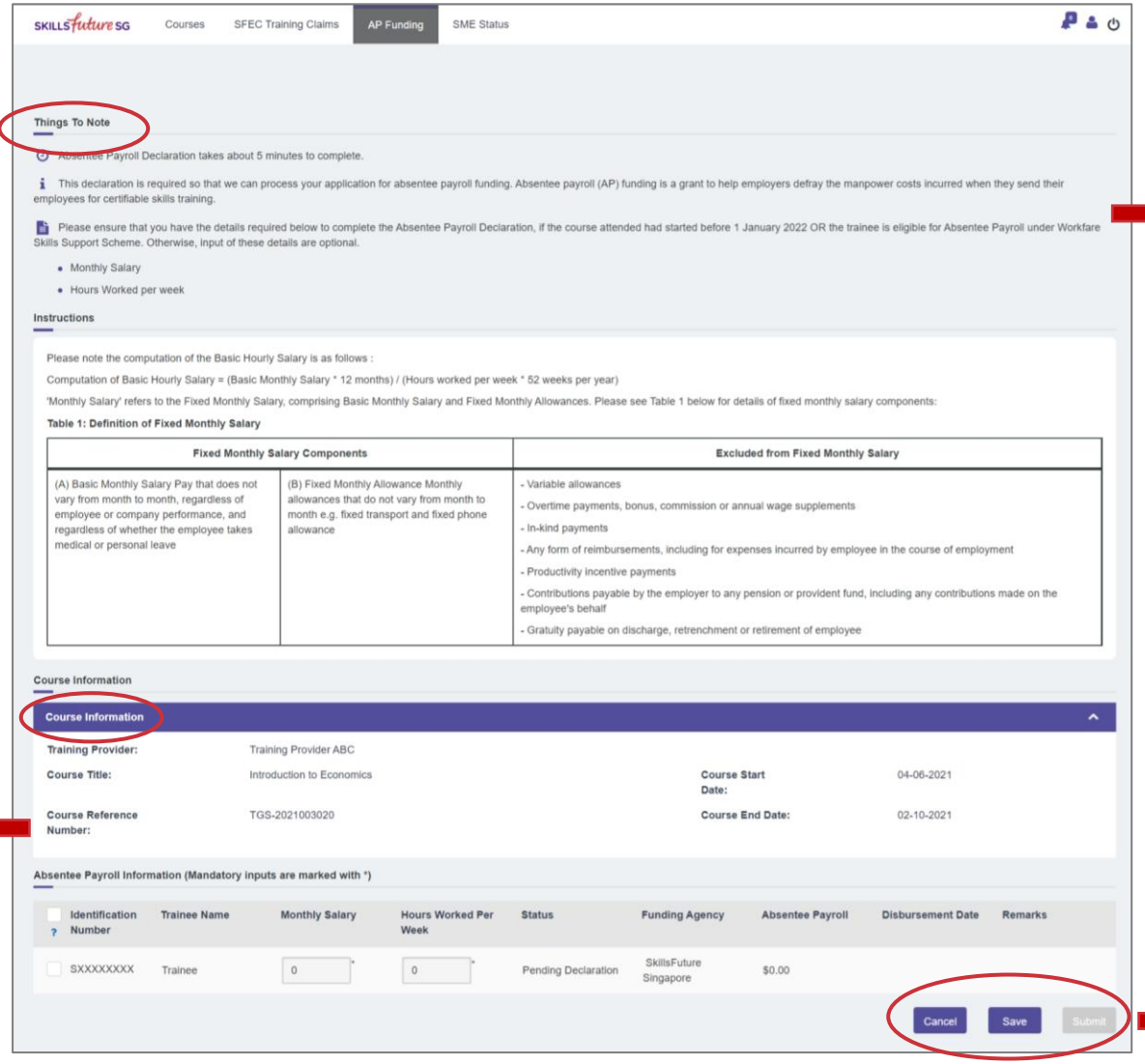


AP Declaration -
Important Information for Submission

ap declaration page



Select **Course Title** to go to the **Absentee Payroll Declaration** page



*In the **Things To Note** and **Instructions** sections, you can find important information on:*

- How long does it take to complete the Declaration
- Information needed
- How to calculate fixed monthly salary

*In the **Course Information** and **Absentee Payroll Information** sections, you will be able to:*

- View course information
- Enter Monthly Salary and Hours Worked per week for eligible employees, where required.

