

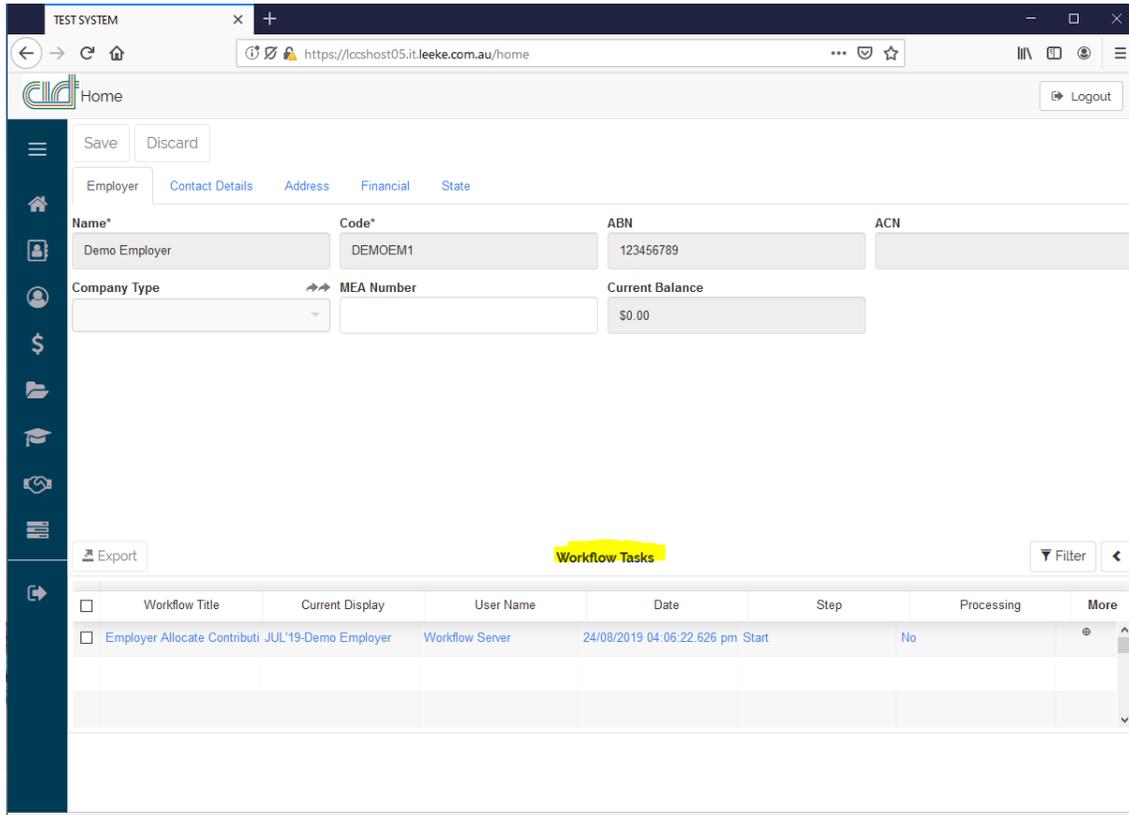


THE CIRT (QLD)
REDUNDANCY SCHEME

**CIRT Portal -
Complete Monthly Allocations**

Completing Allocations

When logging on to the CIRT Portal, an employee will have a list of the tasks currently pending completion. (See Screen Shot below). This includes COE requests as well as monthly allocations. If a contribution is close mid process, you can also pickup and resume completing the contribution from this window.



To start a contribution, click on the contribution then click start to confirm your selection.

To complete a contribution, as an employer, you can start with a list of currently registered employees or a copy an allocation previously completed.

TEST SYSTEM

Home Logout

Copy previous contribution Discard Current employments

Instructions

Please confirm that you have opened the correct monthly contribution you are intending to complete and the method for processing this contribution.

Contribution type:

- "Current employments" will give you a blank listing with the current employees linked to your account
- "Copy previous contribution" will allow you to select from one of the 5 most recent contributions and make any required changes

Code: DEMOEM1 Name: Demo Employer

Contribution For: JUL'19-Demo Employer

Contribution completed by

Title: First Name: Demo Surname: Contact

If you choose to copy a previous allocation, you can select an allocation completed in the previous 12 months. After you have selected the previous contribution to copy or the selected to star with current contributions you will be able to complete any required changes to the number of weeks and payment amounts. To add any new employees, please use the "Add New Employee" button at the top of the page.

TEST SYSTEM

Home Logout

Recalculate Fill all weeks & amounts Add New Employee Discard Finished Allocations

Employer: Demo Employer - DEMOEM1 - <Unknown> Contribution: JUL'19-Demo Employer

Default Jetco Agreement: \$10 Training Levy Default Charity Donation:

Comments:

Severance Total: \$500 JetcoTotal: \$50 Donation Total: Contribution Total: \$550

Contribution List

Employee Code	Full Name	Date of Birth	Weeks	Total	Agreement	Comments	Commencement Date	Termination Date
EMPLO	DEMO EMPLOYEE	01 / 01 / 2000	5	\$550.00	\$10 Train ...		01 / 07 / 2019	dd / mm / yyyy

Once completed, you can finish the allocation and submit to CIRT for processing.