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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

- 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 MYOB STP - Setup

- To help keep track of the JobKeeper payments in AccountRight, you'll need to set up:
- **a new income account** - this will keep track of the JobKeeper payments you receive from the government
- **two new payroll wage categories** - you'll assign these to your employees so their JobKeeper payments are reported correctly to the ATO via Single Touch Payroll
- A final wage category when you stop an employee's JobKeeper payments prior to the end of the scheme

Set up – Income Account

- Go to the **Accounts** command centre and click **Accounts List**.
- Click the **Income** tab.
- Click **New**. The **Account Information** window appears.
- Enter an **Account Number** which suits your accounts list. Enter the Account Name as **JOBKEEPER SUBSIDY (NO GST)**.

Income account ...N-T

AR Account Information

New Budgets Help for this window

Current Balance:

Profile Details Banking History

Header Account Inactive Account
 Detail Account

Account Classification: Income

Account Type:

Account Number: 4-

Account Name:

Opening Balance:

OK Cancel

Set up Wage Categories

- You'll need to set up a payroll wage category for:
- **JobKeeper-TOPUP** - this is for employees earning less than the JobKeeper payment amount, or they've been stood down, who must be paid a topup to bring their taxable gross to \$1,500 per fortnight.
- **JobKeeper start** - this is for all employees to let the ATO know when you've started paying an employee JobKeeper payments
- **JobKeeper finish** - this is only required if you'll stop paying an employee before the JobKeeper scheme finishes. See the FAQs below for details.

Start

- Notify when to start Paying e.g. **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

- To set up the JOBKEEPER-START-FNxx wage category
- Go to the **Payroll** command centre and click **Payroll Categories**.
- On the **Wages** tab, click **New**. The **Wages Information** window appears.
- For the **Wages Name**, enter this exact name: **JOBKEEPER-START-FNxx**, where **xx** refers to the fortnightly period you start making JobKeeper payments (see the following table for help). The wage category name must match this (all capitals, with a hyphen and no spaces) to ensure it's accepted by the ATO for Single Touch Payroll reporting.

JOBKEEPER-START-FNXX

AR Wages Information

New Employee Exempt Help for this window

Wages Name: Type of Wages: Salary
 Hourly

ATO Reporting Category:

i Select the ATO reporting category if you're using Single Touch Payroll. [Learn how](#)

Wages Information

Optional Account: Override Employees' Wage Expense Account

OK Cancel

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

Assign to employee

- Click **Employee**, select the employees who will be paid the JobKeeper payments, then click **OK**.
- Click **OK** to save the wage category.

After the first Jobkeeper Pay

- Go to the **Payroll** command centre and click **Payroll Categories**.
- On the **Wages** tab, click the **JOBKEEPER-START** wage category.
- Click **Employee**.
- Deselect the employees you've paid under the JobKeeper scheme.
- Click **OK**, then click **OK** again to save your changes.
- You will now be able to process subsequent pays in a similar way to the first pay, but without using the **JOBKEEPER-START** wage category.

Stop Paying

- If you need to stop paying an employee JobKeeper payments before the scheme finishes, you'll need to create a new wage category and assign it to the employee. This lets you to notify the ATO that the employee's payments are finished.
- Go to the **Payroll** command centre and click **Payroll Categories**.
- On the **Wages** tab, click **New**. The **Wages Information** window appears.
- For the **Wages Name**, enter this exact name: **JOBKEEPER-FINISH-FNxx**, where **xx** refers to the fortnightly period you stopped making JobKeeper payments (see the following table for help). The wage category name must match this (all capitals, with a hyphen and no spaces) to ensure it's accepted by the ATO for Single Touch Payroll 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

Job Keeper Finish

- For the **Type of Wages** , select the **Salary** option (regardless of whether your employees are salaried or hourly based).
- Choose the **Allowance - Other** as the **ATO Reporting Category**. Learn more about
- Select the option to **Override the Employees' Wage Expense Account**.
- In the **Override Account** field, choose the expense account we created earlier.

JobKeeper Finish

- Click **Employee**, select the employees who will be paid the JobKeeper payments, then click **OK**.
- Click **OK** to save the wage category.