- **Cancel** to exit and leave the Declaration as pending in the dashboard.
- **Save** to save a draft of the Declaration. **Note**: only **one** draft for all Declaration may be saved at any time. If you have a draft saved and attempt to save another draft, a message will prompt you to confirm your new draft which will overwrite the previous.
- **Submit** to submit the Declaration.

Please note the screens are for illustrative purposes and are subject to changes.

ap declaration page



In the **Absentee Payroll Information** section, you may select the trainees to be included in the Declaration, and subsequently enter the **monthly salary and hours worked per week**

Course Information

Course Information

Training Provider:	Training Provider ABC		
Course Title:	Introduction to Economics	**Course Start Date:**	04-06-2021
Course Reference Number:	TGS-2021003020	**Course End Date:**	02-10-2021

Absentee Payroll Information (Mandatory inputs are marked with *)

Identification Number	Trainee Name	Monthly Salary	Hours Worked Per Week	Status	Funding Agency	Absentee Payroll	Disbursement Date	Remarks
SXXXXXXXX	Trainee	0 *	0 *	Pending Declaration	SkillsFuture Singapore	$0.00		

Cancel | Save | Submit

- Trainee details are **not editable by default.**
- **Select** the checkbox of the trainee(s) to **include** and **provide** information for **Declaration**.
- **Monthly salary** and **hours worked per week** are required if the course attended **started before 1 January 2022 OR the trainee is eligible for Absentee Payroll under Workfare Skills Support Scheme**. Otherwise, input of these details is optional.

Please note the screens are for illustrative purposes and are subject to changes.

ap declaration page



To **submit your AP Declaration**, **at least one** trainee must be selected.

Declaration

By submitting this, we declare/undertake to each Funding Agency that:

a. The trainee(s) named in this Absentee Payroll claim ("Trainees") are our employee(s) who are on our company's payroll and that we have sponsored the Trainees for supportable cost components (such as course fees) for the course named in this Absentee Payroll claim ("Course");

b.(i) We have in place a Human Resource policy ("HR Policy") which provides for the payment of allowance or overtime pay to employee(s) for training conducted outside normal working hours ("Overtime Pay");

b.(ii) The Overtime Pay calculated in accordance with the HR Policy is at least the amount of allowance for attending training outside normal working hours calculated in accordance with the rate(s) set out in the Ministry of Manpower's website (https://www.mom.gov.sg/faq/salary/if-i-have-to-attend-training-outside-normal-working-hours-can-i-be-paid-for-it); and

b.(iii) We undertake to pay our employee(s) Overtime Pay in accordance with the HR Policy for attending training outside normal working hours;

c.(i) We have met, and we confirm that the Trainee(s) have met the eligibility criteria for Absentee Payroll funding. We confirm that this is the only Absentee Payroll funding claim submitted by us for the Course and Trainees. We have not applied and will not be applying for any other grants or funding for wage compensation (this includes abs ernment agencies, or the Employment and Employability Institute Pte Ltd, for any of the Trainees for the same Course; We understand that where another form of training allowa rainee and the same Course, the Absentee Payroll funding for the said Trainee and Course may be adjusted accordingly such that only one type of funding, either training allowance concurrent employer-sponsored courses, with funding for wage compensation during the same period, the Absentee Payroll funding disbursed to our company may be adjusted a bursed for a single period of time.
c.(ii) No wage compensation that is tied to training should be applied to such portion of w such portion of wages. Examples of entities whose Trainee's wages (for part thereof) are funded by the Governemnt include but are not limited to the following:
(a) Government bodies (as the wages are already wholly supported by the Government);
(b) Government-owned private entities where their manpower costs are directly funded b

d. We have read the Terms and Conditions and agree to them.

We hereby certify that the information provided herein is true and correct. We will, upon request, furnish all information and documentation required to support our claims. Such documentation may include but is not limited to, employment contract(s), CPF statement(s), payslip(s) etc.

We note that we may be liable for an offence under the relevant statute(s) if we make a statement or furnish any information or document that we know to be false or misleading in a material particular.

We understand that each of the Funding Agencies may hold us liable if any of the declarations are false or if we breach any of the undertakings above.

Cancel Save Submit

Absentee Payroll Declaration

You are now submitting the declaration, please ensure all data is accurate. Click OK to proceed with submission, or cancel to go back and make changes.

