MYOB Exo Employer Services

JobKeeper Payment

Last modified: 22 April 2020

myob

Contents

JobKeeper Payment

The Australian Government has announced a wage subsidy scheme (JobKeeper) to help businesses affected by COVID-19. Under this scheme, eligible businesses will be able to access a subsidy from the government to continue paying employees.

The JobKeeper Payment scheme will reimburse eligible employers $1500 per fortnight for each eligible employee. The scheme will run for six months, backdated to 1 March 2020. From the first week in May, JobKeeper Payments will go to eligible employers who have registered for the scheme.

Note: For the latest information about ATO measures and the support available for your business, visit **the ATO website**.

How it Works

The JobKeeper payment period commenced on Monday 30 March 2020 and will apply for 13 full fortnights until Sunday 27 September 2020. The ATO will reimburse participating employers monthly in arrears, $1,500 for each FULL fortnight per eligible employee paid by the employer.

Eligible employers must pay their eligible employees at least $1,500 per fortnight for paydays on or after 30 March. Employers must confirm eligible employees have been paid each month to trigger the ATO reimbursement process and provide some other supporting information.

Obligations on Employers

Check if your business and employees are eligible for JobKeeper payments by visiting business.gov.au.

As an employer, to receive the JobKeeper Payment you must:

- Enrol and apply for the JobKeeper payment on the ATO website and assess that you have or will experience the required turnover decline. (Make sure the ATO has your current banking details so they can pay your JobKeeper reimbursements.)
- Provide information on eligible employees to the ATO. This includes information on the number of eligible employees engaged as at 1 March 2020 and those currently employed by the business (including those stood down or rehired). For most businesses, the ATO will use Single Touch Payroll data to pre-populate the employee details for the business.
- Ensure that each eligible employee receives at least $1,500 per fortnight (before tax). For employees that were already receiving this amount from the employer, their income will not change. For employees that have been receiving less than this amount, the employer will need to top up the payment to the employee up to $1,500 before tax. And for those employees earning more than this amount, the employer is able to provide them with a topup.
- Notify all eligible employees that they are receiving the JobKeeper Payment.
- Continue to provide information to the ATO on a monthly basis, including the number of eligible employees employed by the business.

The sections below detail how you can use MYOB Exo Payroll to register employees for the JobKeeper Payment and pay them JobKeeper topups as necessary.

Enrolling for the JobKeeper Payment

Eligible employers can apply for the JobKeeper payment from **Monday 20th April** via the ATO Business Portal. Employers can learn more from the "Enrol and apply for the JobKeeper payment" page on ATO website.

> **Note:** To be eligible to claim JobKeeper payments for the April period, employers must enrol before **30 April 2020**.

What do employers need to do?

All details on the enrolment process can be found on the ATO website, but you must:

- Fill in and submit the *JobKeeper Payment - register your interest* online form.
- Check your eligibility.
- Pay employees at least $1500 per fortnight.
- Notify employees of intent to claim.
- Provide *JobKeeper payment – employee nomination notice* to employee(s) for them to complete and return to you by the end of April.
- Enrol with ATO by completing online form which includes:
  - Bank details
  - Indicate if claiming entitlement based on business participation e.g. Sole Trader
  - Estimated number of employees eligible for the first and second JobKeeper fortnight
  - Turnover declaration

Setting up MYOB Exo Payroll

Setting up New Allowances

You will need to set up the following Allowances:

- Allowances to indicate that an employee has started receiving the JobKeeper Payment.
- An Allowance for paying JobKeeper Top-up Payment to employees.
- Allowances to indicate that an employee has finished receiving the JobKeeper Payment.

You will also need to set up new Single Touch Payroll Allowance Categories for these Allowances.

Start and Finish Allowances

To notify the ATO that an employee has started or finished taking the JobKeeper Payment, you must process a pay that includes a special JobKeeper start or finish Allowance. These Allowances are identified by their description, which specifies whether the employee is starting or finishing the JobKeeper Payment, and the fortnight when they started or finished. See "Appendix 1: JobKeeper " on page 15 for a table of the required descriptions for each fortnight.
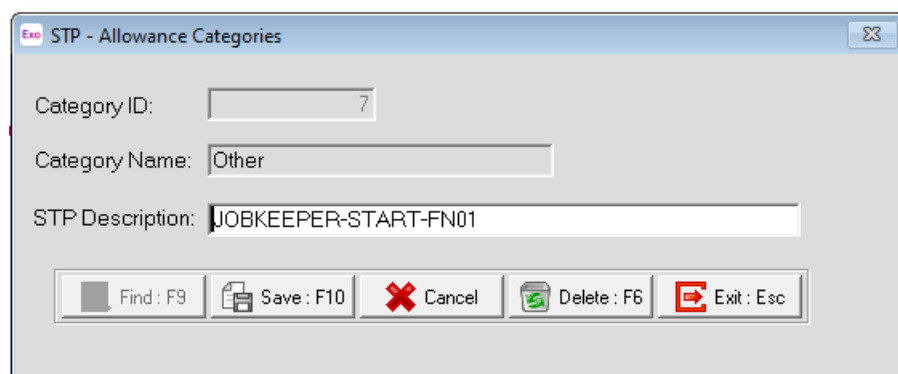
> **Note:** You can set up Allowances for each START & FINISH fortnight, but it is probably easier to create them as you need to for only those fortnights that apply to you.

