



Applying for Commonwealth Paid Parental Leave

A Guide for Queensland Government employees and their managers

Introduction

This fact sheet has been designed to assist you and your manager with the Commonwealth Paid Parental Leave (CPPL) application process.

It tells you what information you will need to provide on your CPPL application to enable the Queensland Government (QG) to act as your paymaster.

Before going any further with your CPPL application, you should familiarise yourself with the CPPL scheme by visiting the websites and reading the documents listed under 'further information'.

The CPPL application process

As an employer of choice, the QG is electing ('opting in') to provide CPPL payments to all eligible employees regardless of length of service or the number of weeks of CPPL they receive. This approach ensures that no employees are disadvantaged and all have access to benefits such as salary sacrifice. Prior to lodging your application with the Family Assistance Office (FAO), it is imperative that you discuss your intention to access the CPPL scheme with your manager.

Your manager will be able to provide you with the information required (including the relevant ABN) to put on your application to enable the QG to act as your paymaster.

Your manager may have to refer you to the appropriate human resource, finance or payroll officer for your agency for some of this information.

The attached tools have been developed to help guide discussions between you and your manager, and to assist you with the CPPL application process.

- *CPPL Application – Information for you to complete to enable the QG to act as your paymaster*
This document steps you and your manager through some of the information you will need to discuss and subsequently provide in your CPPL application to enable the QG to act as your paymaster.
- *The Queensland Government CPPL Application Process*
This document provides an overview of the QG CPPL application process.

It is your responsibility to lodge your CPPL application with the FAO.

To apply for the CPPL scheme please visit the FAO website at: www.familyassist.gov.au.

If you experience difficulties with the online application please contact or visit your nearest Centrelink office.

Further information

- Public Sector Industrial and Employee Relations Circular, C5-10 'Commonwealth Paid Parental Leave'.
- QG CPPL website (under development).
- Centrelink: www.centrelink.gov.au.
- Families Assistance Office: www.familyassist.gov.au.
- FAHCSIA: www.fahcsia.gov.au.

CPPL Application

Information for you to complete to enable the Queensland Government to act as your paymaster

Below are two screen shots which are part of the CPPL online application. Your response will affect who will act as your paymaster for your CPPL payments (QG or FAO). It is therefore imperative for you to discuss with your manager your intention to access the CPPL scheme prior to lodging your application with the FAO. Your manager will be able to provide the information required (including the relevant ABN) to enable you to complete your application. The information below will help guide your discussion with your manager.

Please note: The CPPL application requires you to complete a series of further questions regarding your personal information. You will not need your manager's assistance for this.

1. You must select 'YES' here to indicate you are currently employed by an Australian Business.
2. You must select your type of employment. Please discuss this with your manager.
3. If you are not returning to work at a QG agency after your parental leave, then your employer is not required to provide your CPPL payments. Choosing "NO" means that Centrelink will pay your CPPL payments to you.
4. You are required to provide the date you commenced your employment. Please discuss this with your manager.
5. If you have not been employed by QG for 12 months or more, or you are applying for less than 8 weeks of CPPL payments, you can choose to receive your payments from Centrelink instead of QG. Selecting "YES" will enable the QG to act as your paymaster. Selecting "NO" means the FAO will provide your CPPL payments. Please discuss this with your manager.

CPPL Application

Information for you to complete to enable the Queensland Government to act as your paymaster - Continued

Customer Services Online - My Services - Online Claims - Google Chrome
 https://www.centrelink.gov.au/onlineclaims/onlineclaims
 Australia Government | Centrelink
 centrelink.gov.au
 Control: Home | Ask | Your Rights | Contact Us
 LOGIN/FP
 Make a Claim
 Claim progress
 Customer Details
 Address Details
 Relationship Details
 Contact Information
 Information
 Details
 Australia: Evidence
 Payment Distribution
 Tax Details
 Children
 Family Payment Loans
 Income
 Work History
 Employer Details
 Information
 Finance and Support Claims
 Claim options
 > Back and Exit Claims
 > Help Index
 Employer Details - Contact Details
 To enable for your employer to pay your Parental Leave Pay from the Australian Government, the Family Assistance Office requires the details of the person to contact within your payroll or human resources section. Please complete your employer's contact details. You must complete all questions marked with an asterisk *.
 Contact's name *
 Contact's phone number *
 (include area code for land-line numbers)
 Contact's mobile address
 address line 1 *
 address line 2
 Town/Suburb *
 State *
 Please select
 Postcode *
 Do you have an employee identification number with this employer?
 Yes No
 If yes, what is your employee identification number?

 Back Save Save and Continue
 Legal notices
 Centrelink ABN: 29 465 422 437

6. You must provide contact details for the appropriate contact person within your agency. Please ask your manager to provide this information to you.

7. You MUST select 'YES' here to confirm you have an employee identification number (your payroll number).

8. To enable your payroll provider to correctly identify you and ensure you are paid CPPL payments on behalf of the FAO, you must insert your payroll / employee number here. *PLEASE NOTE: This is not a mandatory field on the online application but the QG requires you to complete it*