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Managing the JobKeeper Payment



Xanthe Simpson

2 days ago · Updated

The Government has passed additional legislation to introduce this new measure.

The JobKeeper Payment of \$1,500 earnings (before tax) per fortnight is paid to the employer as a supplement to assist with the payment of salary and wages and will be paid in arrears commencing from May 2020 for a maximum of six (6) months, with payments backdated from 30 March 2020.

Important Dates

By 30 April: Notify employees and receive completed employee notification forms

Before you enrol to receive JobKeeper payments, you need to notify each eligible employee that you intend to nominate them as eligible employees under the JobKeeper Payment scheme. You must tell those employees that you have nominated them as an eligible employee to claim the JobKeeper payment. They must agree to be nominated by you by completing the [JobKeeper employee nomination notice](#) and returning it to you for your records.

The nomination form does not need to be provided to the ATO, however employers are required to keep a copy of the completed form as part of their record keeping obligations under the law.

To determine eligibility, download the [JobKeeper Eligibility Report](#) in Employee Reports. This information will need to be provided to the ATO on a monthly basis, including the number of eligible employees employed by the business.

Payroll	Employee	Time & Attendance	ATO Reporting	Report Packs
Costing Report	Emergency Contact Details	Attendance Report	Payment Summaries	Report Packs
Deductions Report	Employee Birthdays	Live View	Single Touch Payroll	
Detailed Activity Report	Employee Details Audit Report	Roster vs Timesheet Comparison Report	Tax File Declaration	
Employee Payment History	Employee Details Report	Rostering		
Employer Liabilities Report	Employee Qualifications Report	Shift Swapping		
Expense Reimbursements Report	Employee Satisfaction Report	Timesheets Report		
Gross to Net Report	JobKeeper Eligibility Report			
Leave Balances	Leave History			
Leave Liability	Unpaid Employees Report			
Ordinary Time Earnings Report				
Pay Categories Report				
Pay Run Audit Report				
Pay Run Comparison Report				
Pay Run Inclusions Report				
Pay Run Variance Report				
Pay Slip Report				
PAYG Withholding				
Payroll Tax				
Super Contributions				
Super Payments				
Tasks Report				

From 20 April: Enrol for JobKeeper payment

This can be done via the following platforms:

- ATO Business Portal. To use the Business Portal you will need a myGovID linked to your ABN in relationship Authorisation Manager (RAM). You can find out how to set this up at ato.gov.au/mygovid.
- Online Services for Agents (for registered tax/BAS agents). Your registered tax or BAS agent can enrol, identify and declare for JobKeeper on your behalf.
- Online Services for Individuals (for sole traders).

By 30 April: Enrol and pay your employees to claim JobKeeper payments for April

You must enrol before 30 April to claim JobKeeper payments for the period of April. Enrolment is as per the details provided above.

The method of paying staff is provided further below in "Reporting JobKeeper Payments via STP".

You can only claim JobKeeper payment for eligible employees if you pay the \$1,500 per fortnight (before tax) to each eligible employee.

These payments should be reported to the ATO via Single Touch Payroll (STP). Instructions on how to correctly report via STP are provided further below.

If your employees receive the JobKeeper Payment, this may affect their eligibility for payments from Services Australia as they must report their JobKeeper Payment as income.

From 4 May & onwards: Submit monthly declaration and notify ATO of turnover

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.

On a monthly basis you must ensure you have paid your eligible employees at least \$1,500 per eligible employee per fortnight.

Declarations can be done via the following platforms:

- ATO Business Portal. To use the Business Portal you will need a myGovID linked to your ABN in relationship Authorisation Manager (RAM). You can find out how to set this up at ato.gov.au/mygovid.
- Online Services for Agents (for registered tax/BAS agents). Your registered tax or BAS agent can enrol, identify and declare for JobKeeper on your behalf.
- Online Services for Individuals (for sole traders).

The declaration requires you:

- 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.

31 May: Last day to declare

This is the last day that businesses can submit the monthly declaration to the ATO in order to be reimbursed JobKeeper payments made in April.

Reporting JobKeeper Payments via STP

Step 1: Create the JobKeeper "top-up" pay category

For employees who already earn \$1500 or more per fortnight in gross earnings, nothing needs to change. That is, the pay category assigned against the employee's earnings are not required to change and you will keep reporting the employee's earnings via STP as per normal.

