

Government of Newfoundland and Labrador

# JobsNL Wage Subsidy

Program Guidelines



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**Available in alternate formats.**

Please contact Employment and Training Programs Division:

Email: [EmploymentPrograms@gov.nl.ca](mailto:EmploymentPrograms@gov.nl.ca).

Phone: 1-800-563-6600

**Please read this entire Program Guidelines Document. The information contained in this guide will become part of the agreement with the Province of Newfoundland and Labrador for the delivery of the program.**

## **1.0      Introduction**

JobsNL Wage Subsidy is designed to bring employers and employees together by providing funding to employers to create employment opportunities. The program supports employer and employee connections that promote sustainable long-term employment or seasonal employment. The program focuses on helping individuals who lack work experience and skills to make an attachment to the labour market through connections with employers under the program.

Priority for funding may be given to occupations and sectors identified by the department.

Outlined below are the two JobsNL Wage Subsidy options:

### **1.1      JobsNL 42**

Provides a wage subsidy for 28 weeks of a minimum 42-week period of employment. The subsidy is as follows:

- First 14 weeks, 60 per cent subsidy, to a maximum of \$12 towards the hourly wage rate.
- Second 14 weeks, 0 per cent subsidy towards wages.
- Third 14 weeks, 80 per cent subsidy, to a maximum of \$12 towards the hourly wage rate.

### **1.2      JobsNL 28**

Provides a wage subsidy for a period of 10 – 28 weeks; this duration allows funding for seasonal employment. The subsidy is as follows:

- Sixty per cent subsidy, to a maximum of \$12 towards the hourly wage rate.

## **2.0      Eligibility**

### **2.1      Eligible Employers**

Private or not-for-profit sector employers that are incorporated or sole proprietorships and registered to conduct business and have a physical location in Newfoundland and Labrador.

### **2.2      Ineligible Employers**

No federal or provincial governments, crown agencies and corporations, government agencies, boards and commissions, local service districts, municipalities or political parties **are** eligible for the JobsNL subsidy.

### **2.2      Eligible Participants**

Below are a list of eligibility requirements for participants of the JobsNL program:

1. While employers may hire an individual on the same day that an application is submitted in LaMPSS, they do so at their own risk. The person hired must be

deemed eligible under the program and approved for funding by the department. The date an application is submitted can be confirmed in LaMPSS;

2. An individual hired prior to the date an application is submitted is not eligible for funding.
3. All participants must reside in Newfoundland and Labrador;
4. All participants must be unemployed or underemployed (underemployed being someone who has been employed on average less than 20 hours per week or in a field not related to their training) – verification of hours required;
5. A Canadian citizen or a permanent resident, who is a resident of Newfoundland and Labrador. Temporary residents of the province with a 900 series SIN may be eligible under the following circumstances:
  - a. International graduates of Memorial University or College of the North Atlantic if they are in possession of or have applied for a Post-Graduate Work Permit and are residents of the province, (currently only MUN and CNA graduates are eligible for a Post-Graduate Work Permit under federal guidelines). A graduate who has applied for a [Post-Graduate Work Permit](#) is approved in principle with 'Implied Status', until a final decision is made. The individual is required to provide proof of graduation (letter from MUN or CNA, or copy of their degree, diploma, or certificate), and proof they have applied for a Post-Graduate Work Permit, and provide a copy of the permit when issued. Proof of residency in Newfoundland and Labrador will be required, such as, a copy of their MCP or driver's license.

**Note:**

If the international graduate is not approved, their eligibility to work in Canada ends; and

- b. Individuals with an [Open Work Permit](#) and are residents of the province. An Open Work Permit means the individual is allowed to work for any employer; the individual is required to provide a copy of their Open Work Permit.
6. Recent post-secondary graduates who have not obtained employment in their field of study (unemployed) or who are employed, but working outside their field of study are eligible. Individuals working outside their field of study are funded under the provincial budget source. Recent post-secondary graduates are those who have:
  - a. Completed a post-secondary program of a minimum duration of one academic year, or other program, as approved by the department;
  - b. Completed a post-secondary program within the past two years, or as approved by the department; and
  - c. Completed a post-secondary program that is directly related to the position of employment;
7. An individual is not eligible for subsidy if they voluntarily left their employment (e.g., retired, or quit their job without just cause);
8. An individual hired prior to the date an application is submitted is not eligible for funding.

