



THE CIRT (QLD)
REDUNDANCY SCHEME

**CIRT Portal -
Complete Certificate of Employment**

Submit CIRT Certificate of Employments

When logging on to the CIRT Portal, employers will be directed to the screen shot below. To submit a CIRT Certificate of Employment, employers must click on the Employer CoE Completion button as highlighted in the below screenshot.

The screenshot shows the CIRT Portal interface. At the top, there is a 'Home' link and a navigation menu with options like 'Save' and 'Discard'. Below this, there are tabs for 'Employer', 'Contact Details', 'Address', 'Financial', and 'State'. The main content area displays fields for 'Name*' (Demo Employer), 'Code*' (DEMOEM1), 'ABN' (123456789), 'Company Type', 'MEA Number', and 'Current Balance' (-\$2,880). At the bottom, there is a table titled 'Workflow Tasks' with columns for 'Workflow Title', 'Current Display', 'User Name', and 'Date'. The row for 'Employer CoE Completion' is highlighted with a green oval.

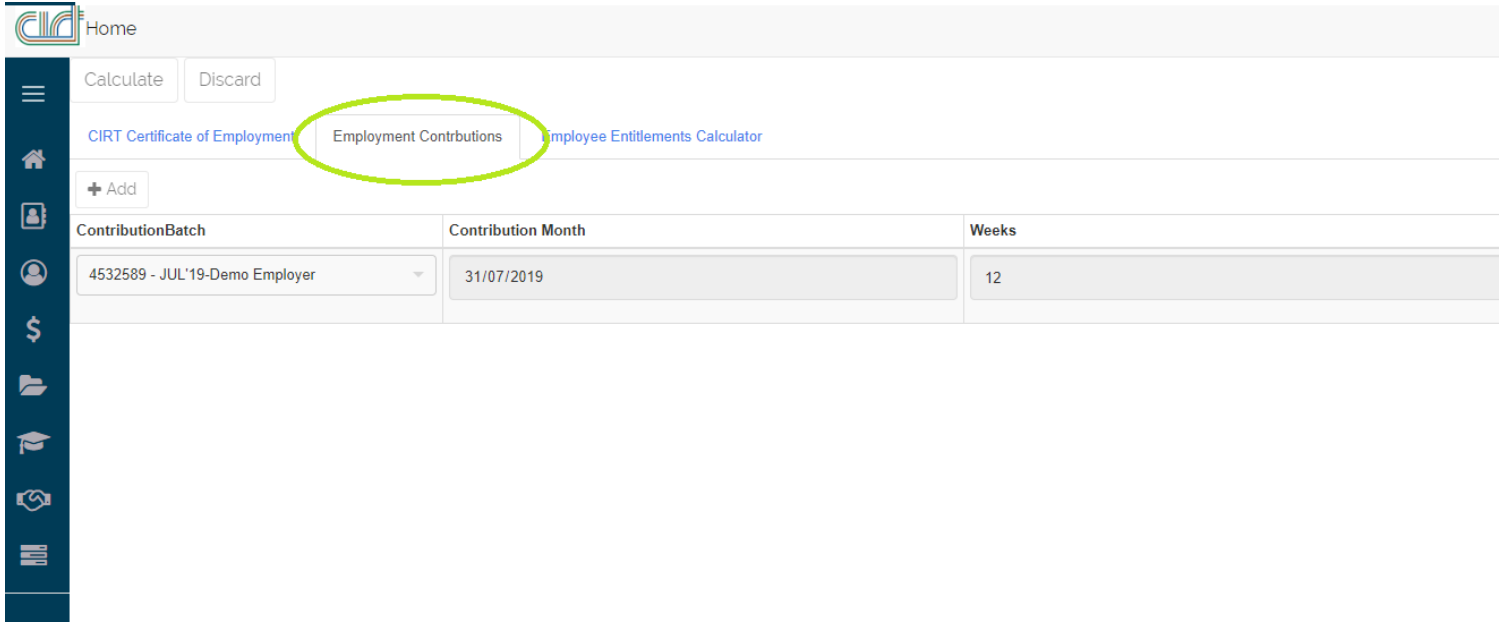
Workflow Title	Current Display	User Name	Date
Employer CoE Completion	DEMO EMPLOYEE	Workflow Server	27/08/2019 02:52:51.915 pm

Once you have clicked on this button, you will be directed to the below screenshot. The employer must complete the required fields and ensure the commencement date, termination date and the termination type are correct.

The screenshot shows the 'Employment Details' form in the CIRT Portal. At the top, there is a 'Home' link and a navigation menu with options like 'Calculate' and 'Discard'. Below this, there are tabs for 'CIRT Certificate of Employment', 'Employment Contributions', and 'Employee Entitlements Calculator'. The main content area displays fields for 'Employee*' (EMPLOY1 - DEMO - EMPLOYEE), 'Employer*' (Demo Employer - DEMOEM1), 'Certification:' (We certify that the above employee was employed between the dates below.), 'Commencement Date*' (01/07/2019), and 'Termination Date*' (dd/mm/yyyy). A red error message indicates that the 'Termination Date*' field is a required property. At the bottom, there is a section for 'Redundancy Description' with a blue background and text stating: 'I certify that: the Employer no longer requires the work which the Employee has been performing to be done by anyone and this has led to the termination of employment AND/OR the Employee's employment was terminated due to lack of work; AND the termination was not by the Employee by voluntary resignation, retirement, death or permanent disability or abandonment, or by the Employer for disciplinary reasons'.

