How do I set up the JobKeeper payment?

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Summary

Set up allowances in Sage WageEasy for JobKeeper Start, JobKeeper Finish and JobKeeper Topup.

Resolution

In order to process JobKeeper payments in Sage WageEasy, ATO specific allowances need to be set up. JobKeeper Topup payments are to be reported to the ATO via STP using STP Allowance type Other.

Please review Employer Guidance and ATO Links prior to commencing setup in Sage WageEasy:

ATO JobKeeper Payment (https://www.ato.gov.au/general/JobKeeper-Payment/)

ATO Paying your eligible employees (https://www.ato.gov.au/general /jobkeeper-payment/employers/paying-your-eligible-employees/)

Employers will be required to notify the ATO of all eligible employees for which they wish to claim the JobKeeper payment.

• 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 $1,500 for each full JobKeeper fortnight within the month. This will be $3,000 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.

Month	Dates	Start Allowance	Finish Allowance
April	30/03/2020 - 12/04/2020	**JOBKEEPER-START-FN01**	**JOBKEEPER-FINISH-FN01**
	13/04/2020 - 26/04/2020	**JOBKEEPER-START-FN02**	**JOBKEEPER-FINISH-FN02**
May	27/04/2020 - 10/05/2020	**JOBKEEPER-START-FN03**	**JOBKEEPER-FINISH-FN03**
	11/05/2020 - 24/05/2020	**JOBKEEPER-START-FN04**	**JOBKEEPER-FINISH-FN04**
June	25/05/2020 - 07/06/2020	**JOBKEEPER-START-FN05**	**JOBKEEPER-FINISH-FN05**
	08/06/2020 - 21/06/2020	**JOBKEEPER-START-FN06**	**JOBKEEPER-FINISH-FN06**
July	22/06/2020 - 05/07/2020	**JOBKEEPER-START-FN07**	**JOBKEEPER-FINISH-FN07**
	06/07/2020 - 19/07/2020	**JOBKEEPER-START-FN08**	**JOBKEEPER-FINISH-FN08**
August	20/07/2020 - 02/08/2020	**JOBKEEPER-START-FN09**	**JOBKEEPER-FINISH-FN09**
	03/08/2020 - 16/08/2020	**JOBKEEPER-START-FN10**	**JOBKEEPER-FINISH-FN10**
	17/08/2020 - 30/08/2020	**JOBKEEPER-START-FN11**	**JOBKEEPER-FINISH-FN11**
September	31/08/2020 - 13/09/2020	**JOBKEEPER-START-FN12**	**JOBKEEPER-FINISH-FN12**

	14/09/2020 - 27/09/2020	**JOBKEEPER-START-FN13**	**JOBKEEPER-FINISH-FN13**

🛑 **IMPORTANT:** Each employer's payroll arrangements may be different, and the JobKeeper payment for employees may start at different times. For example, some workers may be on workers' compensation and only return to work sometime after the start of the JobKeeper payment. There is no way for the ATO to know these employee-specific arrangements, so the JobKeeper **Start Fortnight** is required to inform the ATO from which fortnight the subsidy is to be reimbursed. The JobKeeper Start Fortnight may be reported once or continue to be reported in subsequent Pay Events but must not be forward dated. (In our example, we are going to use the **JOBKEEPER-START** allowance once only.)
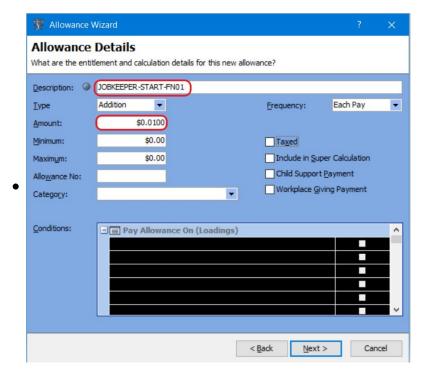
Scenario 1: Employee eligible from FN01 and normal pay is under the minimum JobKeeper of $1,500

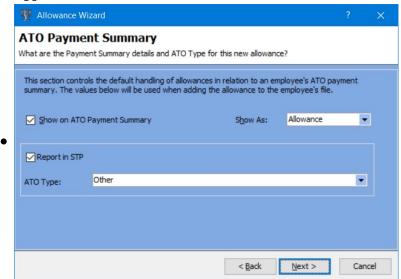Example: Employees who normally earn $1,000 per fortnight and will be getting a $500 top up per fortnight.