To set up a JobKeeper start or finish Allowance:

1. Open the STP – Allowance Categories window (**Maintenance > Single Touch Payroll > Allowance Categories**).
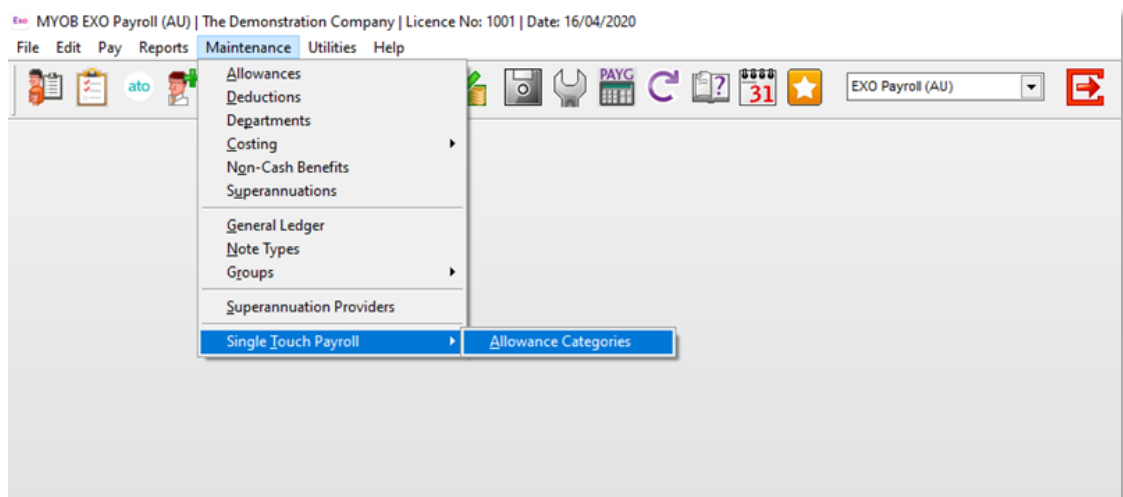
2. In the **STP Description** field, enter the description of that relates to the fortnight that you are creating the Allowance for, as per the table on page 9.

> **Note:** It is critical that the **STP Description** has this <u>exact</u> description <u>as it appears in the table on page 15</u>. A different description may significantly delay or even prevent reimbursement.

3. Click **Save** to save the description, then click **Exit** to close the window.
4. Open the Allowance Maintenance window and create a new Allowance.
5. Enter an informative **Allowance Name**. This can be anything—it does not have to keep to the JOBKEEPER-START-FNXX format. (That format is only required for the Single Touch Payroll Category—see step 9 below.)
6. Set the Calculation Method to "Fixed Dollar Amount".
7. Enter $0.01 into the **Amount** field. (A non-zero amount is required for the Allowance to appear in STP reporting an on employees' payslips.)
8. Set the **STP Reporting Type** to "Show Separately".
9. Click the edit button next to the **Single Touch Payroll Category** and select the category you created in steps 1 – 3.

> **Note:** It is critical to assign the correct JOBKEEPER-START-FNXX or JOBKEEPER-FINISH-FNXX category you created earlier.

10. Under **Add to gross liable for**, ensure that the **Superannuation** and **WorkCover** options are unticked.
11. Save the new Allowance.

Examples

**Figure 1 - A configured JOBKEEPER-START allowance code**

Figure 2 - A configured JOBKEEPER-FINISH allowance code

JobKeeper Topup Allowance

JobKeeper Payment top-ups must be paid using an Allowance with the STP description **JOBKEEPER-TOPUP**.

