

## 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](mailto: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](mailto:CLAIMS@COALLSL.COM.AU).