STEP 1. Create a new allowance with Description exactly as shown **JOBKEEPER-START-FN01**

We will assume that all our eligible employees receive the JobKeeper subsidy from 30/03/2020. Therefore, in this Example we will create one allowance for ATO Fortnight01. (If any employees receive the subsidy later, please create an allowance with the correct ATO FN number as per the table above).

- 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-START-FN01**. Type = Addition. Frequency = Each Pay. Amount = enter 1 cent. Ensure that the Taxed box is not ticked, and the Include in Super Calculation is not ticked > Next.
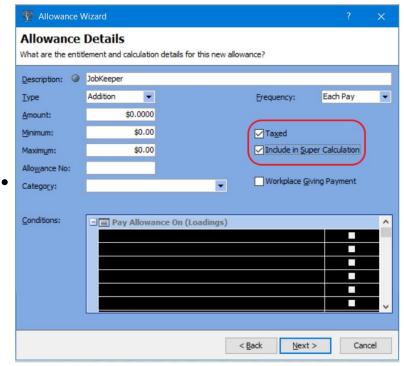
- • On the ATO Payment Summary screen, Tick the Show on ATO Payment Summary box and Show As Allowance; also tick the Report in STP box and ATO Type **OTHER**.
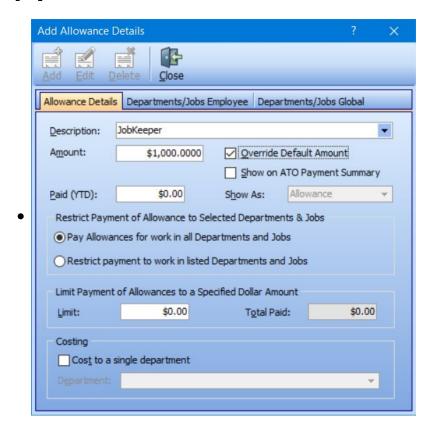

- • Next and Next again to get to the FINISH button.

STEP 2. For this example, where the employee normally receives $1,000 per fortnight to process this normal payment and for detailed reporting and General Ledger purposes, an allowance will be created for the $1,000:

- • Setup > Allowances > ADD > Next when you are on the Welcome to the Allowance Wizard screen.
- • The Allowance Type will be Standard Allowance > Next.
- • Description - any description can be used. Type = Addition. Frequency = Each Pay. Ensure that the Taxed and Include in Super Calculation boxes are ticked > Next.
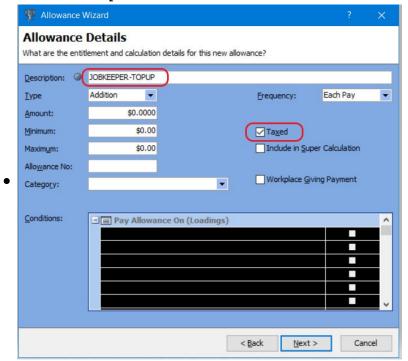
- Continue with Next until you get to the FINISH button.
- 📎 **NOTE:** If you use GL, you can enter the general ledger details on the Allowance General Ledger Details screen.

In the Employee Details > Payments > Allowances > Add. Select this new Allowance, Tick the Override Default Amount and enter the amount you would like to pay this employee > Close.
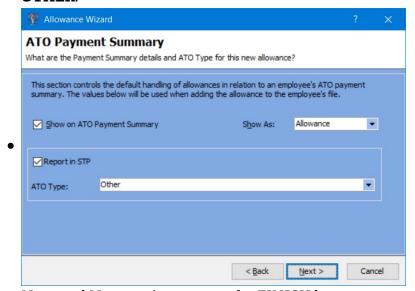
STEP 3. The next allowance to create is the **JOBKEEPER-TOPUP** Allowance for those eligible employees who are getting a top up:

- 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.
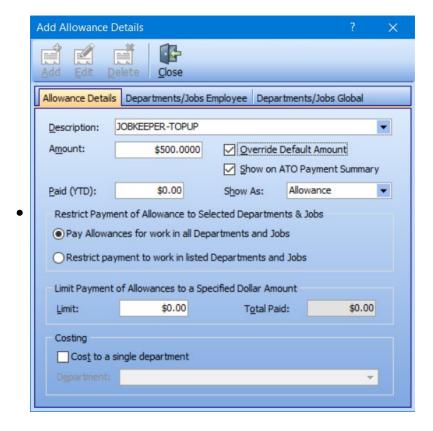

- On the ATO Payment Summary screen, Tick the Show on ATO Payment Summary box and Show As Allowance; also tick the Report in STP box and ATO Type **OTHER**.

- Next and Next again to get to the FINISH button.
- 📎 **NOTE:** If you use GL, you can enter the general ledger details on the Allowance General Ledger Details screen.