To set up a JobKeeper top-up Allowance:

1. Open the STP – Allowance Categories window (**Maintenance > Single Touch Payroll > Allowance Categories**).
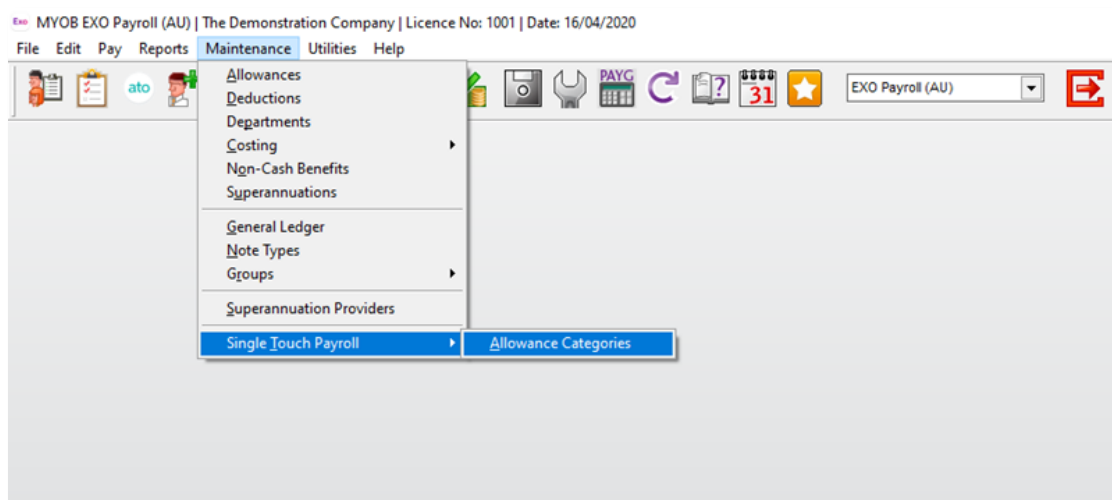
2. In the **STP Description** field, enter the "JOBKEEPER-TOPUP".

> **Note:** It is critical that the STP Description has this <u>exact</u> description—a different description may significantly delay or even prevent reimbursement.

3. Click **Save** to save the description, then click **Exit** to close the window.
4. Open the Allowance Maintenance window and create a new Allowance.
5. Enter an informative **Allowance Name**—"JOBKEEPER-TOPUP" is fine.
6. Set the Calculation Method to "Fixed Dollar Amount".
7. Keep the **Amount** field set to $0.0100.
8. Set the **STP Reporting Type** to "Show Separately".
9. Click the edit button next to the **Single Touch Payroll Category** and select the category you created in steps 1 – 3.

> **Note:** It is important to assign the correct JOBKEEPER-TOPUP item you created earlier in the Single Touch Payroll Category.

10. Under **Add to gross liable for**, ensure that the **Superannuation** and **WorkCover** options are unticked.

11. Save the new Allowance.

Figure 3 - A configured JOBKEEPER-TOPUP Allowance

Registering Employees with JobKeeper

To notify the ATO that eligible employees have started in the JobKeeper Payment scheme, process a One-Off Pay containing all eligible employees. Each employee's pay must include one of the Allowances with a JOBKEEPER-START-FN** Single Touch Payroll Category, specifying the fortnight that they started.

> **Note:** For payment notification starting in the first 2 fortnights (30 March – 12 April & 13 April – 26 April) this registration process **must be transacted by the 30 April**, for reimbursement payments to be calculated by the ATO.
> For all other fortnights, for any employees joining the JobKeeper program will have to be added in the last day of the respective FORTNIGHT they have started

To process a JobKeeper START registration:

1. You can either:
   a. add the JOBKEEPER-START-FN** into a Current Pay, and pay the employee(s) as per normal, or
   b. create a One-Off Pay for the appropriate pay frequency and add the JOBKEEPER-START-FN** allowance for all eligible employees, and submit this through to the ATO.
2. Repeat the following steps for each employee you want to register:
   a. Click **Allowances** to open the Wages/Allowance window.
   b. Click **Add** and add the **JOBKEEPER-START-FN** allowance** that relates to the fortnight when the JobKeeper Payment has started.
   c. Click Save to save the Allowance, then Save to save the employee's pay.

3. Once all employees have been added, finish and update the pay as normal.
4. Print payslips for all employees in the pay—these can be provided to employees as notification that they have started JobKeeper Payments.
5. Submit the STP batch generated for the pay—this will notify the ATO of the employees starting or finishing JobKeeper Payments.

If any employees become eligible for the JobKeeper Payment at a later time, you will need follow the steps above to register them with the ATO. Otherwise once an employee is registered there is no need to repeat this process.