AR Wages Information

+ New Employee Exempt Help for this window

Wages Name: Type of Wages: Salary Hourly

ATO Reporting Category:

i Select the ATO reporting category if you're using Single Touch Payroll. [Learn how](#)

Wages Information

Final Pay

- When you do a **final pay** for the employee, enter \$0.01 against the **JOBKEEPER-FINISH** wage category. To balance the pay, also increase the **PAYG Withholding** by 1 cent ($-\$54.00 + -\$0.01 = -\$54.01$).
- This will inform the ATO (when you send the pay via Single Touch Payroll reporting) that the employee will no longer receive JobKeeper payments.

Payroll Category	Hours	Account	Amount	...
Sick Pay	0.00	6-5100 Wages & Salaries	\$0.00	
JOBKEEPER-FINISH-FN05		6-5100 Wages & Salaries	\$0.01	
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$54.01	
Entitlements				
Holiday Leave Accrual	0.00	6-5100 Wages & Salaries	\$0.00	
Sick Leave Accrual	0.00	6-5100 Wages & Salaries	\$0.00	

An Employee becomes Ineligible

- If an employee becomes [ineligible](#) during the JobKeeper scheme, you need to notify the ATO via Single Touch Payroll, by choosing a **Final JobKeeper fortnight** date for the employee.
- Go to the **Payroll** command centre and click **Payroll Reporting**.
- Click the **JobKeeper payments** tab.
- Select the employee.
- In the **Final JobKeeper fortnight** list, choose the relevant fortnightly period during which your employee will stop receiving JobKeeper payments.
- Repeat for any other affected employees.
- Once you're done, click **Notify the ATO**.
- When prompted, enter the name of the authorised sender and click **Send**.
- This will inform the ATO that the employee will no longer receive JobKeeper payments.

Payroll Reporting for Ineligible employee

Payroll reporting centre

Reports Employment terminations EOFY Finalisation ATO settings JobKeeper payments

Only select the first JobKeeper fortnight for eligible employees and we'll send this information to the ATO. When you want to stop claiming JobKeeper for an employee, enter a final JobKeeper fortnight, and notify the ATO.

For more information about JobKeeper payments, [Visit the ATO](#).

Payroll year

2019/20

Notify the ATO

<input type="checkbox"/>	First name	Last name	First JobKeeper fortnight	Final JobKeeper fortnight
<input checked="" type="checkbox"/>	Joe Michael	Bloggs	30 Mar - 12 Apr JOBKEEPER-START-FN01	17 Aug - 30 Aug JOBKEEPER-FINISH-FN11
<input type="checkbox"/>	Mary	Jones	30 Mar - 12 Apr JOBKEEPER-START-FN01	

Types of Employee

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

JobKeeper payment amounts to pay (before tax) based on an employee's pay frequency:

Pay frequency	JobKeeper payment amount	Calculation
Weekly	\$750	$1500 / 2$
Fortnightly	\$1500	1500×1
Twice a Month	\$1625	$1500 \times 26 / 24$
Monthly*	\$3250	$1500 \times 26 / 12$

*Monthly paid employees must receive at least \$1,500 for each full JobKeeper fortnight within the month. This is a minimum of \$3,000 for each month except August 2020 which has 3 full fortnights. You can choose to pay \$3,250 each month, but your reimbursements will be based on complete fortnights each month.

Employee paid more than \$1500 P/FN

- Here's an employee whose weekly pay is more than the fortnightly JobKeeper amount (\$1500). They normally earn \$1742.31 a fortnight. Under JobKeeper, they'll still be paid the same.
- So enter their pay as you normally would and record their pay against the relevant wage category, in this case **Base Salary** .
- But because it's the first pay they're receiving under the JobKeeper scheme, enter \$0.01 against the **JOBKEEPER - START** wage category. To balance the pay, also increase the **PAYG Withholding** by 1 cent ($-\$440.00 - \$0.01 = -\$440.01$)

Payroll Category	Hours	Account	Amount	...
Holiday Pay →	0.00	6-5100 Wages & Salaries	\$0.00	
Sick Pay →	0.00	6-5100 Wages & Salaries	\$0.00	
Base Salary		6-5100 Wages & Salaries	\$1,742.31	
JOBKEEPER-START-FN01		6-5100 Wages & Salaries	\$0.01	
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$440.01	

Process a Payroll

- The first pay you complete under the JobKeeper scheme will look quite similar to any other pay day, but with these changes:
- You'll enter **\$0.01** against the **JOBKEEPER-START-FNxx** wage category for each employee you're paying.
- You'll increase the **PAYG Withholding** by 1 cent to balance the pay.

