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MORE BUSINESS SUPPORT THAN YOU EXPECT...

# JOB KEEPER

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# 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
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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

- JobKeeper is a Subsidy to the Employer E.g. 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

# Start

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

## Set JobKeeper payment start dates



For each employee, set the date you want to receive the JobKeeper payments from.

1. In the **Payroll** menu, select **Pay Employees**.
2. In the **Payroll support during COVID-19** message, click **visit our Payroll support page**.
3. Select the **JobKeeper settings** tab at the top of the page.
4. Next to an employee's name, click **Start JobKeeper**. If the details under an employee's name are red, edit them using the steps in the section below.
5. Under **JobKeeper start date**, select the applicable ATO fortnight.
  - You can determine which fortnight to select based on the **Payment Date** of the pay run that the employee should start to receive top-ups. Eg if the payment date is 1 April, select the ATO fortnight that spans 30 March to 12 April.
  - You can't select an ATO fortnight in the future. You can only select a current or past fortnight.
6. Carefully review the selected ATO fortnight. When you're ready, click **Save for reporting**.

Repeat these steps for other eligible employees. The employee JobKeeper start dates will be sent to the ATO when you next file with STP.

When you review a pay run, you'll see a note on the payslips of nominated employees to remind you they're enrolled for JobKeeper payments. The note won't be visible when you send the payslips to employees.

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## Pay Runs



Add and post a pay run with a couple of clicks!

Hide help! ✕

You also have the ability to email payslips and the ability to revert posted payruns.

If in doubt, check out our [help guide for Xero Payroll](#).



### Payroll support during COVID-19

For the latest information on the government's response, visit our [Payroll support page](#).

### Draft Pay Run

Single Touch Payroll Settings

Calendar	Period	Payment Date	Wages	Tax	Super	Net Pay	STP Filing
Fortnightly Calendar	Fortnight ending 14 Apr 2020	15 Apr 2020	6,094.25	1,032.00	544.88	4,862.25	<button>Draft</button>

[+ Add Pay Run](#)

### Pay Run History

Calendar	Period	Payment Date	Wages	Tax	Super	Net Pay	STP Filing
Weekly Calendar	<a href="#">Latest</a> Week ending 14 Apr 2020	15 Apr 2020	1,008.00	180.00	90.72	828.00	<span>Overdue</span>

## Government support

The government has introduced the JobKeeper payment scheme to help keep more Australians in jobs and support businesses affected by the significant economic impact caused by COVID-19.

[For the latest information visit Xero Central](#) 

## Getting ready for JobKeeper payments


1. Check if your business is eligible using Xero's turnover calculator

[Turnover calculator](#) >

2. Enrol your business in the JobKeeper payment scheme with the ATO

[ATO enrolment](#) 

3. Set up Single Touch Payroll

You're set up with STP 

4. Enrol employees for JobKeeper payments


[Enrol employees](#) >




## Enrol employees for JobKeeper payments


Enrol eligible employees in the JobKeeper payment scheme by nominating a start period.  
This information will be sent to the ATO with your next STP submission.

[For the latest information visit Xero Central](#) 

 Not all information to determine eligibility is available in Xero. [Please review the eligibility criteria.](#)

 Once setup, see Xero Central for [instructions on paying staff JobKeeper payments.](#)

 Remember to [collect an employee nomination notice](#) from each employee enrolled in JobKeeper.

 **Warning:** JobKeeper dates can not be reverted once they're submitted to the ATO using STP. [Help with correcting dates.](#)

### Potentially eligible\* 6

**James Lebron**

Full-time employment • Started 30 Jan 2019 • Age 34 • Resident

Start JobKeeper 

**Odette Garrison**

Part-time employment • Started 5 Apr 2019 • Age 37 • Resident


Start JobKeeper 


# JobKeeper Start

**Start JobKeeper** ✕

**James Lebron**

Select the ATO specified fortnight that this employee became eligible for JobKeeper payments.

[For more info visit Xero Central](#) 

Please select... 

ATO Fortnight 01: 30 Mar - 12 Apr


ATO Fortnight 02: 13 Apr - 26 Apr


not be reverted once they're submitted to the ATO using STP. Help with correcting

**Start JobKeeper** ✕


**James Lebron**

Select the ATO specified fortnight that this employee became eligible for JobKeeper payments.