Proceed Cancel

- **All checkboxes must be selected** to be able to submit the Declaration.

Please note the screens are for illustrative purposes and are subject to changes.

other information



Other Information on **Absentee Payroll Funding** for Enterprises

- AP Status Definition
- AP Notification

absentee payroll status

Status Definition

Status	Description	Amount
Pending Eligibility Check	• Enrolment successfully created for trainee • Pending checks before AP Declaration enabled for action	
Pending Declaration	• Pending Enterprise AP Declaration	
Processing	• Enterprise has submitted AP Declaration • AP Declaration payment in process	$AP Amount
Paid	• Enterprise has submitted AP Declaration • AP Disbursement paid	$AP Amount
Not Applicable	• Trainee is not eligible for AP Funding	
Cancelled	• Enrolment or AP Declaration has been cancelled prior to any payment	
Pending Recovery	• Recovery of AP Funding initiated	$Recovery Amount
Recovered	• AP Funding successfully recovered	$Recovery Amount

absentee payroll notification

From 1 Jan 2026, Enterprises will receive the following email notifications regarding SSG/WSG Absentee Payroll Funding:

1. When trainees have been successfully enrolled in a course by the Training Partner.
2. When an Absentee Payroll Declaration is ready for Enterprises' action in the AP Funding e-Service.
3. When an Absentee Payroll Funding has been cancelled.
4. When grant(s) is approaching lapse dates* in the current and following month
5. When grant(s) have lapsed* in the previous two months

*On the **1st of every month**, Enterprises will be notified on (A) grants that are approaching their lapse dates and (B) those that have lapsed via **2 channels: Bell Notification** on SkillsFuture for Business and **Email**

FAQ



Frequently Asked Questions
on

- Absentee Payroll Funding
- Grant Lapse Overview and Requested Report
- Eligibility Criteria
- Absentee Payroll Declaration

frequently asked questions

General Questions on Absentee Payroll Funding (1/2)

Q: What is Absentee Payroll (AP) Funding?
A: Absentee Payroll (AP) Funding is a grant to help employers defray the manpower costs incurred when they send their employees for certifiable skills training. AP is funded based on the actual number of hours attended by the trainee.

For training outside working hours, AP Funding will be given to the employers to defray the overtime pay that was paid to their employees. Hence to qualify for AP Funding, employers will have to pay their employees overtime pay in accordance with their Human Resource (HR) policy.

Note: AP Funding is not applicable to on-the-job training (OJT) hours.

Q: How do Enterprises apply for AP Funding?
A: For courses with course run start date on or after 1 November 2020, Enterprises will not need to apply for AP Funding. The Training Partner will enroll trainee(s) in Training Partners Gateway (TPGateway) on behalf of Enterprises. Following this, Enterprises will be notified to submit AP Declaration in the AP Funding e-Service for eligible trainee(s).

Q: How can I prevent my AP Funding from lapsing?
A: If your AP Funding is in 'Pending Declaration' status, submit your AP application before the Grant Lapse Date. If your grant is in 'Pending Eligibility Check' status, liaise with your Training Provider (TP) to ensure all disbursement criteria are met.

frequently asked questions

General Questions on Absentee Payroll Funding (2/2)

Q: What are the funding rates for employer-sponsored training?
A: The table below summarises the prevailing AP Funding rates:

Course Start Date	Normal Funding Rates	Funding Rates for SMEs (with effect from 1 July 2012)	Funding Rates under the Workfare Skills Support (WSS) Scheme (with effect from 1 July 2025)
Before 1 January 2022	**80%** of hourly basic salary (capped at **$4.50** per trainee-hour)	**80%** of hourly basic salary (capped at **$7.50** per trainee-hour)	**95%** of hourly basic salary, capped at $13 per hour. (Only applicable for Singapore citizens aged 30 years & above, with salary up to $3,000)
On or after 1 January 2022	**$4.50** per hour, capped at **$100,000** per enterprise per calendar year		

frequently asked questions

General Questions on Grant Lapse Overview and Report (1/3)

Q: What is the Grant Lapse Overview and Requested Report?

A: The Grant Lapse Overview is a feature that allows Employers to monitor grants approaching grant lapse date and/or lapsed grants. The Requested Report feature allows Employers to generate Grant Lapse Status report based on search parameters.

Q: How can I submit a request to generate the Grant Lapse Status report?