In the Employee Details > Payments > Allowances > Add. Select JOBKEEPER-TOPUP, Tick the Override Default Amount and enter the amount you would like to pay this employee > Close.

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IMPORTANT: 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
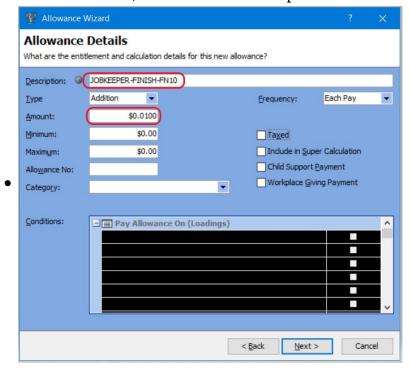- Change of citizenship, visa, personal circumstances

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 final fortnight that the employee receives the JOBKEEPER-TOP-UP Allowance.

STEP 4. Create a new allowance with description as shown in the ATO table above **JOBKEEPER-FINISH-FN10**: (For our example, we are assuming that the eligible employee will cease in Fortnight10 pay date 06/08/2020). Please create additional Allowances if you have the need to cease other employees' payments and follow ATO FN number as per the table above.
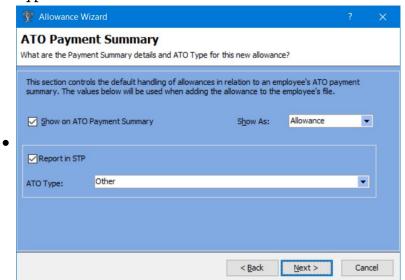
- Setup > Allowances > ADD > Next when you are on the Welcome to the Allowance

Wizard screen.
- The Allowance Type will be Standard Allowance > Next.
- Description = (Type the description exactly) **JOBKEEPER-FINISH-FN10**. Type = Addition. Frequency = Each Pay. Amount = enter 1 cent. Ensure that the Taxed box is not ticked, and the Include in Super Calculation is not ticked > Next.

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- On the ATO Payment Summary screen, Tick the Show on ATO Payment Summary box and Show As Allowance; also tick the Report in STP box and ATO Type **OTHER**.
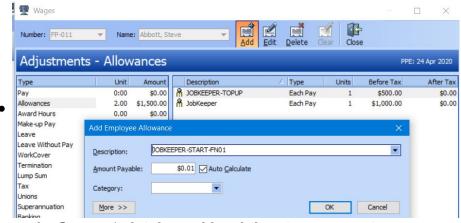
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- Next and Next again to get to the FINISH button.

Wages:

- In Wages, select an employee and clear any Timesheet information on the Timesheet screen > Next.
- Select Allowances on the left and you will see the JobKeeper and JOBKEEPER-TOPUP

allowances.

- In the first period, Select Add and the JOBKEEPER-START-FNxx Allowance. This needs to be done for the first pay run only.
- Once entries are completed on the Adjustments screen > Next to view the pay slip and SAVE.
- **NOTE:** Remember to use the JOBKEEPER-FINISH-FNxx Allowance when an employee stops being an eligible employee.

Scenario 2: Employee's normal pay is at the minimum JobKeeper of $1500

Employees who receive $1,500 per fortnight or more from their employer will continue to receive their regular income according to their prevailing workplace arrangements. This payment can continue as normal or an Allowance (Step 2 above) can be used. These employees will not require the JOBKEEPER-TOPUP Allowance. However, they are required to report the JOBKEEPER-START-FNxx and JOBKEEPER-FINISH-FNxx in the relevant ATO fortnight as per above table.

📌 **NOTE:** If you have already started paying employees JobKeeper Payments:

The allowances should be created as detailed in this article and a Supplementary Pay Slip has to be used to reverse the payments out of the 'incorrect' payment items (Allowances) and moved to the correct payment items. Also remember the **JOBKEEPER-START-FN01** Allowance.

A New Query has been created to help with identifying employees eligible for JobKeeper payments:

JOB KEEPER PAYMENT ELIGIBILITY QUERY (https://au-kb.sage.com/portal /app/portlets/results/viewsolution.jsp?solutionid=200415042141564)

The query will show

- All unterminated employees and only those terminated on or after 01/03/2020.
- Only those over 16 years old.
- Only those casuals employed on or before 01/03/2019.

How do I save a User Defined Query? (https://au-kb.sage.com/portal/app/portlets /results/viewsolution.jsp?solutionid=200214112658270)

Solution Properties

Solution ID

200414022522119

Last Modified Date

Wed Apr 15 22:42:48 UTC 2020

Attributes

Product Details
Featured: Featured

Views

1841