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MORE BUSINESS SUPPORT THAN YOU EXPECT...

JOB KEEPER

- Colin Atkinson
 - Margie Walkerden
-
- CA MANAGEMENT SERVICES
 - 9470 9922
 - Support@Caman.com.au

Step 1. Register

- <https://www.ato.gov.au/General/JobKeeper-Payment/JobKeeper-guides/>
 - JobKeeper guide - sole traders
 - JobKeeper guide - employers reporting through STP
 - JobKeeper guide - employers not reporting through STP
- Log in to the Business Portal using myGovID.
- Select 'Manage employees' then the link for the JobKeeper payment.

Turnover

Required fields

A fall in turnover: your business has experienced or is likely to experience a fall in turnover of at least 30%, at least 50% if your turnover is more than \$1 billion, or at least 15% if you are an ACNC-registered charity other than a school or university.

Has your turnover for the entity fallen or is likely to fall **30% or more**?*

☒

Yes

☐

No

Has your turnover for the entity fallen or is likely to fall **50% or more**?*

☒

Yes

☐

No

Has your turnover for the entity fallen or is likely to **fall by 15%**?*

> When you're not registered for GST, this applies to all annual income.

☒

Yes

☐

No

Turnover

Month: the month from which your business experienced the fall in turnover or expects to experience a fall in turnover.

For which month in 2020 have you experienced or likely to experience a reduction in turnover?*

March



Based on comparative Last year BAS figures monthly/Quarterly

How do I calculate my GST turnover?



Can I still enrol if I'm not sure my GST turnover has fallen, or will fall, by the required threshold applicable to me?



You can enrol for the JobKeeper wage subsidy if you reasonably expect your turnover will fall by the threshold percentage rate applicable to you.

If a business does not meet the turnover thresholds at the start of the JobKeeper scheme on 30 March 2020, the business can enrol for the JobKeeper wage subsidy when the turnover test is met. In this case, the JobKeeper wage subsidy is not backdated to the commencement of the scheme, but the business will be able to claim future JobKeeper wage subsidies up to 27 September 2020.

Which of my employees are eligible?



Employee - Eligibility

- is currently employed by the eligible employer (including those stood down or re-hired);
- is a full-time or part-time employee, or a casual employed on a regular and systematic basis for longer than 12 months as at 1 March 2020;
- was aged 16 years or older at 1 March 2020;
- was an Australian citizen, the holder of a permanent visa, or a Special Category (Subclass 444) Visa Holder at 1 March 2020;
- was a resident for Australian tax purposes on 1 March 2020; and
- is not in receipt of a JobKeeper Payment from another employer.
- You can only claim JobKeeper payment for eligible employees if you pay the \$1,500 per fortnight (before tax) to each eligible employee.

Employees

JobKeeper Employee Nomination Notice

<https://www.ato.gov.au/uploadedfiles/content/cr/d1aab7f2-fbe8-44b8-9ec1-4885ded1088e.pdf>

Expected number of eligible employees: if enrolling for April 2020, the number of expected eligible employees for each JobKeeper fortnight in April.

If your business is a partnership, trust or company, your number of eligible employees must not include the eligible business participant.

If your business doesn't have any employees, leave these fields as '0'.

Number of eligible employees who have been or will be remunerated \$1,500 or more (this may include wages, tax and salary-sacrifice super) for JobKeeper **fortnight one** (30 March - 12 April)*

0	employees
---	-----------

Number of eligible employees who have been or will be remunerated \$1,500 or more (this may include wages, tax and salary-sacrifice super) for JobKeeper **fortnight two** (13 - 26 April)*

0	employees
---	-----------

The boss if they are not an employee

Eligible business participant: whether you intend to register an eligible business participant for a partnership, trust or company.