A: To generate a Grant Lapse Status report:

1. Under "AP Funding" tab, click on "Grant Lapse Overview".
2. Enter the mandatory fields
   - Grant Lapse Date – From
   - Grant Lapse Date – To
   - Grant Status
3. Click on the "Search" button. The relevant records will be displayed.
4. Click on the "Generate Report" button to submit your request.

Important Notes:

- The maximum date range allowed between the "Grant Lapse Date – From" and "Grant Lapse Date – To" is 3 months.
- If there are no records, the "Generate Report" function will not be available, and no records will be displayed on the "Grant Lapse Overview" page.

Q: What is the Grant Lapse Date?

A: The Grant Lapse Date is the deadline after which grants will be automatically cancelled (lapsed) if they remain in 'Pending Declaration' and 'Pending Eligibility Check' statuses. It is set at 8 months (240 days) from the Course Run End Date (CRED).

frequently asked questions

General Questions on Grant Lapse Overview and Report (2/3)

Q: What do the different grant statuses in the Grant Lapse Overview mean?

A:

- **Pending Declaration:** The AP Funding is pending AP Declaration by the Employer.
- **Paid:** The AP Funding has been paid out successfully.
- **Pending Eligibility Check:** Enrolment has been successfully created for the Trainee. The AP Funding is pending disbursement checks before AP Declaration is enabled for the Employer. Employer to check with the Training Provider if the disbursement criteria have been met.
- **Cancelled:** The grant is cancelled automatically because it failed to meet disbursement criteria before the grant lapse date. Only grants that are cancelled automatically upon reaching the grant lapse date will be displayed in the "Grant Lapse Overview" page.

Q: How can I access and download the Grant Lapse Status report?

A: To access and download the Grant Lapse Status report:

1. Under "AP Funding" tab, click on "Requested Report".
2. Under the "Filename" column, click on the link to download the Grant Lapse Status report.

Q: What Grant Lapse notifications will I receive, and when will I receive them?

A: On the 1st of each month, Employers will be notified on the grants approaching grant lapse date and/or lapsed grants through two channels: SkillsFuture for Business Bell Notification and Email. From **January 2026**, Employers may receive a monthly consolidated list of grants approaching lapse dates in the current and following month. From **February 2026** , Employers may receive a monthly consolidated list of grants that have lapsed in the past two months.

frequently asked questions

General Questions on Grant Lapse Overview and Report (3/3)

Q: Who will receive the Grant Lapse email notifications?
A: Email notifications are sent to the employer's email address specified for the specific enrolment by the Training Provider.

Q: When will my grant be automatically cancelled (lapsed)?
A: Grants will be automatically cancelled (lapsed) 240 days after the course run end date.

frequently asked questions

Questions on Eligibility Criteria (1/2)

Q: What courses/training is eligible for AP Funding?
A: When Training Partner submit trainee enrolment in TPGateway, there will be an eligibility check for AP Funding.

Q: Is my company eligible for AP Funding? Are all employees eligible for AP Funding?
A: In order to be eligible for AP Funding, the applicant company must meet the following criteria:

- ✓ Company must be registered or incorporated in Singapore;
- ✓ Trainees must be fully sponsored by their employer for supportable cost components (such as course fees) incurred on the training course;
- ✓ Trainees must:
  - be full-time or permanent part-time employees of the sponsoring company;
  - continue to receive their salary when they attend training;
  - have sat for and passed the examinations/ assessments where applicable; and
  - complete the course whilst under employment of the sponsoring company.
- ✓ Trainees must be paid overtime pay in accordance with the employer's Human Resource (HR) policy (for training outside working hours);
- ✓ Non-business entities not registered with ACRA, such as VWOs and societies, as well as sole proprietorships, are also eligible if they meet all the above criteria.

Note:
With effect from 1 April 2009, government entities are not eligible for AP Funding.
This includes private entities held under a government agency whose expenditure on manpower is partially government funded.

frequently asked questions

Questions on Eligibility Criteria (2/2)

Q: How is an enterprise defined for the $100,000 AP cap per enterprise per calendar year (for courses starting on or after 1 January 2022)?
A: The enterprise-level cap will be implemented based on per unique entity number (UEN).

Q: Can the same employee be eligible for AP Funding for different courses?
A: Yes, as long as the employee received a salary from the employer while attending training and the courses do not overlap.