## **2.4 Eligible Positions**

JobsNL provides employers with a temporary wage subsidy as an incentive to hire eligible

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participants whom they would not normally hire in the absence of such financial assistance. Subsidies help offset the costs needed to train and manage new employees until they become fully productive in their jobs.

Consideration for funding may be given to a position where an incumbent has voluntarily vacated a position within an organization, leaving the position unfilled. The program is not intended to subsidize a position on a repeat basis that is part of the business.

JobsNL is designed to support employment that is sustainable beyond the subsidy period. However, consideration for funding may be given to a non-profit-organization that is providing valuable work experience to improve the individual's work experience and skills to enhance their labour market attachment.

**Parental or maternity leave replacements are not eligible**, as the employee is expected to return to their same position.

JobsNL is intended to subsidize wages for positions that will lead to permanent employment with the employer. If the position is seasonal, the expectation is that the employer would re-hire the individual the next season. The program is not intended to subsidize the seasonal employee on a continuous basis year after year.

The position shall:

1. Be incremental, meaning not currently in the existing business, and should be in addition to existing staff; and
2. Comply with all provincial and territorial Employment Standards Legislation.

## **2.5 Ineligible Positions**

JobsNL must **not** be used:

1. To provide assistance to employers to hire an individual they would have hired in the absence of a subsidy;
2. To help an employer resolve cash flow problems by subsidizing a position they could not otherwise afford; and
3. To hire students, including work-term or cooperative education program placements for post- secondary students, as these individuals are considered full-time students.

**Note:**

A position filled prior to an application being submitted is not eligible for subsidy, unless otherwise approved by the department.

The position **shall not** be:

1. Part of the regular staff, including seasonal staff of the employer, owner, operator or created by the displacement of an existing employee, including individuals on lay-off, parental or maternity leave or awaiting notice of recall;
2. Filled by promoting or reassigning an existing employee, unless the employee's previous position is backfilled;

3. Vacant as a result of a labour stoppage or labour-management dispute;
4. The result of a reduction in regularly scheduled hours or period of work;
5. Performing personal services;
6. Paid solely by commission or output. While the JobsNL program does not support employment based on 100 per cent commission, employment which includes some earnings based on commission may be supported under JobsNL provided the individual is paid a set wage negotiated based upon the market wage rate (over and above any commission-based earnings that may be provided). Any earnings based on commission are not considered eligible for reimbursement under JobsNL; or
7. Subsidized by another government wage subsidy program or core funding from government. If the application is from a not-for-profit, staff must follow up to confirm funding source.

## **2.6 Eligible Funding**

One participant per application. A separate application is required for each position under the program.

More than one subsidy per employer may be considered based on budget availability, circumstances and ensuring a fair and equitable distribution of funds.

A change of employee is not permitted under the JobsNL Wage Subsidy. Should the subsidized employee terminate, for any reason, a new JobsNL application would have to be submitted to request subsidy of a new individual.

Funding for each of the JobsNL wage subsidies are as follows:

### **2.6.1 JobsNL 42**

Maximum subsidy of \$12 an hour towards the hourly wage for 28 weeks over a period of 42 weeks. A 60 per cent subsidy will be provided for the first 14 weeks, zero per cent subsidy for the second 14 weeks, and 80 per cent subsidy for the third 14 weeks.

### **2.6.2 JobsNL 28**

Provides a wage subsidy for a period of 10 – 28 weeks; this duration allows funding for seasonal employment. The subsidy is as follows:

- 60 per cent subsidy, to a maximum of \$12 towards the hourly wage rate.

## **3.0 Conflict of Interest**

The department has the following conflict of interest policy designed to enhance public confidence in the integrity and fairness of the administration of employment service offerings.

This policy ensures that all eligible individuals for employment or participation on a project are treated fairly and are given equal opportunities to apply for and obtain employment as permitted by law.

Should an immediate family member of a board member of a project applicant want to be considered as a participant of a project, in consultation with the Department of Immigration, Population Growth and Skills (IPGS), the staff member or board member shall remove themselves from all project administration processes and remove themselves from the participant selection process.

1. No federal or provincial governments, government crown corporations or agencies, boards and commissions are eligible for a subsidy;
2. No member of the House of Commons or Member of the House of Assembly of Newfoundland and Labrador will be admitted to any share or part of an agreement or to any benefit arising therefrom;
3. No public employee of the province of Newfoundland and Labrador shall be admitted to any part or share of the payments made pursuant to an agreement or to any benefits arising therefrom except in accordance with the **Conflict of Interest Act, 1995**;
4. No current or former public office holder or public servant who is not in compliance with the Values and Ethics Code for the Public Service or the Conflict of Interest and Post-employment Code for Public Office Holders shall derive a direct benefit from an agreement; and
5. No cost incurred in relation to wages paid to a third-party (e.g., participant, administrative staff, research subject or any other party) who is an immediate family member of the employer who is eligible for reimbursement under an agreement.