What will change is the reporting requirement for employees earning less than \$1500 gross earnings per fortnight. For these employees, a "top-up" amount must be paid to bring their taxable gross to \$1,500 per fortnight. This "top-up" needs to be reported as an allowance and named using a specific description. To achieve this, a new pay category will be required as follows:

- Navigate to the Payroll Settings > Pay Categories screen;
- Click on the 'Add' button located on the right hand side;
- A new pay category box will open. Type the name of the new pay category, being **JOBKEEPER-TOPUP**, in the pay category name box. Then click the 'Save' button:

New Pay Category

Pay Category Name:

Save

Cancel

Change the units on the pay category to 'Fixed', Super Rate to '0' and payment classification 'Allowance (Other)':

▼ JOBKEEPER-TOPUP Allowance (Other) *

Name	Units	Super Rate	Rate Loading	Penalty Loading
<input type="text" value="JOBKEEPER-TOPUP"/>	<input type="text" value="Fixed"/>	<input type="text" value="0"/> %		N/A
	<input type="checkbox"/> PAYG Exempt		<input type="checkbox"/> Accrues Leave	
	<input type="checkbox"/> Payroll Tax Exempt			
External Id	Payment Classification	Rate Precision		
<input type="text"/>	<input type="text" value="Allowance (Other)"/>	<input type="text" value="5 decimal places"/>		

It is essential that the pay category name and payment classification are set up as per the above instructions. The ATO have advised that any deviations from this exact set up may significantly delay or prevent reimbursement.

Note:

- Super is not mandatory on this payment. It will be up to the employer if they want to pay superannuation on the "top-up" component of the Jobkeeper Payment.
- This payment is taxable, however, the state authorities are yet to provide clear direction on whether the payment is liable for payroll tax.
- If you have already processed JobKeeper payments in the pay run and used a different pay category, that is fine. What you will need to do is edit the name and settings of the pay category already used in the pay run. When you then next report the pay run via STP, the employee's YTD earnings will update correctly to report in the ATO's prescribed format (see more details below).

Step 2: Create a pay category for the "JobKeeper Start Fortnight"

The ATO requires that the employer indicate via STP when the JobKeeper payment commenced for each eligible employee. This needs to be done via setting up a new pay category for each applicable fortnight (where relevant) over the 13 fortnight period that the JobKeeper payment will run.

As per the "JOBKEEPER-TOPUP" pay category, the start fortnight pay category must be named and set up as per the ATO's specifications. The specifications are as follows:

- **Pay Category Name:** Must be in the format "JOBKEEPER-START-FNxx", where 'xx' is the number of the fortnight, ie the 1st fortnight is '01'. A separate pay category per fortnight will be required. Only create start fortnight pay categories for the fortnights that apply.
- **Payment Classification:** Must be assigned to "Allowance (Other)".

▼ JOBKEEPER-START-FN01 Allowance (Other) •

Name	Units	Super Rate	Rate Loading	Penalty Loading
JOBKEEPER-START-FN01	Fixed	0 %		N/A
	<input type="checkbox"/> PAYG Exempt		<input type="checkbox"/> Accrues Leave	
	<input type="checkbox"/> Payroll Tax Exempt			
External Id	Payment Classification		Rate Precision	
	Allowance (Other) ?		5 decimal places	

To determine what fortnight you commenced paying an employee the JobKeeper payment, refer to the table below and the dates allocated to each fortnight. Cross reference the date you paid the employee with the dates in the table. For example, if you paid an employee the JobKeeper payment for the first time on the 2nd of April (ie pay date was 2/4/20), this means the payment was made in FN01:

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

The purpose of creating these pay categories is to be able to add them into the pay run as a one-off for each eligible employee. This data will then be transmitted to the ATO when the pay run is reported via STP. Please note:

- you cannot forward date the start fortnight entries in the pay run, *but you can add it to a later pay run, if you've already started paying your employees JobKeeper (see the section at the bottom of this article for further explanation)*
- the point of doing this is simply to let the ATO know which fortnight you started paying each employee JobKeeper, therefore you only need to add it to one pay run for each employee (ie. you only need to tell them that once)

The process of adding the start fortnight pay category in the pay run is explained further below in the "Applying the JobKeeper Payment into the pay run" section.

Step 3: Create a pay category for the "JobKeeper Finish Fortnight"

Similarly with the JobKeeper start fortnight, the ATO must be made aware when JobKeeper payments cease for any employee, as they may no longer be eligible. The ineligibility may be due to:

- Workers' compensation absence;
- Cessation of employment; or
- Change of citizenship, visa, personal circumstances.

The ATO only need to be notified if the payments cease before the 13 fortnight period, ie before the 27th of September (being the date the JobKeeper payments subsidy ceases).