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

Wage Categories – Set-up

- **Make sure you name these wage categories exactly as described.** The names have been defined by the ATO to ensure they're accepted for Single Touch Payroll reporting.
- To set up the JOBKEEPER-TOPUP wage category
- Go to the **Payroll** command centre and click **Payroll Categories**.
- On the **Wages** tab, click **New**. The **Wages Information** window appears.
- For the **Wages Name**, enter this exact name: **JOBKEEPER-TOPUP**. The wage category name must match this (all capitals, with a hyphen and no spaces) to ensure it's accepted by the ATO for Single Touch Payroll reporting.
- For the **Type of Wages**, select the **Salary** option (regardless of whether your employees are salaried or hourly based).
- For the **ATO Reporting Category**, choose **Allowance - Other**. This is required by the ATO to ensure the payments are reported correctly through Single Touch Payroll reporting

Job Keeper – Top up

AR Wages Information

+ New Employee Exempt Help for this window

Wages Name: Type of Wages: Salary
 Hourly

ATO Reporting Category: ▼

i Select the ATO reporting category if you're using Single Touch Payroll. [Learn how](#)

Wages Information

Optional Account: Override Employees' Wage Expense Account

OK Cancel

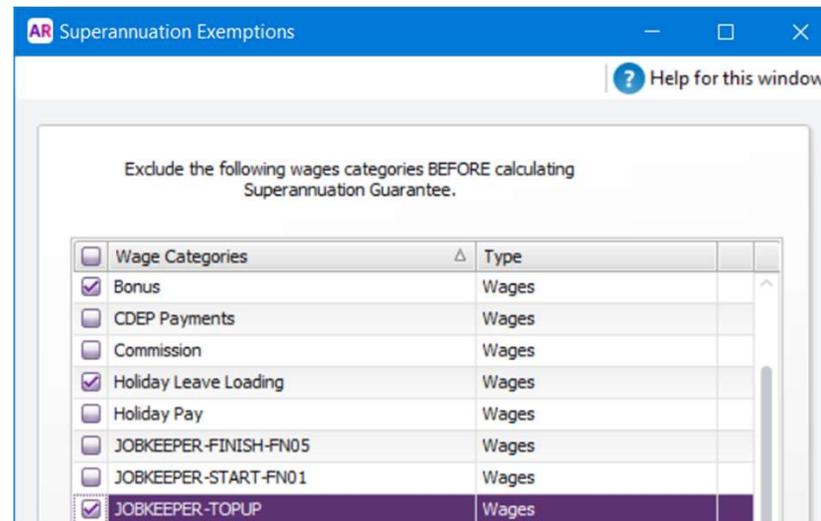
Example – Employee Stood down

- Here's an employee who has been stood down. Regardless of what they were earning while working, they'll now receive the full JobKeeper payment.
- So in their fortnightly pay we'll enter \$1500 against the **JOBKEEPER-TOPUP** wage category.
- And because it's the first pay they're receiving under the JobKeeper scheme, we'll enter \$0.01 against the **JOBKEEPER-START** wage category. To balance the pay, also increase the **PAYG Withholding** by 1 cent ($-\$356.00 - \$0.01 = -\$356.01$)

Payroll Category	Hours	Account	Amount	Job
Base Salary		6-5100 Wages & Salaries	\$0.00	
JOBKEEPER-START-FN01		6-5100 Wages & Salaries	\$0.01	
JOBKEEPER-TOPUP		6-5100 Wages & Salaries	\$1,500.00	
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$356.01	
Entitlements				
Holiday Leave Accrual	0.00	6-5100 Wages & Salaries	\$0.00	

Superannuation

- To stop super calculating on the **JOBKEEPER-TOPUP** wage category
- Go to the **Payroll** command centre and click **Payroll Categories**.
- Click the **Superannuation** tab.
- Click to open the **Superannuation Guarantee** category.
- Click **Exempt**.