The only exception of this policy is when the department is satisfied that the position could not be filled by another individual due to exceptional circumstances (e.g., position required specific expertise or qualifications).

An immediate family is defined as father, mother, stepfather, stepmother, foster parent, brother sister, spouse or common-law partner, child (including child of common-law partner), stepchild, ward, father-in-law, mother-in-law, or other individual residing in the employer's household.

#### **4.0 Labour Market Programs Support System (LaMPSS)**

The JobsNL Wage Subsidy program is administered by the IPGS using the Labour Market Programs Support System (LaMPSS) application. LaMPSS is a common method for administering Labour Market Programs in Newfoundland and Labrador. LaMPSS is focused on providing consistency in processes and improving services to labour market program agreement holders.

The functionality of LaMPSS provides employers with self-serve capability, enabling the employer to apply for funding online for labour market programs and submitting required financial and activity reports online.

All employers are required to be set-up as a government vendor so payment can be issued. Vendor set-up and LaMPSS registration are initiated once you register here: <https://www.gov.nl.ca/ipgs/employer-registration/>.

After registering, a LaMPSS password and user ID (if you do not have one already) will be emailed to you at the address provided on your application (Employer Registration form). Please ensure you check your email (including junk mail) regularly. You can then log into the [LaMPSS](#) system and complete your online application.

If you have forgotten your password, please reset it in [LaMPSS](#) by clicking on **Forgot Password**. Enter Organization ID and User ID. Click submit and a new password will be emailed to you. If your password cannot be reset, please contact our Support Team by email at [extorghelp@gov.nl.ca](mailto:extorghelp@gov.nl.ca) during government business hours or call 1-844-252-6777. Visit the following website for more information on LaMPSS, including system requirements: [Labour Market Programs Support System - Immigration, Population Growth and Skills \(gov.nl.ca\)](#). This webpage provides details on which internet browsers work with the LaMPSS application and what version of Adobe is required. Should you require assistance with using LaMPSS, please contact our Support Group by email at [extorghelp@gov.nl.ca](mailto:extorghelp@gov.nl.ca) during government business hours, or you can call 1-844-252-6777.

## 5.0 Applying for Program Funding

### 5.1 Applying Online

Once you are registered as a LaMPSS user, organizations or employers can apply for funding online using the self-serve capability. Go to [LaMPSS home page](#) to log in and apply.

Once you have logged into LaMPSS,

1. Click on **Programs and Services** under **Apply for Funding** on the left menu bar;
2. Locate the **JobsNL Wage Subsidy Program – OFA** from the list of available programs; and
3. Click **Apply**.

You will see the introduction page for the application. It will provide a list of any **mandatory** documents that are required for submission with your application.

To initiate the application process, click **Start Now**

If you are having difficulty with the process or unable to complete an application for funding online, please contact 1-800-563-6600 or [EmploymentPrograms@gov.nl.ca](mailto:EmploymentPrograms@gov.nl.ca).

## 5.2 Completing an Application Form

### 5.2.1 Organization Information

Enter the name and complete mailing address for your organization. Several fields may be pre-filled based on your information in LaMPSS.

### 5.2.2 Application Details

Please provide the following:

<b>Title</b>	Job Title For example: Sales Clerk, Accountant, Graphic Designer, Office Administrator.
<b>Contact Person</b>	Name, title, telephone number and email address of person(s) to contact for additional information. <b>Ensure contact information is up to date for LaMPSS.</b>
<b>Agreement Start Date</b>	Proposed start date of employment (DD/MM/YYYY)
<b>Agreement End Date</b>	Proposed end date of employment (DD/MM/YYYY)

### 5.2.3 Past Agreements

If you have had past agreements, tick YES and provide previous agreement number(s) if available, or job title(s) (e.g., agreement # 000000 Office Administrator, agreement # 000001 Sales Clerk).

### 5.2.4 Project Description

Provide a description of the position to be subsidized, including the duties of the position, hourly salary to be paid, hourly salary, hours of work, long-term plans for the position, and the credentials of the person being sought, including educational background and other eligibility characteristics. Please include the details of the salary calculations and the amount of funding requested. This section is limited to 300 words. You may include a detailed proposal with your application. However, it is not mandatory.