As per the "JOBKEEPER-START-FNxx" pay category, the finish fortnight pay category must be named and set up as per the ATO's specifications. The specifications are as follows:

- **Pay Category Name:** Must be in the format "JOBKEEPER-FINISH-FNxx", where 'xx' is the number of the fortnight, ie the 4th fortnight is '04'. A separate pay category per fortnight will be required. Only create finish fortnight pay categories for the fortnights that apply.
- **Payment Classification:** Must be assigned to "Allowance (Other)".

▼ JOBKEEPER-FINISH-FN04 Allowance (Other) •

Name	Units	Super Rate	Rate Loading	Penalty Loading
JOBKEEPER-FINISH-FN04	Fixed	0 %		N/A
	<input type="checkbox"/> PAYG Exempt		<input type="checkbox"/> Accrues Leave	
	<input type="checkbox"/> Payroll Tax Exempt			
External Id	Payment Classification	Rate Precision		
	Allowance (Other)	5 decimal places		

To determine what fortnight you ceased paying an employee the JobKeeper payment, refer to the table below and the dates allocated to each fortnight. Cross reference the date you last paid the employee with the dates in the table. For example, if you last paid an employee the JobKeeper payment on the 13th of May (ie pay date was 13/5/20), this means the last payment was made in FN04:

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

The purpose of creating these pay categories is to be able to add them into the pay run as a one-off for each eligible employee. This data will then be transmitted to the ATO when the pay run is reported via STP. Please note: you cannot forward date the start fortnight entries in the pay run

The process of adding the finish fortnight pay category in the pay run is explained further below in the "Applying the JobKeeper Payment into the pay run" section.

Applying the JobKeeper Payment into the pay run

There are different scenarios to consider in a pay run depending on the eligible employee's gross fortnightly wages. If the employee is still completing their duties and working for the employer, then the employer still needs to pay the employee for the work they are doing and the employee is to receive their entitlements.

Scenario A: Eligible employee earnings are more than \$1,500 per fortnight before tax

If the employee's earnings in the pay run you are processing will be more than \$1,500 per fortnight, then continue to pay the employee all earnings and include all entitlements to leave accrual and superannuation as you usually would. The JobKeeper Payment will be a supplement for the employer and there will be no change required in the pay run. For this scenario, you would just need to notify the ATO from which fortnight the subsidy is to be reimbursed to the employer for the eligible employee. To do this, you would add an earnings line in the pay run using the start fortnight pay category (ensure to use the correct pay category based on the fortnight the subsidy is to commence being reimbursed for). Because the system does not report \$0 earnings to the ATO, you will need to add an earnings of \$0.01, as follows:

Earnings

HOURLY EARNINGS

			Hours	Rate (per hour)	
Permanent - Ordinary Hours	Taormina Bed & Break	Notes	86.66667	\$ 30	\$2,600.0001

OTHER EARNINGS

			Units	Rate	
JOBKEEPER-START-FN01	Taormina Bed & Break	Notes	1	\$ 0.01	\$0.01

Remember that you only need to notify the ATO of the start fortnight once for each eligible employee.

Scenario B: Eligible employee earnings are less than \$1,500 per fortnight before tax

If the employee's earnings are less than \$1,500 per fortnight, then continue to pay the employee all earning and include all entitlements to leave accrual and superannuation as you usually would, plus an additional earnings line for the "top up" amount totalling the difference between the JobKeeper Payment and the employee's gross earnings. Use the "JOBKEEPER-TOPUP" pay category for this. Add 1 x Unit and the rate will be the difference between the JobKeeper Payment and the employee's gross earnings, known as the "top up" payment:

▼ Jesse O'Donovan



34.00

\$1,500.01

\$0.00

\$1,500.01

\$0.00

\$356.00

\$0.00

\$65.31

\$0.00

\$0.00

\$0.00

\$1,144.01

Earnings

HOURLY EARNINGS

			Hours	Rate (per hour)	
Permanent - Ordinary Hours	Taormina Bed & Breakfast	Mon 22/07, 07	8	\$ 20.22	\$161.76
Permanent - Ordinary Hours	Taormina Bed & Breakfast	Tue 23/07, 07	8	\$ 20.22	\$161.76
Permanent - Ordinary Hours	Taormina Bed & Breakfast	Thu 25/07, 10:	6	\$ 20.22	\$121.32
Permanent - Ordinary Hours	Taormina Bed & Breakfast	Sat 27/07, 10:C	6	\$ 20.22	\$121.32
Permanent - Ordinary Hours	Taormina Bed & Breakfast	Sun 28/07, 10:	6	\$ 20.22	\$121.32