Are you intending to register an eligible business participant?* 

☒ Yes

☐ No

Does the employing entity's business participant **meet all** of the following?*

- > relevant individual actively engaged in the entity's business
- > relevant individual aged 16 or over (or 18 years if beneficiary in the case of the Trust)
- > had an ABN on 12 March 2020
- > had assessable income in 2018-2019 income year and provided notice to the Commissioner on or before 12 March 2020 OR made a supply in 1 July 2018 – 12 March 2020 and provided notice to the Commissioner on or before 12 March 2020
- > you are an Australian resident (within the meaning of section 7 of the Social Security Act 1991), or a resident for income tax purposes and was the holder of a special category (Subclass 444) visa.
- > you are not an employee (other than a casual employee) of another entity

☐ Yes

☐ No

Financial institution details for employing entity

Account name *

BSB *

Account number *

☐

I have checked the account details are for the employing entity and have confirmed these are correct. *

Contact details

Name *

Phone/mobile number *

Email *

Confirm email *

Declaration

> I declare the information I have provided is true and correct.

Privacy: For important information about your privacy see our [Privacy Notice](#)

☐

Tick this box to sign this declaration with the identification details you used to log-in. *

Provision	Description	Penalty
Section 284-75 in Schedule 1 to the <i>Taxation Administration Act 1953</i>	Administrative penalties for false and misleading statements	A financial penalty of up to 75 per cent of the amount of any overpayment
Section 8C of the <i>Taxation Administration Act 1953</i>	Criminal offence for a failure to comply with requirements under the taxation law	Imprisonment for up to 12 months and a fine of up to 50 penalty units (250 penalty units for corporate entities)
Sections 8K and 8N of the <i>Taxation Administration Act 1953</i>	Criminal offences for making false or misleading statements to taxation officers	Imprisonment for up to 12 months and a fine of up to 50 penalty units (250 penalty units for corporate entities)
Section 135.2 of the Criminal Code	Obtaining financial advantage	Imprisonment for up to 12 months
Section 134.2 of the Criminal Code	Obtaining financial advantage by deception	Imprisonment for up to 10 years
Section 135.4 of the Criminal Code	Conspiracy to defraud	Imprisonment for up to 10 years

JobKeeper

- Job Keeper is a Subsidy to the Employer Eg Just like an apprentice Subsidy
- Only goes 30/03/20-27/09/20 – 6mths
- Staff need to be paid first
- Must be employed or reinstated if previously terminated
- ATO payments will come through in May – Monthly in arrears

Step 2 – Pay the staff Via STP

- Notify when to start Paying eg **JOBKEEPER-START-FNXX**
- JOBKEEPER-START-FN01 – means you started paying in that fortnight
- JOBKEEPER-START-FN04 – started in fortnight 4
- ONLY NEEDS to be sent Once

JOBKEEPER-START-FNXX

The JOBKEEPER-START-FNxx codes are:

FN	Dates	Allowance Description
01	30/03/2020-12/04/2020	JOBKEEPER-START-FN01
02	13/04/2020-26/04/2020	JOBKEEPER-START-FN02
03	27/04/2020-10/05/2020	JOBKEEPER-START-FN03
04	11/05/2020-24/05/2020	JOBKEEPER-START-FN04
05	25/05/2020-07/06/2020	JOBKEEPER-START-FN05
06	08/06/2020-21/06/2020	JOBKEEPER-START-FN06
07	22/06/2020-05/07/2020	JOBKEEPER-START-FN07
08	06/07/2020-19/07/2020	JOBKEEPER-START-FN08
09	20/07/2020-02/08/2020	JOBKEEPER-START-FN09
10	03/08/2020-16/08/2020	JOBKEEPER-START-FN10
11	17/08/2020-30/08/2020	JOBKEEPER-START-FN11
12	31/08/2020-13/09/2020	JOBKEEPER-START-FN12
13	14/09/2020-27/09/2020	JOBKEEPER-START-FN13