### 5.2.5 Hours of work

The hours of work shall be a maximum of 40 hours per week and a minimum of 30 hours per week for each of the three subsidy options, as outlined in the official agreement between the employer and the Province. Individuals with a disability, who may be negatively impacted by maintaining the minimum of 30 hours per week, will be considered for eligibility under this program with the provision of a flexible work arrangement.

### 5.2.6 Agreement Contact

Provide the name of a person in your organization who can be contacted to provide additional information as may be required for this application including their name, title, and contact information. Please note that this contact should be an individual who has the authority to negotiate this agreement on behalf of your organization.

### 5.2.7 Language Preference

Provide your language preference of service and correspondence - English or French.

### **5.2.8 Project Location(s)**

Please provide the address information for the location(s) where the project activities will take place. If you have not yet secured a location, please enter your main organization's address and advise the department of the new address when the location is known.

### **5.2.9 Participants**

Enter one – under this program (JobsNL), it is one participant per application. A separate application must be separated if requesting funding for more than one position.

Enter the target group that is applicable to the participant; this is optional.

### **5.2.10 Activities**

The table below outlines the required information for the activity for the JobsNL Program. For JobsNL the activity type is Work Experience

<b>Work Experience</b>	
<b>Activity type definition</b>	The outcome of this program is to provide work experience leading to employment. Describe how you plan to deliver this activity.
<b>Start date and End date</b>	Enter the proposed start and end date of employment.
<b>Provide a brief description of this activity</b>	Outline the name of the position title; other job information is recorded in another section of the application.
<b>Expected Results</b>	Describe how this position will support the organization and how the employment will benefit the participant, the experience they will receive and expected employment outcome when the individual finishes under the program.
<b>Where does this activity take place</b>	Provide the full address, <i>including the street name</i> , where the participant will be employed and carry out their job duties.
<b>Expected number of project participants</b>	Enter 1 (one), as it's one participant per JobsNL application.

### **5.2.11 Sector Information**

Provide the **three-digit** North American Industry Classification (NAIC) code for your business. The NAIC is the standard used for classifying businesses; the business selects the code that best depicts their primary business activity, for example, a business whose primary business is residential or commercial construction – NAIC 236; retail trade for food and beverage – NAIC 445; gas station – NAIC 447; sports and recreational activities

– NAIC 711; nursing and residential care facilities – NAIC 621.

Click the NAICs website icon shown on the online application to choose the correct code for your business, or click the following link to the website: [North American Industry Classification System \(NAICS\)](#).

#### **5.2.12 Job Information**

Provide details specific to the job, including the Job Title, Job Description (outline the duties), Hourly Rate of Pay, Number of Hours Per Week, Number of Weeks and the Plan For Supervision.

Providing this information as part of your application means you do not have to provide a separate document with this information.

#### **5.2.13 Project Budget**

The following table outlines all of the eligible cost categories and items for JobsNL Program along with an example from each choice (JobsNL 42 or JobsNL 28). On your Application Form, enter the total project costs and the amount of funding requested for each category for this project.

##### **Example 1: JobsNL 42**

An employer wants to hire a new employee for 42 weeks at 40 hours per week and pay them \$15 per hour. The resulting total PROJECT COST would be \$25,200 (e.g., \$15 x 40 hours x 42 weeks).

**Week 1 to Week 14:** The first 14 weeks, the wage subsidy would be 60 per cent of the wage rate to a maximum of \$12. In this example the hourly subsidy would be \$9.00 per hour ( $\$15 \times 60\text{ per cent} = \$9$ ). Requested amount would be \$5,040 (e.g., \$9 x 40 hours x 14 weeks).

**Week 15 to Week 28:** The second 14 weeks there would be no subsidy, requested amount for this period would be \$0.

**Week 29 to Week 42:** The third 14 weeks, the wage subsidy would be 80 per cent of the wage rate to a maximum of \$12 per hour. For this period, the hourly subsidy would be \$12 an hour ( $\$15 \times 80\text{ per cent} = \$12$ ). Requested amount would be \$6,720 (e.g., \$12 x 40 hours x 14 weeks).

