

# COMPLETING FINANCIAL AND ACTIVITY REPORTS

## Transitional Support Program

For general guidance on completing these reports, please refer to "[How to Complete and Submit Financial and Activity Reports.](#)"

Note, that at any time you can save the information entered in your reports and return to finish them later.

### COMPLETING THE FINANCIAL REPORT

Regardless of the reporting period that is displayed on the Financial Report, employers are required to enter information to cover **October 1, 2022, to September 30, 2023.**

Employers need to review and complete six (6) sections:

**1. Agreement Detail**

This section is read-only. No action is required.

**2. Agreement Budget Update**

"Reported Amount this Period" – Regardless of the dates showing for the Reporting Period, employers are required to report from October 1, 2022, to September 30, 2023.

Calculate the **total number of hours paid at the minimum wage rate X \$0.50** (e.g. total hours 4000 x 0.50 = \$2,000.00. Enter \$2,000.00 in the Reported Amount this Period field.)

**3. Project Cash Flow Update**

Enter the total number of hours paid at the minimum wage rate X \$0.50 (as in the example above) into the last month on the cash flow. Do not enter amounts over the approved budget.

**4. Reporting Notes Screen**

- If the full approved budget was used, add a note (e.g. "All hours were paid as specified in the agreement.")
- If employers have not spent the full approved budget, a warning message will appear "Cash flow amounts indicate the project will be under/over budget. Please add a reporting note to clarify (i.e. "Staff quit", "Reduced hours, etc.). Employers may include any other relevant details.

**5. Supporting Documents**

Required Documents

Submit confirmation of wages paid to employees at the minimum wage rate from October 1, 2022, to September 30, 2023. Documentation should include, but is not limited to:

- **Employee Template** based on actual minimum wages paid; and

- **Payroll documentation for minimum wage employees:**
  - Payroll records,
  - Schedules/Timesheets,
  - Payroll summary (specifying rate of pay and number of hours),
  - Employee cheque stubs, and/or
  - Ledger printouts.

#### Additional Documents

If necessary, additional documents can be added to support the Financial Report. Select the type of document, click Add to select and attach.

Once all documents have been attached, press Save and Continue.

**Important Note:** There is a limit of 1MB per file. The total maximum size for all files is 5MG. It is recommended to compress records if they exceed the limit. The report will not be able to be submitted if it exceeds these limits.

#### **6. Summary and Submission**

Before submitting the Financial Report, employers have the option to download and review. You may see a warning message (no action required) or an error message (action is required). Refer to page 13 of the guide [How to Complete and Submit Financial and Activity Reports](#). Once **Submit** is selected, employers will receive confirmation that your submission was successful.

### **COMPLETING THE ACTIVITY REPORT**

Regardless of the reporting period that shows on the Activity Report, employers are required to enter information to cover **October 1, 2022, to September 30, 2023**.

You need to review and complete six (6) sections:

#### **1. Agreement Detail**

Read only. No action is required

#### **2. Agreement Activity Update**

Click on "Provide update". In the last box "Update/Status this Period", indicate the rate of pay and the total number of hours paid at each rate. Note, that there were two minimum wage rates during the covering period. Please include any other relevant details.

#### **3. Participant Update**

In both fields, enter the total number of minimum wage earners claimed from October 1, 2022, to September 30, 2023.

#### **4. Reporting Notes**

Add a note. (e.g. "Activities completed as agreed."). Employers can also provide any additional information here.

## 5. Supporting Documents

None required for the Activity Report, however employers can add any additional documents in support of the report.

## 6. Summary and Submission

Before submitting the Activity Report, employers have the option to download and review. You may see a warning message (no action required) or an error message (action is required). Refer to page 13 of the guide [How to Complete and Submit Financial and Activity Reports](#). Once **Submit** is selected, you will receive confirmation that your submission was successful.

All documentation is to be submitted through the employer's LaMPSS account when completing the Financial Report.

An Agreement Manager will review the submissions to confirm eligibility for the final payment. Once eligibility is confirmed, final payment will be issued.

If the number of hours paid at the minimum wage rate is less than what was initially approved, an overpayment will be setup and an Agreement Manager will advise the employer of the process to repay. **Also, if the documentation is not received by December 1, 2023, the full amount of the initial disbursement will be set up as an overpayment.**

Contact Information:

Toll-Free 1 (877) 563-1063

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

*Reminders:*

- *Never include Social Insurance Numbers (SIN) in any documentation for the Transitional Support Program.*
- *When submitting personal or confidential information via email, protect document(s) with a password and send the password in a separate email.*