

JOBKEEPER

Payroll

Payroll Reference Employees

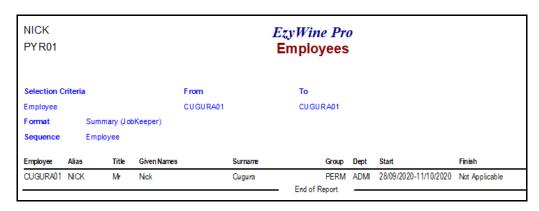
If your business qualifies for JobKeeper and there are employees eligible for JobKeeper payment, the period in which these employees are to be paid needs to be recorded.

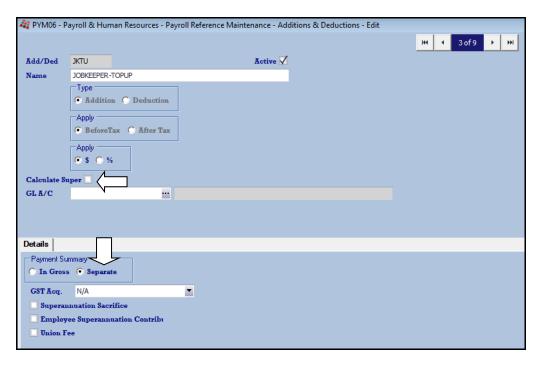
The payment rate of \$1,500 per fortnight for eligible employees and business participants will be reduced to \$1,200 per fortnight from 28 September 2020 and to \$1,000 per fortnight from 4 January 2021.

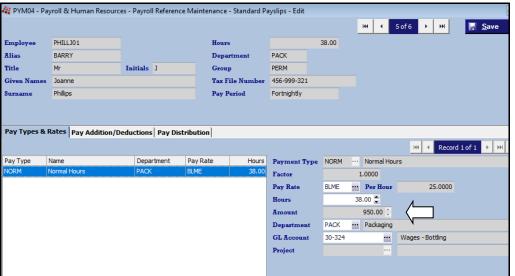
The ATO wants to capture the fortnight where each employee becomes eligible for JobKeeper.

The Finish date should be set to 'To Be Advised' and the period recorded when the last JobKeeper payment is made.

When an employee is no longer eligible for JobKeeper, ensure that the finish date is the fortnight after they stop receiving it.



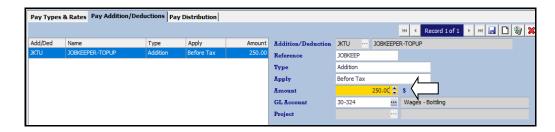




JOBKEEPER (cont'd)

Payroll

Payroll Reference Maintenance Additions & Deductions Standard Payslips



If an employee is still working and earns \$950 a fortnight, the top-up would need to be \$250.

Standard payslips for impacted employees will need be manually changed at the end of September and again at the start of January as required.

Pay Run

On running the Payroll Operations, Automatic Payslips option, the standard payslip details will be preloaded. If standard payslips have not been setup, the top-up addition will need to be manually calculated and recorded using the Payroll Operations, Manual Payslips option for each pay run. Run the Payroll Operations, Single Touch Payroll Generate option as per normal.

Stood Down Employees

If an Employee has been stood down, you will need to seek advice from your accountant.