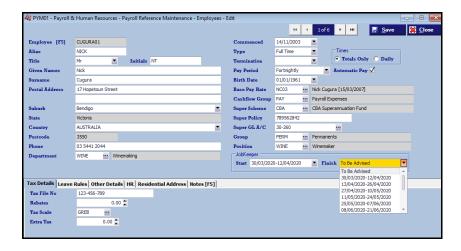
# Payroll (cont'd)

### **JobKeeper**

If your business qualifies for JobKeeper and there are employees eligible for the \$1,500 per fortnight payment, the period in which these employees are to be first paid needs to be recorded.

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.





#### Benefit

Statutory compliance.

Payroll Reference **Employees** 

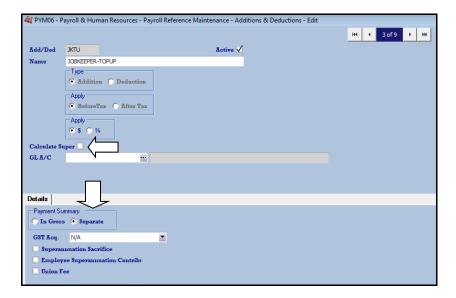
## Payroll (cont'd)

## JobKeeper (cont'd)

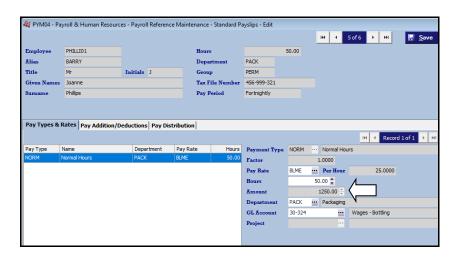
Payroll Reference Maintenance

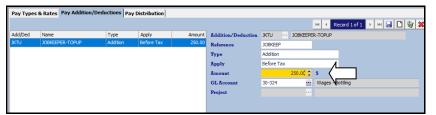
Additions & Deductions

Employees who are earning less than \$1,500 a fortnight and qualify for JobKeeper need to be topped up to \$1,500 fortnightly with the top-up amount recorded as an addition.



If an employee is still working and earns \$1,250 a fortnight, the top-up would need to be \$250.





## **Stood Down Employees**

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

## Payroll Reference Maintenance Standard Payslips

#### 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.