OTHER EARNINGS

			Units	Rate	
JOBKEEPER-TOPUP	Taormina Bed & Breakfast	Notes	1	\$ 812.52	\$812.52
JOBKEEPER-START-FN01	Taormina Bed & Breakfast	Notes	1	\$ 0.01	\$0.01

With this scenario, you also need to notify the ATO which fortnight you commenced paying the eligible employee the JobKeeper payment. As such, as per scenario A, you need to add an earnings line in the pay run using the relevant start fortnight pay category (ensure to use the correct pay category based on the fortnight the payment to the employee commenced). Because the system does not report \$0 earnings to the ATO, you will need to add an earnings of \$0.01. The start fortnight only needs to be entered once in a pay run for each eligible employee.

Scenario C: Eligible employee is not working due to a stand down period

If during a stand down period the employee is eligible for the JobKeeper Payment, the employee will be entitled to the full JobKeeper Payment amount of \$1,500 per fortnight (as they are not being paid during stand down). For further information on managing a stand down in the pay run, click [here](#).

Use the "JOBKEEPER-TOPUP" pay category for this and add 1 x unit of \$1500:

▼ Akram Chowdhury ▲		38.00	\$1,500.01	\$0.00	\$1,500.01	\$0.00	\$356.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,144.01
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Earnings

⚠ WARNING: This employee has earnings lines for which they are not being paid

HOURLY EARNINGS

			Hours	Rate (per hour)	
Stand Down	Taormina Bed & Breakfast	Stand Down	38	\$ 0	\$0.00

OTHER EARNINGS

			Units	Rate	
JOBKEEPER-START-FN01	Taormina Bed & Breakfast	Notes	1	\$ 0.01	\$0.01
JOBKEEPER-TOPUP	Taormina Bed & Breakfast	Notes	1	\$ 1500	\$1,500.00

Note, the earnings details will still accrue leave from the Stand Down pay category however the payment will not attract superannuation.

With this scenario, you also need to notify the ATO which fortnight you commenced paying the eligible employee the JobKeeper payment. As such, as per scenario A, you need to add an earnings line in the pay run using the relevant start fortnight pay category (ensure to use the correct pay category based on the fortnight the payment to the employee commenced). Because the system does not report \$0 earnings to the ATO, you will need to add an earnings of \$0.01. The start fortnight only needs to be entered once in a pay run for each eligible employee.

Notifying the ATO of JobKeeper payment cessation

If there is an employee who is no longer eligible for the JobKeeper payment and so the employer must cease paying, the employer must also notify the ATO via STP. To do this, add an earnings line in the pay run using the relevant finish fortnight pay category (ensure to use the correct pay category based on the fortnight the payment to the employee will cease). Because the system does not report \$0 earnings to the ATO, you will need to add an earnings of \$0.01. The finish fortnight only needs to be entered once in the applicable pay run:

▼ Akram Chowdhury ▲		38.00	\$1,500.01	\$0.00	\$1,500.01	\$0.00	\$356.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,144.01
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Earnings

⚠ WARNING: This employee has earnings lines for which they are not being paid

HOURLY EARNINGS

			Hours	Rate (per hour)	
Stand Down	Taormina Bed & Breakfast	Stand Down	38	\$ 0	\$0.00

OTHER EARNINGS

			Units	Rate	
JOBKEEPER-FINISH-FN04	Taormina Bed & Breakfast	Notes	1	\$ 0.01	\$0.01
JOBKEEPER-TOPUP	Taormina Bed & Breakfast	Notes	1	\$ 1500	\$1,500.00

Bulk import of start fortnight / finish fortnight notifications in the pay run

If you have many employees being paid the JobKeeper payment and need to process the one-off notification to the ATO using the "JOBKEEPER-START-FNxx" pay category in the pay run, you can do this using the [pay run import feature](#).

Using a weekly or monthly pay schedule? No problem...

If you're using a **weekly** pay schedule

- translate the process into a weekly one (ie. to pay \$750pw) but be sure you carefully follow the pay category naming convention outlined by the ATO, ie. as set out in Step 1. above
- still set up and apply the appropriate "fortnightly" pay category to let the ATO which fortnight you commenced and finished paying the JobKeeper payments. You need to carefully follow all instructions in Step 2. and 3. above - it's the name and settings on the pay category that will inform the ATO, not the dates on or length of the pay period it's reported in.

If you're using a **monthly** pay schedule

- translate the process into a monthly one - note you can either pay the employee
 - (a) \$3000 per month *but in August pay \$4.5K* or
 - (b) \$3250 per month

Either way you choose, the ATO will reimburse you based on method (a).