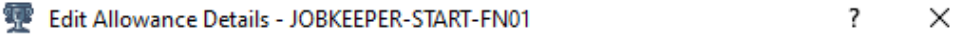
Wage Easy – Setup – JobKeeper Allowance






- The JobKeeper payment period commenced from Monday 30 March 2020 and will apply for 13 full fortnights until Sunday 27 September 2020. The ATO will reimburse participating employers monthly in arrears \$1,500 for each full fortnight per eligible employee paid by the employer.
- For payroll cycles, pay the \$1,500 for each fixed JobKeeper fortnightly period where:
- Weekly pays - \$1,500 across the paydays within each JobKeeper fortnight period, including any out of cycle payments. Example: if weekly payday is on Wednesdays, then there are 2 paydays (1/4 and 8/4) within Fortnight 01, so total pay per eligible employee must be at least \$1,500 for those 2 pays. It may be evenly split (\$750/pay) or the second pay must make up at least the total \$1,500 (\$400 then \$1,100).
- Fortnightly pays - \$1,500 for the paydays within each JobKeeper fortnight period, including any out of cycle payments.
- Monthly pays – at least \$1500 for each full JobKeeper fortnight within the month. This will be \$3000 for each month except August. The employer may choose to pay \$3,250 each month, but reimbursements are based only upon complete fortnights per month.
- Other frequencies – ensuring that the paydays that fall with the fortnight include a payment of at least \$1,500 per fortnight.

Set up – Create a new Allowance

- Setup > Allowances > ADD > Next when you are on the Welcome to the Allowance Wizard screen.
- Description = (Type the description exactly) **JOBKEEPER-START-FN01**. Type = Addition
- Frequency |Each Pay. Amount = enter \$.01 cent. Ensure that the Taxed box is not ticked, and the Include in Super Calculation is not ticked > Next.

Setup

 ? X

Details General Ledger Employees Departments Jobs Bank ATO Payment Summary

Description:

Type: Frequency:

Amount: ☐ Taxed

Minimum: ☐ Include in Super Calculation


Maximum: ☐ Child Support Payment






Allowance No:

Category:

Conditions: ☐ Pay Allowance on (Loadings)

	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

 ? X

Details General Ledger Employees Departments Jobs Bank ATO Payment Summary

This section controls the default handling of allowances in relation to an employee's ATO payment summary. The values below will be used when adding the allowance to the employee's file.

☒ Show on ATO Payment Summary Show As:

☐ Apply the above change(s) to all employees who have been paid this allowance for the current financial year

☒ Report in STP

ATO Type:

Add to Employee details - Payments

- Remember the JOBKEEPER-START-FNXX **only** needs to be included in the payroll on one pay run

The screenshot shows the 'Employee Details' window for 'Abbott, Steve' (Number: FP-011). The 'Allowances' tab is selected, showing a table of allowances for the 2019/2020 period. The table lists two allowances: 'JOBKEEPER-START-FN01' and 'JOBKEEPER-TOPUP'. Both are active and have a pay sum of \$0.0100 and \$0.0000 respectively. The 'Total (YTD)' for both is \$0.00.

Description	Active	Pay Sum	Override	Amount	Total (YTD)
JOBKEEPER-START-FN01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.0100	\$0.00
JOBKEEPER-TOPUP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.0000	\$0.00

When no longer eligible for JobKeeper

- As with the JobKeeper Start Fortnight, the ATO must be informed when the employee is no longer eligible for the JobKeeper payment. The ineligibility may be due to:
 - Workers' compensation absence
 - Cessation of employment
 - Change of citizenship, visa, personal circumstances
- The ATO must be informed of the fortnight from which the JobKeeper payment no longer applies. The JobKeeper Finish Fortnight should be reported in the following fortnight that the employee receives the JOBKEEPER-TOP-UP Allowance.

Terminating

Notify when to stop Paying eg JOBKEEPER-FINISH-FNXX

The JOBKEEPER-FINISH-FNxx codes are:

FN	Dates	Allowance Description
01	30/03/2020-12/04/2020	JOBKEEPER-FINISH-FN01
02	13/04/2020-26/04/2020	JOBKEEPER-FINISH-FN02
03	27/04/2020-10/05/2020	JOBKEEPER-FINISH-FN03
04	11/05/2020-24/05/2020	JOBKEEPER-FINISH-FN04
05	25/05/2020-07/06/2020	JOBKEEPER-FINISH-FN05
06	08/06/2020-21/06/2020	JOBKEEPER-FINISH-FN06
07	22/06/2020-05/07/2020	JOBKEEPER-FINISH-FN07
08	06/07/2020-19/07/2020	JOBKEEPER-FINISH-FN08
09	20/07/2020-02/08/2020	JOBKEEPER-FINISH-FN09
10	03/08/2020-16/08/2020	JOBKEEPER-FINISH-FN10
11	17/08/2020-30/08/2020	JOBKEEPER-FINISH-FN11
12	31/08/2020-13/09/2020	JOBKEEPER-FINISH-FN12
13	14/09/2020-27/09/2020	JOBKEEPER-FINISH-FN13

