

PYM01 - Payroll & Human Resources - Payroll Reference Maintenance - Employees - Edit

Employee [FS] CUGURA01
 Alias NICK
 Title Mr Initials NT
 Given Names Nick
 Surname Cugura
 Postal Address 17 Hopetoun Street
 Suburb Bendigo
 State Victoria
 Country AUSTRALIA
 Postcode 3550
 Phone 03 5441 2044
 Department ADMI Administration

Commenced 14/11/2003
 Type Full Time
 Termination
 Pay Period Fortnightly
 Birth Date 01/01/1961
 Base Pay Rate NCO3 Nick Cugura [15/03/2007]
 Cashflow Group PAY Payroll Expenses
 Super Scheme CBA CBA Superannuation Fund
 Super Policy 1234567890
 Super GL A/C 30-260
 Group PERM Permanents
 Position ADMI Administration

JobKeeper
 Start 28/09/2020-11/10/2020
 Finish To Be Advised

31/08/2020-13/09/2020
 14/09/2020-27/09/2020
 28/09/2020-11/10/2020
 12/10/2020-25/10/2020
 26/10/2020-08/11/2020
 09/11/2020-22/11/2020
 23/11/2020-06/12/2020

Tax Details Leave Rules Other Details HR Residential Address Notes [F5]
 Tax File No 123-456-789
 Rebates 0.00
 Tax Scale GREB
 Extra Tax 0.00

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.

PYM01 - Payroll & Human Resources - Payroll Reference Maintenance - Employees

Selection Report Options

Report completed...

Format
 Detail
 Summary
 Summary (Address)
 Summary (Leave Rules)
 Summary (Pay Rates)
 Summary (JobKeeper)

Employee Type
 All Types
 Full Time
 Part Time
 Casual
 Seasonal
 Active
 Inactive

Birth Month
 All
 January
 February
 March
 April
 May
 June
 July
 August
 September
 October
 November
 December

Print Terminated Employees
 Print Employee Notes
 Page Break on Employee
 Print Standard Payslips

Sequence
 Employee
 Alias
 Employee Group
 Department
 Super Scheme

NICK
PYR01

**EzyWine Pro
Employees**

Selection Criteria From To
 Employee CUGURA01 CUGURA01

Format Summary (JobKeeper)

Sequence Employee

Employee	Alias	Title	Given Names	Surname	Group	Dept	Start	Finish
CUGURA01	NICK	Mr	Nick	Cugura	PERM	ADMI	28/09/2020-11/10/2020	Not Applicable

End of Report

PYM06 - Payroll & Human Resources - Payroll Reference Maintenance - Additions & Deductions - Edit

Add/Ded: JKTU Active

Name: JOBKEEPER-TOPUP

Type: Addition Deduction

Apply: BeforeTax After Tax

Apply: \$ %

Calculate Super

GL A/C:

Details

Payment Summary: In Gross Separate

GST Acq.: N/A

Superannuation Sacrifice

Employee Superannuation Contrib

Union Fee

JOBKEEPER (cont'd)

Payroll

Payroll Reference Maintenance Additions & Deductions Standard Payslips

Pay Types & Rates | Pay Addition/Deductions | Pay Distribution

Add/Ded	Name	Type	Apply	Amount
JKTU	JOBKEEPER-TOPUP	Addition	Before Tax	250.00

Addition/Deduction: JKTU ... JOBKEEPER-TOPUP

Reference: JOBKEEP

Type: Addition

Apply: Before Tax

Amount: 250.00 \$

GL Account: 30-324 ... Wages - Bottling

Project: ...

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.

PYM04 - Payroll & Human Resources - Payroll Reference Maintenance - Standard Payslips - Edit

Employee: PHILLJ01 Hours: 38.00

Alias: BARRY Department: PACK

Title: Mr Initials: J Group: PERM

Given Names: Joanne Tax File Number: 456-999-321

Surname: Phillips Pay Period: Fortnightly

Pay Types & Rates | Pay Addition/Deductions | Pay Distribution

Pay Type	Name	Department	Pay Rate	Hours
NORM	Normal Hours	PACK	BLME	38.00

Payment Type: NORM ... Normal Hours

Factor: 1.0000

Pay Rate: BLME ... Per Hour 25.0000

Hours: 38.00

Amount: 950.00

Department: PACK ... Packaging

GL Account: 30-324 ... Wages - Bottling

Project: ...

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.