NB. Even if you average out the payment, use method (b), you will not be out of pocket overall because you'll be reimbursed the exact same amount as you'll have paid the employee. If you don't want to be out of pocket the \$250 leading up to August then you should just pay the employee as per ATO reimbursement method (a).

Basically, no matter what pay schedule you use:

- be sure you carefully follow the pay category naming convention, unit and payment classification settings outlined by the ATO/in Step 1. above if topping up your monthly paid employee/s
- still set up and apply the appropriate "fortnightly" pay category to let the ATO which fortnight you commence and finish paying the JobKeeper payments. Remember, you must carefully follow all instructions in Step 2. and 3. above - it's the name and settings on the pay category that will inform the ATO, not the dates on or length of the pay period it's reported in.

Already paid employees you want to claim JobKeeper for? No problem...

If you've already processed pay runs with paid dates on or after 30/3/20 you can still report these payments correctly to the ATO and claim the subsidy:

If you DID top up your employees gross earnings to \$1500pf in pay runs already processed:

First, adjust the pay category used to top up the earnings paid so far:

- If you created a new pay category to pay the top up amounts for pay periods up to now then all you have to do is change the name, unit base and payment classification on the pay category you've been using to what the ATO requires (as per Step 1. above) then the next time you pay employees using the pay category the YTD earnings will be properly reported to the ATO.
- If you've used an employee's "usual" pay category for the top up earnings to date you'll need to go ahead and create the new pay category following all instructions in Step 1. above then, in the next

pay run, reverse the total top up amount out of the "usual" pay category and put them in again using the new/properly named pay category - to do this:

- click on the employee's name in the next pay run to expand the pay run record
- click on the Actions button within
- select the Add earnings option
- choose the existing pay category and enter a negative number of units to reverse the total top up earnings out
- click on the Actions button again and choose Add earnings
- choose the new pay category and add the total JobKeeper earnings back in again

NB. the net effect of these two earnings lines will be \$0 but when you lodge the pay event the payments will be correctly reported to the ATO.

Second, notify the ATO of JobKeeper start fortnight... Just follow all instructions in Step 2. above to create the appropriate JOBKEEPER-START-FN## pay category then follow the process to add that pay category to the same pay run you've adjusted the pay category in. NB. It doesn't matter which pay run you use to notify the ATO when you're claiming the subsidy from - *it's the name, unit base and payment classification on the pay category that's informing the ATO, not the pay period it's reported in.*

If you did NOT top up your employees gross earnings to \$1500pf in pay runs already processed:

What's done is done, you can leave existing pay runs in place as is and back pay the top up JobKeeper payments (as long as this is done before the end of April).

In the next pay run:

1. pay employees their usual earnings, using their "usual" pay category
2. use the Add earnings option from the Actions button within the pay run record
3. select the JOBKEEPER-TOPUP pay category you've created according to the strict instructions in Step 1. above
4. add 1 unit and the \$ amount required to top up earnings to \$1500pf for this pay period (you can add a note to the notes field to explain this is topping up this pay period's earnings)
5. use the Add earnings option from the Actions button within the pay run record again
6. select the JOBKEEPER-TOPUP pay category again
7. add 1 unit and the \$ amount required to top up earnings from previous pay run/s to \$1500pf (again, add a note to the notes field to explain this is topping earnings from previous pay runs)
8. use the Add earnings option from the Actions button within the pay run record again
9. select the JOBKEEPER-START-FN## pay category you've created according to the instructions in Step 2. above (make sure you choose the correct fortnight as per the table to indicate which fortnight you are claiming the subsidy from)
10. add 1 unit and \$1c

When you finalise and lodge this pay run the employee will have been paid \$1500 per fortnight for each of the fortnights you are claiming the JobKeeper payment for and the ATO will have been advised that you're claiming the subsidy from whatever fortnight you choose when you created the START-FN## pay category.

If your employees gross earnings were \$1500 or MORE in pay runs already processed:

If your eligible employees' earnings did not require a top-up, ie. they were paid \$1500pf or more in pay runs already processed with paid dates on or after 30/3/20 then you don't need to do anything about the earnings themselves you just need to notify the ATO from which fortnight the subsidy is to be reimbursed to the employer for the eligible employee - and you can do this in the next pay run, follow the steps outlined in Scenario A. above.

Should you have any questions, feel free to email us at support@yourpayroll.com.au.

Have more questions? [Submit a request](#)

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Payroll Support (AU)

English (AU) 

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