**PROJECT COSTS: \$25,200** ( $\$15 \times 40\text{ hours} \times 42\text{ weeks}$ )

**TOTAL REQUESTED AMOUNT: \$11,760** (Weeks 1-14 \$5,040; Weeks 15-28 \$0.00 and Weeks 29-42 \$6,720).

Participant Program Delivery		
Participant Cost Item	Project Cost	Requested Amount
Wage Subsidies and Benefits	\$25,200.00	\$11,760.00*
Subtotal	\$25,200.00	
less: Cash Contributions	\$13,440.00	
less: In-kind Contributions	\$0	
<b>Total</b>	<b>\$11,760.00</b>	<b>\$11,760.00</b>

Budget Total	Project Cost	Requested Amount
<b>Subtotal</b>	\$25,200.00	\$11,760.00
<b>less: Cash Contributions</b>	\$13,440.00	
<b>less: In-kind Contributions</b>	\$0	
<b>Total</b>	<b>\$11,760.00</b>	<b>\$11,760.00</b>

**Example 2: JobsNL 28**

An employer wants to hire a new employee for 28 weeks at 40 hours per week and pay \$15 per hour. The resulting total PROJECT COST would be \$16,800 (e.g., \$15 x 40 hours x 28 weeks).

Wage subsidy covers 60 per cent of the wage rate to a maximum of \$12 an hour, in this case the hourly subsidy would be \$9.00 per hour (e.g., \$15 x 60 per cent = \$9). Requested amount would be \$9 x 40 hours x 28 weeks = \$10,080.00.

**PROJECT COSTS: \$16,800.00 (\$15 X 40 hours X 28 weeks)**

**TOTAL REQUESTED AMOUNT: \$10,080.00 (e.g., \$9 x 40 hours x 28 weeks).**

Participant Program Delivery		
Participant Cost Item	Project Cost	Requested Amount
Wages	\$16,800.00	\$10,080.00
Subtotal	\$16,800.00	
less: Cash Contributions	\$6,720.00	
less: In-kind Contributions	\$0	
<b>Total</b>	<b>\$10,080.00</b>	<b>\$10,080.00</b>

Budget Total	Project Cost	Requested Amount
<b>Subtotal</b>	\$16,800.00	\$10,080.00
<b>less: Cash Contributions</b>	\$6,720.00	
<b>less: In-kind Contributions</b>	\$0	
<b>Total</b>	<b>\$10,080.00</b>	<b>\$10,080.00</b>

**5.2.14 Legal Signing Officers**

Provide the appropriate signing officers for this project as outlined on your LaMPSS

application as well as the legal signing requirements for your organization.

## 5.2.15 Supporting Documentation

### 5.2.15.1 Additional Documentation

Employers may be required to provide additional documentation in support of their application **if the employer is a not-for-profit organization and is not registered with the Companies and Deeds Online (CADO)**. In this instance, the most recent annual or general meeting minutes and financial statement **shall be submitted** and attached to LaMPSS to demonstrate the organization has an executive structure, decision making process and financial accountability.

To attach the documents, select a document type from the drop-down menu, click **Add** then attach the appropriate file from your computer's directory, and click **Save and Continue**.

**Note:**

Each additional document must have a unique filename. Individual files cannot exceed **1MB**, or LaMPSS will generate an error message. **The overall submission, including all attachments, cannot exceed 5MB.**

### 5.2.16 Application Summary and Submission

Once you have completed the online application, employers can view the View/Download summary button to view or download the application.

If you have completed the application, including the attachment of all required documentation, click the **Submit** button and the application is then submitted to the department for review.

**NOTE:**

Once you have submitted the application, the following messages **may** appear:

- ⚠ All errors must be corrected before submission can occur.
- ⚠ Warnings are for informational purposes and do not necessarily need to be corrected.

To add or change any of the information, return to the specific section by clicking on **Return to Section List** hyperlink.

Once submitted, a message will appear to confirm submission was successful and will provide you with a six-digit agreement number. This number will enable you to check on the status of your application in LaMPSS.

Employers can check the status of their application by logging into **LaMPSS**. Click on **Organization Home** on the left menu bar. There you will see a list of agreements for your organization. Click on the blue hyperlink (agreement number), this will bring you to

the agreement homepage where you can review details. Should you require additional information, please e-mail [EmploymentPrograms@gov.nl.ca](mailto:EmploymentPrograms@gov.nl.ca).

## 6.0 JobsNL Program Reporting Requirements

The requirements for Activity and Financial reports for the JobsNL Program are outlined in your agreement

### 6.1 Completing an Activity Report

This section provides supporting information that you will need to complete the Activity Report.