[For more info visit Xero Central](#) 

ATO Fortnight 01: 30 Mar - 12 Apr 

This is sent to the ATO with the next STP submission as the code:  
**JOBKEEPER-START-FN01**

 Once filed, this can't be undone.

[Save for reporting](#)

# 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

## Nominated employees 1

### James Lebron

Full-time employment • Started 30 Jan 2019 • Age 34 • Resident

## Potentially eligible\* 5

### Stop JobKeeper



#### James Lebron

Select the ATO specified fortnight that this employee stopped being eligible for JobKeeper payments.

[For more info visit Xero Central](#)

ATO Fortnight 02: 13 Apr - 26 Apr



This is sent to the ATO with the next STP submission as the code:

**JOBKEEPER-FINISH-FN02**



Once filed, this can't be undone.

[Save for reporting](#)

# Process Job Keeper Payments

- A JobKeeper allowance pay item is automatically created. You can use this to record JobKeeper payments for your employees. If you've already set up an allowance pay item for JobKeeper payments using our previous instructions, you can edit the pay item so it's in the required format.
- If you've set up a custom pay item which isn't an allowance, or that has a rate type other than the fixed amount, any previous JobKeeper payments made using this pay item needs to be adjusted. This will ensure that the JobKeeper payments are correctly reported to the ATO with STP.

# Payroll settings

- Organisation Settings
  - Payroll settings | Pay Items

<div> <div>Organisation</div> <div>Calendars</div> <div>Holidays</div> <div>Pay Items</div> <div>Superannuation</div> </div>						
<div>Earnings</div> <div>Deductions</div> <div>Reimbursements</div> <div>Leave</div>	<div>Earnings</div> <div>Add</div>					
	Earnings Name	Earnings Category	Rate	Account	Reportable as W1	
	<div> <div></div> <div>Allowances exempt from tax withholding and super</div> </div>	Allowance	Rate per Unit	477: Wages and Salaries	No	⋮
	<div> <div></div> <div>Allowances subject to tax withholding and super</div> </div>	Allowance	Rate per Unit	477: Wages and Salaries	No	⋮
	ETP Leave Earning	Employment Termination Payment	Rate per Unit	477: Wages and Salaries	Yes	⋮
	JobKeeper Payment top up	Allowance	\$0.00 Fixed Amount	477: Wages and Salaries	Yes	⋮



### Allowance

Allowances are reported to the ATO separately from gross payments

**Type**

JobKeeper — JobKeeper Payment top ups ▼

Car — Cents per kilometre using the approved rate

Transport — Award transport payment

Travel — Overnight travel allowances

Laundry — Allowance for deductible clothing

Meals — Award overtime meal allowances

JobKeeper — JobKeeper Payment top ups

Other

**Display name** (optional)

Displayed on employees' payslips

**Rate Type**

Fixed Amount ▼

**Amount** (optional)

\$ 0

# JOBKEEPER Pay Item

- If you're planning to pay your employees the JobKeeper payment on an ongoing basis, then add the pay item to their pay templates.
- For employees who'll get the JobKeeper payment once or twice, add the pay item directly to their payslip, when needed.
- As Superannuation payable on Jobkeeper payments is optional...You can create an additional pay item if you need one for calculating the Superannuation Guarantee and one that doesn't.

# Types of Employee

- Full Time/Part Timer/Casual - Earning more than \$1500 a fortnight
  - Pay as normal



# 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

# Working Reduced Hours

- Full Time/Part Timer/Casual

Employee ▾ <b>James Lebron</b>			Employee's Net Pay <b>1,308.00</b>
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Earnings Rate	Hours	Rate	Total
Ordinary Hours	10.0000	40.000000	400.00
Earnings Rate			Fixed Amount
JobKeeper Payment top up			1,100.00
+ Add Earnings Line			<b>1,500.00</b>

+ Add Deduction Line	<b>0.00</b>
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Tax Type	Amount
PAYG Tax - With tax-free threshold, no leave loading	192.00
Tax Type	Amount
STSL Component	0.00
+ Add Tax Line	<b>192.00</b>

Superannuation Fund	Percentage	Amount
Ca Comford Private Superannuation Fund - SGC - USI	9.50	38.00
+ Add Superannuation Line		<b>38.00</b>

Total Payment for Employee James Lebron (123-443 2345678)	Total 1,108.00
Total Payment for Employee James Lebron Savings (122-344 345678)	Total 200.00
	<b>1,308.00</b>

