

Congratulations on the job

This is an exciting time! As you settle into your new role we want to make sure we provide you with the support you need. So there are just a couple of simple things you need to do so that Sureway and Centrelink can provide you with the right support.



You need to report your income to the Department of Human Services (Centrelink)

You have a contractual obligation to report ALL income you receive from paid employment to the Department of Human Services (Centrelink) on a regular basis (usually fortnightly) or you may incur financial penalties.



You can report your income by:

- Logging onto your [myGov account](#) and accessing your Centrelink online account
- Using the [Express Plus Centrelink app](#) (available from your App Store for Apple and Android devices)
- Visiting your nearest Centrelink office
- Phoning 133 276 (13EARN)



Reporting your income is easy - you just need to know:

- Your hourly rate - this should be on your payslip, or contact your employer to obtain this information
- The total number of hours you worked for the fortnight - keep a record of how many hours you work each day / week so you're prepared in advance.

DID YOU KNOW ...

Working credits are available through Centrelink

Working Credits are a Centrelink scheme that allows you to keep more of your payment when you start work.

Check your working credit balance on your mobile using the Express Plus Job Seekers App (available for Apple and Android devices from iTunes or Google Play) or call Centrelink to discuss.

Because you're registered with Sureway Employment and Training

We can offer you (based on eligibility criteria):

- Assistance with work clothes / shoes
- Assistance with courses directly relating to your employment
- Counselling services should you need them
- Wage subsidies that may be available for your employer

Contact us to check your eligibility or visit www.sureway.com.au