JOBKEEPER-FINISH-FNXX

Edit Allowance Details - JOBKEEPER-FINISH-FN10

Add Edit Delete Print Close

Details General Ledger Employees Departments Jobs Bank ATO Payment Summary

Description: JOBKEEPER-FINISH-FN01

Type: Addition Frequency: Each Pay

Amount: \$0.0100

Minimum: \$0.00

Maximum: \$0.00

Allowance No:

Category:

Conditions:

☐ Taxed

☐ Include in Super Calculation

☐ Child Support Payment

☐ Workplace Giving Payment

☐ Pay Allowance on (Loadings)

Allowance Wizard

ATO Payment Summary

What are the Payment Summary details and ATO Type for this new allowance?

This section controls the default handling of allowances in relation to an employee's ATO payment summary. The values below will be used when adding the allowance to the employee's file.

☒ Show on ATO Payment Summary Show As: Allowance

☒ Report in STP

ATO Type: Other

< Back Next > Cancel

Types of Employee

- Full Time/Part Timer/Casual - Earning more than \$1500 a fortnight
 - Pay as normal
 - First PAY - need allowance JOBKEEPER-START-FN01

Stand - Down

- Full Time/Part Timer/Casual - No Work
 - Pay Job Keeper Allowance - optionally with or without Super
 - JOBKEEPER-TOPUP
 - Taxed as normal allowance
 - Record Normal Hours at Zero rate so that leave is accrued as per normal pay

Working Reduced Hours

- Full Time/Part Timer/Casual
 - Pay the hours worked at the normal rate
 - Pay Job Keeper Allowance as a top up - optionally with or without Super
 - Top up to the Normal Hours at Zero rate so that leave is accrued as per normal pay

JOBKEEPER TOP-UP

- The next allowance to create is the **JOBKEEPER-TOPUP** Allowance for those eligible employees who are getting a top up
- Setup > Allowances > ADD > Next when you are on the Welcome to the Allowance Wizard screen.
- The Allowance Type will be Standard Allowance > Next.
- Description = (Type the description exactly) **JOBKEEPER-TOPUP**. Type = Addition. Frequency = Each Pay. Ensure that the Taxed box is ticked, and the Include in Super Calculation is not ticked > Next.

TOP-UP Set up

Allowance Wizard ? X

Allowance Details

What are the entitlement and calculation details for this new allowance?

Description: ☐ ☐ **JOBKEEPER-TOPUP**

Type: **Addition** Frequency: **Each Pay**

Amount:

Minimum: ☒ Taxed

Maximum: ☐ Include in Super Calculation

Allowance No:

Conditions: ☐ ☒ **Pay Allowance On (Loadings)**

	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

< Back **Next >** Cancel

Allowance Wizard ? X

ATO Payment Summary

What are the Payment Summary details and ATO Type for this new allowance?

This section controls the default handling of allowances in relation to an employee's ATO payment summary. The values below will be used when adding the allowance to the employee's file.

☒ Show on ATO Payment Summary Show As: **Allowance**

☒ Report in STP

ATO Type: **Other**

< Back **Next >** Cancel

Employee Setup

Edit Allowance Details ? X

Add Edit Delete Close

Allowance Details Departments/Jobs Employee Departments/Jobs Global

Description: JOBKEEPER-TOPUP

Amount: \$0.0000 ☒ Override Default Amount

Active: ☒ ☒ Show on ATO Payment Summary

Paid (YTD): \$0.00 Show As: Allowance

Restrict Payment of Allowance to Selected Departments & Jobs

☒ Pay Allowances for work in all Departments and Jobs

☐ Restrict payment to work in listed Departments and Jobs

Limit Payment of Allowances to a Specified Dollar Amount

Limit: \$0.00 Total Paid: \$0.00

Costing

☐ Cost to a single department

Department:

Employee Details ? X

Number: FP-011 Name: Abbott, Steve Add Edit Delete E-mail Close

General Employment Career Organisation Leave Payments

● Superannuation

● Tax

● Allowance

● Union

● Banking

● WorkCover

● ATO Summaries

● Past Pays

Allowances 2019/2020

Description	Active	Pay Sum	Override	Amount	Total (YTD)
JOBKEEPER-TOPUP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.0000	\$0.00

Employee Stood down

- Use the Allowance JOBKEEPER-TOPUP
- The topup value will be \$1,500 per fortnight for all employees
- Use the TOPUP Allowance code and the Stood down payrate (see later slides) to accrue leave entitlements

JopKeeper- Maintain Normal accrual

- Don't forget to accrue the employee's normal hours.
 - You have 2 options on how to process
- 1. Change the award as per WageEasy's advise - Ref; [WageEasy_How do I set up the JobKeeper payment.pdf](#) or,
- 2. Or, Use our work around with the Stand down Pay rate of \$0.00 that will do the accruals for you...please check and test this on your system or Sample Payroll...the accruals will need to be hourly
 - Based on the hourly accrual rate of Annual leave 0.076923 and Personal Leave of 0.038647

Payrate \$0.00 rate to accrue leave

- Set up a Pay rate to \$0.00 and name it Standdown/JK or similar
- When processing an employees' TOPUP or Standdown - enter the normal hours they would have worked
- Use this if employees are taking the annual leave at ½ pay

Wages

Number: FP-011 Name: Abbott, Steve

Insert Edit Delete Clear Close

Time Sheet - Fortnightly PPE: 12 Apr 2020

Date	Start	Finish	Department	Base Pay Rate	Job	Hours	Shift Total
30/3/2020 Mon	09:00	14:00	VIC:Melbourne:Melb Maintenance	Stand Down		5:00	5:00
31/3/2020 Tue	09:00	14:00	VIC:Melbourne:Melb Maintenance	Stand Down		5:00	5:00
1/4/2020 Wed	09:00	14:00	VIC:Melbourne:Melb Maintenance	Stand Down		5:00	5:00
2/4/2020 Thu	09:00	14:00	VIC:Melbourne:Melb Maintenance	Stand Down		5:00	5:00
3/4/2020 Fri	09:00	14:00	VIC:Melbourne:Melb Maintenance	Stand Down		5:00	5:00

Pay advice example – Topup and Accruals

Steve Abbott
PO Box 1124
Balwyn Vic 3103
Australia

Abbott, Steve (FP-011)

Great Company Australia
ABN 40071007326
30 Mar 2020 to 12 Apr 2020
Melb Maintenance

Page: 1 of 1

Abbott, Steve (FP-011)

Award: Salary (Hospitality Industry General Award 2010) Category: Part Time TFN: 199965105

Great Company Australia

Wage Easy Payroll Software

30 Mar 2020 to 12 Apr 2020		Quantity	Rate	Hours	Amount
Weekday					
Base Rate			\$0.0000	50:00	\$0.00
Additions/Deductions					
JOBKEEPER-TOPUP		1.0000	\$0.0000		\$1,500.00
Superannuation - Salary Sacrifice - Host-Plus [53167616]					-\$70.00
Taxable Gross				50:00	\$1,430.00
Tax (including \$20.00 adjustment)					-\$186.00
Additions/Deductions					
JOBKEEPER-START-FN01		1.0000	\$0.0100		\$0.01
Net					\$1,244.01
ANZ (S G Abbott)					\$100.00
ANZ (Steve & Sue Abbott)					\$1,144.01
Pay Rates					
Stand Down					\$0.0000
Leave Entitlement (hhh:mm)				Year-To-Date Totals	
	Accrued	Entitled		Accrued	Entitled
Annual	499:34		Long Service	412:28	
Accrued Days Off		0:00			
				Gross Pay:	\$1,430.00
				Tax:	-\$186.00
				Additions/Deductions (after tax)	\$0.01
				Net Pay:	\$1,244.01
				Superannuation (Award):	\$0.00
				Superannuation (Employee):	\$0.00
				Superannuation (Salary Sacrifice)	\$70.00