Leave Type	Hours
Annual Leave	5.8301
Leave Type	Hours
Personal/Carer's Leave	2.9151
+ Add Leave Line	

# Accruing Leave on Standdown and Jobkeeper

- Based on the hourly accrual rate of Annual leave 0.076923 and Personal Leave of 0.038647 or,
- Set hourly rates for salary based employees
- Xero has yet to have any documentation on accruing leave on stand down hours or any normal hours that have been reduced
- The screen shot below is when you change an employees hourly rate to \$0.00 and by leaving the normal hours (76) the leave is still accruing correctly.
- The same applies for when employees take ½ pay

# Pay template example for accrual of leave

Employee ▾ <b>James Lebron</b>			Employee's Net Pay <b>1,308.00</b>
-----------------------------------	--	--	---------------------------------------

Earnings Rate	Hours	Rate	Total
Ordinary Hours	76.0000	0.000000	

Earnings Rate	Fixed Amount
JobKeeper Payment top up	1,500.00

+ Add Earnings Line

**1,500.00**

+ Add Deduction Line

**0.00**

Tax Type	Amount
PAYG Tax - With tax-free threshold, no leave loading	192.00

Tax Type	Amount
STSL Component	0.00

+ Add Tax Line

**192.00**

Superannuation Fund	Percentage	Amount
Ca Cornford Private Superannuation Fund - SGC - USI	9.50	0.00

+ Add Superannuation Line

**0.00**

Total Payment for Employee James Lebron (123-443 2345678)	Total 1,108.00
Total Payment for Employee James Lebron Savings (122-344 345678)	Total 200.00
	<b>1,308.00</b>

Leave Type	Hours
Annual Leave	5.8301
Personal/Carer's Leave	2.9151

+ Add Leave Line

# Annual Leave @ ½ Pay

- Optional to allow staff to have Annual Leave at ½ pay
- Taking 38 hrs leave means they
  - Annual Leave 19hrs @ normal rate
  - Stand Down Leave 19hrs @ 0 but accruing leave
- Can be forced to take Leave down to 2 weeks

# Workaround to ensure accruals are correct on 1/2 pay or annual leave at 1/2

Employee ▾ <b>James Lebron</b>		Employee's Net Pay <b>1,322.00</b>	
-----------------------------------	--	---------------------------------------	--

Earnings Rate	Hours	Rate	Total
Ordinary Hours	38.0000	40.000000	1,520.00 ✕
Earnings Rate	Hours	Rate	Total
Ordinary Hours	38.0000	0.000000	✕
<a href="#">+ Add Earnings Line</a>			<b>1,520.00</b>

<a href="#">+ Add Deduction Line</a>	<b>0.00</b>
--------------------------------------	-------------

Tax Type	Amount
PAYG Tax - With tax-free threshold, no leave loading	198.00
Tax Type	Amount
STSL Component	0.00
<a href="#">+ Add Tax Line</a>	<b>198.00</b>

Superannuation Fund	Percentage	Amount
Ca Cornford Private Superannuation Fund - SGC - USI	9.50	144.40 ✕
<a href="#">+ Add Superannuation Line</a>		<b>144.40</b>

Total Payment for Employee James Lebron (123-443 2345678)	Total 1,122.00
Total Payment for Employee James Lebron Savings (122-344 345678)	Total 200.00
	<b>1,322.00</b>

Leave Type	Hours
Annual Leave	5.8301 ✕
Leave Type	Hours
Personal/Carer's Leave	2.9151 ✕
<a href="#">+ Add Leave Line</a>	

# Example – Annual Leave at 1/2

- Rate stays the same but you need to ensure the remainder of the hours are still accruing leave entitlements

Employee ▾ <b>James Lebron</b>		Employee's Net Pay <b>1,322.00</b>	
-----------------------------------	--	---------------------------------------	--

Earnings Rate	Hours	Rate	Total
Ordinary Hours	38.0000	0.000000	
Leave Type	Hours	Rate	Total
Annual Leave	38.0000	40.000000	1,520.00
			<b>1,520.00</b>

+ Add Earnings Line

		<b>0.00</b>
--	--	-------------

+ Add Deduction Line

Tax Type	Amount
PAYG Tax - With tax-free threshold, no leave loading	198.00
Tax Type	Amount
STSL Component	0.00
<b>198.00</b>	

+ Add Tax Line

Superannuation Fund	Percentage	Amount
Ca Cornford Private Superannuation Fund - SGC - USI	9.50	144.40
<b>144.40</b>		