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

Payroll Category	Hours	Account	Amount	...
Wages, Deductions and Taxes				
Base Hourly	20.00	6-5100 Wages & Salaries	\$576.92	
Holiday Pay	0.00	6-5100 Wages & Salaries	\$0.00	
Sick Pay	0.00	6-5100 Wages & Salaries	\$0.00	
JOBKEEPER-START-FN01		6-5100 Wages & Salaries	\$0.01	
JOBKEEPER-TOPUP		6-5100 Wages & Salaries	\$173.08	
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$96.01	

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

Accruing Leave on Standdown and Jobkeeper

- MYOB's instructions are to manually adjust an employees leave on each timesheet entry
- Based on the hourly accrual rate of Annual leave 0.076923 and Personal Leave of 0.038647 or,
- Set accrual rates for salary based employees

Payroll Category	Hours	Account	Amount	...
Entitlements				
Holiday Leave Accrual	2.923	6-5100 Wages & Salaries	\$0.00	
Sick Leave Accrual	1.462	6-5100 Wages & Salaries	\$0.00	
Employer Expenses				
Superannuation Guarantee		2-1530 Superannuation Payable	\$0.00	
Superannuation Guarantee		6-3170 Superannuation	en nn	

Workaround to ensure accruals are correct

- You can create a New Wage Category with a Fixed Rate of \$0.00
- Assign to the Employee
- When you enter the employees pay enter in their normal hours
- The leave accruals need to be set to hourly

AR Wages Information

New Employee Exempt Help for this window

Wages Name: Type of Wages: Salary Hourly

ATO Reporting Category:

Select the ATO reporting category if you're using Single Touch Payroll. [Learn how](#)

Wages Information

Pay Rate: Regular Rate Multiplied by: Fixed Hourly Rate of:

Optional Account: Override Employees' Wage Expense Account

AR Entitlements Information

New Employee Exempt Help for this window

Entitlement Name:

Entitlement Information

Calculation Basis: User - Entered Amount per Pay Period Equals Percent of

Equals Hours per

Pay Advice: Print on Pay Advice

Payroll Year End: Carry Remaining Entitlement Over to Next Year

Linked Wages Category

The Entitlement Balance will be reduced by any hours paid.

Linked Wages Category:

OK Cancel

Accruing Leave hours

- Enter an employees normal hours; 2 examples below where you can see the accruals working...also note examples shows payrolls with the START-FN-01 removed as you only need that for the first payroll

Journal Add Payroll Category

Pay from Account: 1-1190 Electronic Clearing Account Balance: -\$31,954.87
 Payment Method: Electronic

Employee: Jones, Mary Cheque No.: JK
 Statement Text: PAY FOR 21/04/2020 Payment Date: 21/04/2020
 Pay Period Start: 8/04/2020
 Pay Period Ending: 21/04/2020
 Memo: JOBKEEPER Net Pay: \$1,308.00

Payroll Category	Hours	Account	Amount	Job
Wages, Deductions and Taxes				
Holiday Pay	0.00	6-5100 Wages & Salaries	\$0.00	
Sick Pay	0.00	6-5100 Wages & Salaries	\$0.00	
STANDDOWN/JK	76.00	6-5100 Wages & Salaries	\$0.00	
Base Salary		6-5100 Wages & Salaries	\$0.00	
JOBKEEPER-TOPIUP		6-5100 Wages & Salaries	\$1,500.00	
Union Fee		2-1540 Union Fees Payable	\$0.00	
Salary Sacrifice		2-1530 Superannuation Payable	\$0.00	
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$192.00	
Entitlements				
Holiday Leave Accrual	5.846	6-5100 Wages & Salaries	\$0.00	
Sick Leave Accrual	2.338	6-5100 Wages & Salaries	\$0.00	
Employer Expenses				
Superannuation Guarantee		2-1530 Superannuation Payable	\$0.00	
Superannuation Guarantee		6-3120 Superannuation	\$0.00	

AR Pay Employee

Journal Add Payroll Category

Pay from Account: 1-1190 Electronic Clearing Account Balance: -\$31,954.87
 Payment Method: Electronic