Figure 4 - A JOBKEEPER START Allowance added to an employee pay

Figure 5 - A JOBKEEPER START Allowance added to a normal Current Pay

Figure 6 - JOBKEEPER START Allowances appearing in the STP submission

Finishing Employees with JobKeeper

By default, once employees have started the JobKeeper Payment scheme, they will remain in it until the scheme finishes at the end of September 2020. If an employee becomes ineligible for the JobKeeper Payment earlier than this, you will need to process a One-Off Pay including that employee, whose pay must have the appropriate JOBKEEPER-FINISH-FN** Allowance, specifying the fortnight that they finished. Process the pay in the same way as you did when registering the employee.

> **Note:** See the ATO website for information on the conditions that would cause an employee to be no longer eligible for the JobKeeper Payment.

Topping up Employees' Pays

Once you have registered employees for the JobKeeper Payment, you can continue to process pays as normal, topping up employee's pays where necessary.

The Government will provide a fortnightly payment of $1,500 per eligible employee until 27 September 2020. This equates to the following amounts at different pay frequencies:

Pay frequency	JobKeeper Payment amount	Calculation
Weekly	$750	1500 / 2
Fortnightly	$1,500	1500 × 1
Twice a month	$1,650	1500 × 26 / 24
Monthly	$3,250	1500 × 26 / 12

If an employee earns more than this amount, then nothing more needs to be done—continue to process pays for the employee as normal.

If an employee earns less than this amount, you will need to top up their pay to the right amount, by adding a JOBKEEPER-TOPUP Allowance to their usual pays. For example, if a waged employee normally earns $570 per week, then their weekly pay should include:

- Their usual $570 wages.
- A JOBKEEPER-TOPUP Allowance with an amount of $180.

Figure 7 - A JOBKEEPER-TOPUP payment added to an employee's pay

Figure 8 - Ensuring a weekly employee receives $750 Gross Taxable using a TOPUP

Confirming Employee Payments with the ATO

Each month, you will need to reconfirm that your reported eligible employees have not changed, using ATO online services, the Business Portal or via your registered tax agent.

You will be required to complete a monthly JobKeeper Declaration report that will require employers to provide some information as to your current and projected turnover and the confirmation of declaring x employees over each fortnight. As details of these payments would be submitted using STP, employee details will be prefilled making it a little easier.

Once declaration has been completed, the process will then trigger the reimbursement payment to the employers nominated bank account.

Appendix 1: JobKeeper Allowance Descriptions

The Allowances used for registering employees with JobKeeper and informing the ATO when they finish JobKeeper must be configured with a Single Touch Payroll category that specifies the fortnight when the employees started/finished. The STP categories must have descriptions that are formatted as follows:

Fortnight	Starting Allowance STP category	Finishing Allowance STP category
Fortnight 1 (30 Mar – 12 Apr)	JOBKEEPER-START-FN01	JOBKEEPER-FINISH-FN01
Fortnight 2 (13 Apr – 26 Apr)	JOBKEEPER-START-FN02	JOBKEEPER-FINISH-FN02
Fortnight 3 (27 Apr – 10 May)	JOBKEEPER-START-FN03	JOBKEEPER-FINISH-FN03
Fortnight 4 (11 May – 24 May)	JOBKEEPER-START-FN04	JOBKEEPER-FINISH-FN04
Fortnight 5 (25 May – 7 Jun)	JOBKEEPER-START-FN05	JOBKEEPER-FINISH-FN05
Fortnight 6 (8 Jun – 21 Jun)	JOBKEEPER-START-FN06	JOBKEEPER-FINISH-FN06
Fortnight 7 (22 Jun – 5 Jul)	JOBKEEPER-START-FN07	JOBKEEPER-FINISH-FN07
Fortnight 8 (6 Jul – 19 Jul)	JOBKEEPER-START-FN08	JOBKEEPER-FINISH-FN08
Fortnight 9 (20 Jul – 2 Aug)	JOBKEEPER-START-FN09	JOBKEEPER-FINISH-FN09
Fortnight 10 (3 Aug – 16 Aug)	JOBKEEPER-START-FN10	JOBKEEPER-FINISH-FN10
Fortnight 11 (17 Aug – 30 Aug)	JOBKEEPER-START-FN11	JOBKEEPER-FINISH-FN11
Fortnight 12 (31 Aug – 13 Sep)	JOBKEEPER-START-FN12	JOBKEEPER-FINISH-FN12
Fortnight 13 (14 Sep – 27 Sep)	JOBKEEPER-START-FN13	JOBKEEPER-FINISH-FN13

Note: This format must be followed when setting the **STP Description** on the STP – Allowance Categories window. You do not have to use this format for the Allowances' names—they can be anything.