+ Add Superannuation Line

Total Payment for Employee James Lebron (123-443 2345678)	Total 1,122.00
Total Payment for Employee James Lebron Savings (122-344 345678)	Total 200.00
<b>1,322.00</b>	

Leave Type	Hours
Annual Leave	5.8301
Leave Type	Hours
Personal/Carer's Leave	2.9151
<b>+ Add Leave Line</b>	



# 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 but Process before 30 April

- Once this is done, process and file an unscheduled pay run, before the end of April.
  - The pay run should:
- Include all eligible JobKeeper staff you've paid until now
- Have all earnings lines zeroed out

# Update and Existing JOBKEEPER pay item

- If you had already set up a JobKeeper allowance pay item by following XERO's previous instructions, you need to update the pay item so it's correctly reported with the ATO, going forward.
- If you've already processed and filed your pay runs for April using this pay item, you'll also need to submit an updated JobKeeper file to qualify for the funding.
- This JobKeeper information flows through to the ATO when you file a pay run via STP. To meet the deadline, update your pay item, process an unscheduled pay run and file it via STP with the ATO by the end of April.

# Adjust previous JobKeeper payments

- If you've set up a custom pay item which isn't an allowance, or that has a rate type other than the fixed amount, you'll need to adjust any JobKeeper payments made using this pay item.
  - This will ensure that the allowance is correctly reported to the ATO with STP.
- Run a Transaction Listing Summary report for the relevant employees to help identify amounts paid using the custom pay item.
- Process an unscheduled pay run – For each relevant employee, enter the amount as a negative against the incorrect earnings pay item and re-enter the amount as a positive using a JobKeeper pay item.
- Best practice is to process an unscheduled pay runs against each pay with a payment date between 30 March and 26 April so the amounts are correctly reported in the right period.
- Inactivate your custom JobKeeper pay item

# Update and File existing JK in an Unscheduled Pay run

- Update the pay item and file an unscheduled pay run
- You first need to ensure that your employees are enrolled for JobKeeper payments. Then you can update the pay item and file an unscheduled pay run.
- Click on the organisation name, select Settings, then click Payroll settings.
- Select the Pay Items tab, then select Earnings.
- Open the pay item you set up for JobKeeper payments using an allowance type of Other.
- Under Type, select JobKeeper - JobKeeper Payment top ups.
- The following pay item settings are automatically set and can't be changed:
  - Rate type is set to Fixed Amount
  - The Exempt from PAYG Withholding checkbox is set as unchecked
  - The Reportable as W1 on Activity Statement checkbox is set to checked
  - (Optional) Select the relevant Expense Account and the Exempt from Superannuation Guarantee Contribution checkbox.
- Click Save.

# Process and unscheduled payrun



- Process an unscheduled pay run
- In the Payroll menu, select Pay Employees.
- Click Add a Pay Run, then select Unscheduled pay run.
- Select a payroll calendar, financial year and unscheduled pay period, then click Next. Make sure the details are the same as the pay run with the missed payment.
- Click Payment Date, select the actual date you'll pay the JobKeeper top-ups, then click Save.
- In the Included column, select the employees to include in the pay run.
- Click an employee's name to open their payslip.

# Next

- Under each Earnings Rate, remove or zero out the default earnings line.
- Click Add Earnings Line to add the JobKeeper pay item. If you already added this to the employee's pay template, skip to step 10.
- Under Earnings Rate, select the new JobKeeper earnings pay item, then click OK.
- In the earnings line for the JobKeeper top-up, enter the fixed amount. See the ATO's website for more information on paying your eligible employees.
- Review the lines under Tax Type, Superannuation Fund and Leave Type to make sure they're accurate, then click Save.
- Repeat the steps above for each employee as required, then post the pay run and file it with STP. You'll also need to repeat this process for each applicable pay per

# 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.

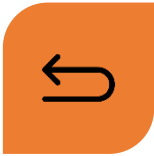
You or your registered tax or BAS agent can make the business monthly declaration.

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



MANAGEMENT



FINANCE



PAYROLL



IT



MARKETING



HUMAN  
RESOURCES



CA MANAGEMENT  
SERVICES PTY LTD

BUSINESS CONSULTING

+

RECRUITMENT & HR

+

TECHNOLOGY SUPPORT

# Assistance?



Outsourcing



Staff



Software



Mentoring/Training

# Questions?

***CA Management Services***

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