New Query – Assist with Top-ups

- **Wage easy have issued (Today) a report that will assist in calculating JOBKEEPER-TOPUP payments...yet to be tested...**

This Sage WageEasy User Defined Query will assist you to work out JOBKEEPER-TOPUP amounts, by providing detail of gross payments and salary sacrifice contributions. These totals can then be compared against an amount (i.e. \$1,500) for minimum gross pay and the difference will be the JOBKEEPER-TOPUP amount to be pay.

- Let us know if you would like the Zip file and I will include with the notes from today

Taking Annual Leave @ ½ Pay

- Optional to allow staff to have Annual Leave at ½ pay
- Pay rate must stay the same just the hours to change
- Taking 38 hrs leave means they
 - Annual Leave 19hrs @ normal rate
 - Standdown Leave 19hrs @ 0 but accruing leave
- Can be forced to take Leave down to 2 weeks

Payroll Tax

- At this stage WA and SA have said that the Jobkeeper payment will be exempt from Payroll Tax
- Confirmation of details etc to come

CHALLENGES

- Weekly Pays
 - Weekly is NOT \$750 per week
 - It is \$1500 per Fortnight
 - Recommended to Top up Each Fortnight
- Working VS NOT Working
- Cash Flow
 - Pay upfront
 - First round of incentives Bas



ALREADY PAID...Not a problem

- Make sure you have set up for JobKeeper as previously described
- When setting up the **JOBKEEPER-START-FNxx** wage Allowance, make sure the name includes the applicable code indicating when you started making JobKeeper payments. For example, if you've already paid employees during the period 30/03/2020 - 12/04/2020, you'd name the Allowance to **JOBKEEPER-START-FN01**.
- Another example would be an employee returned from maternity leave on the 11/05, the allowance would need to be created JOBKEEPER-START-FN04. **The JobKeeper Start Fortnight only needs to be reported once, only for the period in which you intend to claim from. The same code can continue to be reported in subsequent Pays, if you wish.**
- If you need to make changes to a previous payroll ie Top-up a pay or pay the Job keeper allowance you can run a payroll with the adjustments or even a \$0.00 payroll with the above allowance(s) – Check and Process the payroll for the previous payrun dates and if you need to pay employees do so.
- Dates to submit to ATO to get payments 26th / 30th / later

Not using STP

If you have:

- › 40 employees or less
 - Log in to the Business Portal
 - If your business entity is a partnership, trust or company, you can register the details of the eligible business participant and provide a start period
 - Manually enter each eligible employee for each JobKeeper fortnight by entering their tax file number and date of birth

- › more than 40 employees
 - Log in to the Business Portal
 - If your business entity is a partnership, trust or company, you can register the details of the eligible business participant and provide a start period
 - Alternatively you can use the JobKeeper Payment Guide sample payload files – [Blank file \(CVS, 28KB\)](#)  and [Example file \(CVS, 71KB\)](#)  – to produce your own JobKeeper report and provide it back to the ATO by uploading via the Business Portal Transfer file function.

Stage 3 Monthly Declaration

Each month, you must reconfirm the eligibility of your business and your reported eligible employees.

You must also provide information as to your current and projected GST turnover. This is not a retest of your eligibility, but rather an indication of how your business is progressing under the JobKeeper Payment scheme.

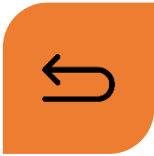
You or your registered tax or BAS agent can make the business monthly declaration.

Each month you must:

- › Ensure you have paid your eligible employees at least \$1,500 per eligible employee per fortnight.
- › Log in to the Business Portal to
 - review the number of eligible employees for each JobKeeper fortnight
 - update your eligible employees if any of your eligible employees change or leave your employment
 - provide your current and projected GST turnover
 - re-confirm your contact and bank details for payment.



CA Management Services



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