**Organization Information** - this section is for information purposes only and not action is required.

**Agreement Detail** – this section is for information purposes only and no action is required.

<b>Agreement Title</b>	Agreement Title is pre-populated, no action required
<b>Activity Start Date</b>	Activity Start Date is pre-populated, no action required
<b>Activity End Date</b>	Activity End Date is pre-populated, no action required

#### 6.1.1 Agreement Activity Update

The table below outlines the information reporting requirements for **each** eligible activity for the JobsNL Program.

<b>Activity Type</b>	Activity Type is pre-populated with Work Experience, no action required
<b>Activity Start Date</b>	Activity Start Date is pre-populated, no action required
<b>Activity End Date</b>	Activity End Date is pre-populated, no action required
<b>Location</b>	Location is pre-populated, no action required
<b>Activity Description</b>	Activity Description is pre-populated, no action required
<b>Expected Results</b>	Activity Description is pre-populated, no action required
<b>Reporting Requirements</b>	Reporting Requirements is pre-populated, no action required
<b>Update/Status this Period</b>	In this section: 1. Describe the activities (job duties) that the individual has been involved with and indicate whether they are still employed with your organization; and 2. Indicate if there have been any changes in their hours of work and the number of hours worked during the reporting period.
<b>Update actuals</b>	Enter the number of <b>new</b> participants hired during this reporting this period. Do not include any students reported on previous activity reports.

### **6.1.2 Participants**

Please provide an update on new project participants for this reporting period.

### **6.1.3 Supporting Documentation**

#### **6.1.3.1 Mandatory Documentation**

Mandatory documents are not required for the submission of your activity reports.

#### **6.1.3.2 Additional Documents**

If you have supporting documents, or if the department requests specific supporting documents, attach them to your Activity Report.

### **6.1.4 Reporting Notes**

Provide any additional information for this reporting period.

### **6.1.5 Summary and Submission**

Review all information carefully to ensure the required information has been provided.

To view or print a copy, click **View/Download Summary**.

Click **Submit** on the Summary and Submission page if your activity report is complete.

**NOTE:**

Once the activity report is submitted, the following messages may appear:

-  All errors must be corrected before submission can occur.
-  Warnings are for informational purposes and do not necessarily need to be corrected.

To add or change any of the information, return to the specific section by clicking on **Return to Section List** hyperlink.

### **6.2 Completing a Financial Report**

This section provides supporting information required to complete the Financial Report.

**Organization Information** - this section is for information purposes only and not action is required.

**Agreement Detail** – this section in the report is for information purposes only and no action is required.

<b>Agreement Title</b>	Agreement Title is pre-populated, no action required
<b>Agreement Start Date</b>	Agreement Start Date is pre-populated, no action required
<b>Agreement End Date</b>	Agreement End Date is pre-populated, no action required

### **6.2.1 Agreement Budget Update**

Enter the expenditures that have been incurred for this reporting period

### **6.2.2 Project Cash Flow Update**

Provide the actual costs for each eligible expense for this reporting period.

**Note:**

Once the Project Cash Flow is entered and saved, the following message **may** appear:

- Cash Flow amounts indicate that the project will be under or over budget. Please add a Reporting Note to clarify.

### **6.2.3 Reporting Notes**

Provide any additional information for this reporting period.

### **6.2.4 Supporting Documentation**

#### **6.2.4.1 Mandatory Documents**

Employers are required to provide a copy of payroll with their Financial Report to confirm wages paid.

#### **6.2.4.2 Additional Documents**

If you would like to provide additional documents in support of your financial report, select the type of document from the drop-down menu and click **Add** to select and attach the appropriate file from your computer's directory. Click **Save and Continue**.

## **6.3 Submitting Your Reports**

Review all information carefully to ensure the required information has been provided.

To view or print a copy, click **View/Download Summary**.

Click **Submit** on if your financial report is complete.

**NOTE:** Once the financial report is submitted, the following messages may appear:

- ⚠ All errors must be corrected before submission can occur.
- ⚠ Warnings are for informational purposes and do not necessarily need to be corrected.

To add or change any of the information, return to the specific section by clicking on **Return to Section List** hyperlink.

## **7.0 User Technical Support**

Should you require assistance with using LaMPSS, please contact our Support

Employment and Training Programs Division  
JobsNL Wage Subsidy - Program Guidelines

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Group by email at [extorghelp@gov.nl.ca](mailto:extorghelp@gov.nl.ca) during government business hours, or you can call 1-844-252-6777.