Employee: Long, Alan Cheque No.: JK
 Statement Text: PAY FOR 21/04/2020 Payment Date: 21/04/2020
 Pay Period Start: 8/04/2020
 Pay Period Ending: 21/04/2020
 Memo: TOP- Still working Net Pay: \$1,308.00

Payroll Category	Hours	Account	Amount	Job
Wages, Deductions and Taxes				
Base Hourly	26.00	6-5100 Wages & Salaries	\$789.47	
Holiday Pay	0.00	6-5100 Wages & Salaries	\$0.00	
STANDDOWN/JK	50.00	6-5100 Wages & Salaries	\$0.00	
JOBKEEPER-TOPIUP		6-5100 Wages & Salaries	\$710.53	
Union Fee		2-1540 Union Fees Payable	\$0.00	
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$192.00	
Entitlements				
Holiday Leave Accrual	5.846	6-5100 Wages & Salaries	\$0.00	
Sick Leave Accrual	2.338	6-5100 Wages & Salaries	\$0.00	
Employer Expenses				
Superannuation Guarantee		2-1530 Superannuation Payable	-\$74.95	
Superannuation Guarantee		6-3120 Superannuation	\$74.95	

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 described above.
- When setting up the **JOBKEEPER-START-FNxx** wage category, make sure the name includes the applicable code indicating when your 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 wage category **JOBKEEPER-START-FN01**.

Payroll reporting centre

Reports Employment terminations EOFY Finalisation ATO settings JobKeeper payments

Only select the first JobKeeper fortnight for eligible employees and we'll send this information to the ATO. When you want to stop claiming JobKeeper for an employee, enter a final JobKeeper fortnight, and notify the ATO.

For more information about JobKeeper payments, Visit the ATO.

Payroll year
2019/20

[Notify the ATO](#)

<input type="checkbox"/>	First name	Last name	First JobKeeper fortnight	Final JobKeeper fortnight
<input checked="" type="checkbox"/>	Joe Michael	Bloggs	30 Mar - 12 Apr JOBKEEPER-START-FN01	17 Aug - 30 Aug JOBKEEPER-FINISH-FN11
<input type="checkbox"/>	Mary	Jones	30 Mar - 12 Apr JOBKEEPER-START-FN01	

Accidentally selected an employee

- If you've notified the ATO that JobKeeper has started for an employee that is *not* eligible for JobKeeper, you can easily fix this in the STP reporting centre.
- Go to the **Payroll** command centre and click **Payroll Reporting**.
- Click the **JobKeeper payments** tab.
- Select the ineligible employee.
- In the **Final JobKeeper fortnight** list, choose the same fortnightly period you chose for the **First JobKeeper fortnight**.
- Repeat this for any other employees who you've accidentally selected.
- Click **Notify the ATO**.
- When prompted, enter the name of the authorised sender and click **Send**.

Payroll Reporting for Ineligible Employee

AR Payroll Reporting

Payroll reporting centre

Reports Employment terminations EOFY Finalisation ATO settings JobKeeper payments

Only select the first JobKeeper fortnight for eligible employees and we'll send this information to the ATO. When you want to stop claiming JobKeeper for an employee, enter a final JobKeeper fortnight, and notify the ATO.

For more information about JobKeeper payments, [Visit the ATO.](#)

Payroll year
2019/20

[Notify the ATO](#)

<input type="checkbox"/>	First name	Last name	First JobKeeper fortnight	Final JobKeeper fortnight
<input type="checkbox"/>	Joe Michael	Bloggs	30 Mar - 12 Apr JOBKEEPER-START-FN01	
<input checked="" type="checkbox"/>	Mary	Jones	30 Mar - 12 Apr JOBKEEPER-START-FN01	30 Mar - 12 Apr JOBKEEPER-FINISH-FN01

Manually Receive a Jobkeeper Payment

- Go to the **Banking** command centre and click **Receive Money**. The **Receive Money** window is displayed.
- In the **Deposit to Account** field, choose the bank account the payment went into.
- If you've set up a card for the ATO or Australian Government (for example), choose this card in the **Payor** field.
- In the **Amount** field, enter the payment amount.
- Enter a **Memo** to describe this transaction. This'll make it easier to identify the transaction later.
- In the **Acct No.** field on the first line, choose the income account we created earlier. The **Name** and **Amount** will appear

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.



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