JobKeeper - Frequently Asked Questions

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Summary

This article contain frequently asked questions Sage has received regarding JobKeeper in Sage WageEasy. This document will be updated as new questions become available relating to JobKeeper setup and payment in Sage WageEasy.

Resolution

🔴 **NOTE:** Sage can only support the creation of the required Allowances and how to report the values via STP in Sage WageEasy. For all other Questions that relate to personal circumstances otherwise described will need to be referred to the ATO for their guidance.

Please review the ATO website for more information we have been advised the ATO is updating their website often with additional information - **https://www.ato.gov.au /General/JobKeeper-Payment/ (https://www.ato.gov.au/General /JobKeeper-Payment/)**

Refer here - How do I set up JobKeeper Payment in Sage WageEasy? (view2.jsp?k2dockey=20041402522119) for instructions on how to setup JobKeeper in Sage WageEasy.

Q1: My employees are eligible to receive JobKeeper Payments from 30/03/2020 but I am only processing this in PPE 19/03/2020. What JOBKEEER-START-FNxx do I use?	A1: You use FN**01** - which is an indicator to the ATO that you are expecting a reimbursement from the ATO, for this employee, starting from 30/03/2020.
Q2: When will I use a JOBKEEER-START-FNxx where the FNxx is NOT FN**01**?	A2: An example would be : An employee is on work cover and only returns to work on 27/04/2020. You will use JOBKEEER-START-FN03 once you start paying this employee (after his return).

Q3: I have started with the JobKeeper Payments from 30/03/2020. Do I continue using JOBKEEER-START-FN01 on every payslip until the JobKeeper Payment ends in September?	A3: No, you have to use the JOBKEEER-START-FN01 ONCE only. This has to be used on a payslip, ONCE, and reported to the ATO, using STP, before the End of April.
Q4: Do I have to create JOBKEEER-START-FN01, JOBKEEER-START-FN02, JOBKEEER-START-FN03 etc.	A4: No, you do not. Most employers will have all their eligible employees getting JobKeeper Payments from 30/03/2020. The JOBKEEER-START-FN01 has to be used once, on a payslip and reported to the ATO (STP) before the End of April. Also see answer A2 and A3.
Q5: My employee is working and earns more than $1,500 per fortnight (more than $750 per week). How do I pay this?	A5: This employee can be paid as normal with hours entered on the Time Sheet screen. Remember to have a JOBKEEER-START-FNxx in one of the April pays (see above for more details).
Q6: Do I accrue leave for employees who are receiving JobKeeper Payments?	A6: Yes, All employees should accrue leave on the hours they would ordinarily work.
Q7: If our payroll week cycle is not Monday to Sunday. We are Wednesday to Tuesday. What should we do?	A7: You should refer to the payment date range the ATO advised. The pay date the ATO refers to is when the money is paid to the employee's bank account so if your pay date falls within the date range then this is ok.
Q8: My employee is working and earns less than $1,500 per fortnight (less than $750 per week). How do I pay this?	A8: The normal/worked hours can be entered on the Time Sheet screen and the difference between the hours worked $value and $1,500 per fortnight is entered as JOBKEEPER-TOPUP. Remember to have a JOBKEEER-START-FNxx in one of the April pays (see above for more details).
Q9: My employee has been stood down. How do I pay this employee?	A9: $1,500 per fortnight ($750 per week) has to be paid as JOBKEEPER-TOPUP. Remember to have a JOBKEEER-START-FNxx in one of the April pays (see above for more details).
Q10: My employee has been stood down and I paid the employee Leave for the first fortnight. What do I do now?	A10: Use a **Supplementary Pay Slip to reverse the leave** (https://au-kb.sage.com /portal/app/portlets/results /viewsolution.jsp?solutionid=200214104154827) and reallocate the amounts to JOBKEEPER-TOPUP.

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