Once these details have been entered and checked, click the Continue button in the top right corner to send the Certificate of Employment to CIRT for processing.

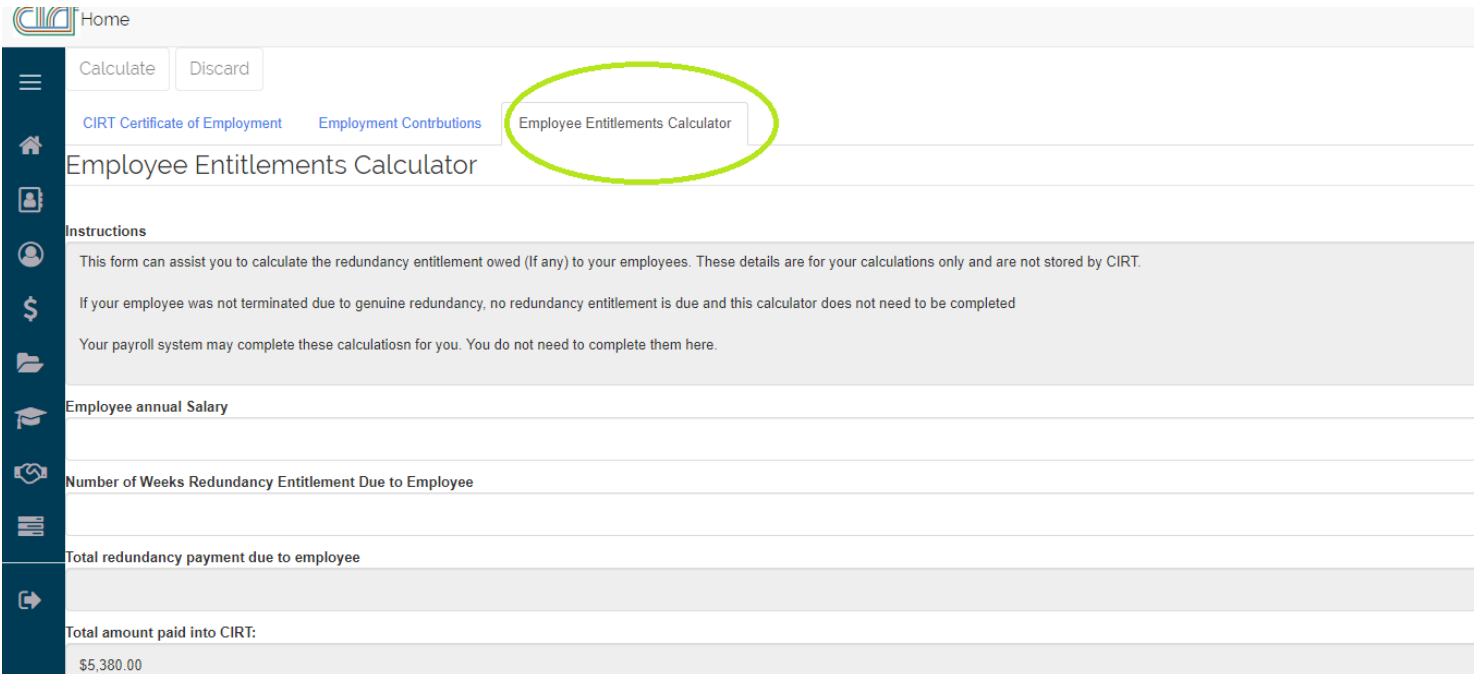
The below screenshots are features also available to employers in the new CIRT Portal. The first screenshot allows employers to view all contributions made for this employment. The second screenshot provides the employer with an entitlements calculator for their employees.



The screenshot shows the CIRT Portal interface. At the top left is the CIRT logo and 'Home' text. Below this are 'Calculate' and 'Discard' buttons. A navigation bar contains three tabs: 'CIRT Certificate of Employment', 'Employment Contributions' (highlighted with a green oval), and 'Employee Entitlements Calculator'. Below the tabs is a '+ Add' button. A table displays contribution details:

ContributionBatch	Contribution Month	Weeks
4532589 - JUL'19-Demo Employer	31/07/2019	12

A vertical sidebar on the left contains various icons for navigation.



The screenshot shows the 'Employee Entitlements Calculator' page. At the top left is the CIRT logo and 'Home' text. Below this are 'Calculate' and 'Discard' buttons. A navigation bar contains three tabs: 'CIRT Certificate of Employment', 'Employment Contributions', and 'Employee Entitlements Calculator' (highlighted with a green oval). The page title is 'Employee Entitlements Calculator'. Below the title is an 'Instructions' section:

Instructions
This form can assist you to calculate the redundancy entitlement owed (if any) to your employees. These details are for your calculations only and are not stored by CIRT.
If your employee was not terminated due to genuine redundancy, no redundancy entitlement is due and this calculator does not need to be completed
Your payroll system may complete these calculations for you. You do not need to complete them here.

Below the instructions are several input fields:

- Employee annual Salary
- Number of Weeks Redundancy Entitlement Due to Employee
- Total redundancy payment due to employee
- Total amount paid into CIRT: \$5,380.00

A vertical sidebar on the left contains various icons for navigation.