Q: Can an employee enjoy AP Funding if she/he has previously received AP Funding for the same course (e.g. sent for the same course by a different employer)?
A: Employees cannot receive AP Funding for the same course by the same TP, even if they switch employer. This is against the double funding policy. If the course is a refresher course, then the employee is eligible for AP.

Q: Do I have to pay my staff overtime pay to be eligible for AP Funding? Instead, can I give them time off to make up for training after working hours?
A: To be eligible for AP Funding for training outside working hours, you must have in place a Human Resource (HR) policy which provides for the payment of overtime pay* to employees for these training hours and pay your employees overtime pay for these hours, in accordance with the HR policy. AP Funding is given to you to defray the overtime pay paid to your employees.

** Allowance, stipulated by MOM, to be paid to employees for training conducted outside working hours, can be considered in lieu of overtime pay. The amount of allowance to be paid to the employees must be in accordance with the rate(s) set out in the MOM's website (https://www.mom.gov.sg/faq/salary/if-i-have-to-attend-training-outside-normal-working-hours-can-i-be-paid-for-it).*

frequently asked questions

Questions on Absentee Payroll Declaration (1/2)

Q: How soon after submitting the AP Declaration will I receive Absentee Payroll disbursements?
A: For AP Declaration submitted in the e-Service, and for courses with Course Run Start Date of 1 November 2020 onwards, you will receive AP disbursements within 2 and a half weeks.

Q: Why are the details of some trainees available in the Declaration page for inputs while the details of other trainees are not?
A: Trainees that are not eligible for Absentee Payroll for that course run will appear but you will not be able to include or submit an Absentee Payroll declaration for those trainees. You can only select records of trainees who are eligible for Absentee Payroll funding to submit a declaration. Funding is eligible for Singaporeans, Permanent Residents of Singapore and Long Term Visit Pass Plus (LTVP+) holders only.

Q: For courses starting on or after 1 January 2022, AP funding is at a flat rate of $4.50 per hour, capped at $100,000 per enterprise per calendar year. Do I still need to submit the monthly salary and hours worked per week as part of the AP Declaration?
A: These details are required if the course attended started before 1 January 2022 OR the trainee is eligible for Absentee Payroll under Workfare Skills Support Scheme. Otherwise, input of these details is optional.

Q: Can I view details of previously submitted AP Declaration?
A: Yes, you can click on the Course Title of previously submitted AP Declaration to view submitted information.

Q: How do I search for previous AP Declaration?
A: In your dashboard, enter your search criteria into the search bar. You may search by Course Title and Course Reference Number.

frequently asked questions

Questions on Absentee Payroll Declaration (2/2)

Q: I miscalculated the monthly salary, how do I fix this?
A: Please contact SSG via the service portal at https://service-portal.skillsfuture.gov.sg.

Q: I disagree with some information that was pre-populated, how can I fix this?
A: Please contact SSG via the service portal at https://service-portal.skillsfuture.gov.sg.

Q: Can I edit submitted/approved AP Declaration?
A: No, once your AP Declaration has been submitted, you will not be able to edit the Declaration. For any amendments, please contact SSG via the service portal at https://service-portal.skillsfuture.gov.sg.

Q: When do I have to submit the AP Declaration by?
A: You will be notified via email when your AP declaration is ready for your action. The AP declaration is dependent upon 1) Training Partner submitting information in Training Partners Gateway and 2) successful completion of eligibility and disbursement checks (i.e. assessment requirements are met, etc.). You must submit your AP declaration before the Grant Lapse Date, which is set at 8 months (240 days) from the Course Run End Date. Grants in 'Pending Declaration' status will be automatically cancelled after the Grant Lapse Date, and appeals on cancelled AP grants will not be accepted.

Q: Where can I get a breakdown of disbursement received from SkillsFuture Singapore?
A: From the "Completed" tab of the AP Funding page, you will be able to view the list of paid Absentee Payroll claims. Expand the "Course Title" to view the corresponding disbursement dates. Manually sum the Absentee Payroll funding amount for the claims with the disbursement date stated in the bank statement to tally the total disbursed amount. The disbursement date should tally with the date that your Enterprise will receive the disbursement.

contact



Contact Us
Tel: 6785 5785
Service portal at https://service-portal.skillsfuture.gov.sg

Our **Operating Hours**

- Monday to Friday, 8.30am - 5.30pm
- Closed on Sunday and Public Holiday