

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

Employee [F5] 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 WINE Winemaking

Commenced 14/11/2003
 Type Full Time
 Termination Totals Only
 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 789562942
 Super GLA/C 30-260
 Group PERM Permanents
 Position WINE Winemaker

JobKeeper Start 30/03/2020-12/04/2020 Finish To Be Advised

Tax File No 123-456-789
 Rebates 0.00
 Tax Scale GREB
 Extra Tax 0.00

NICK PYR01

BIG HILL VINEYARD Employees

Sequence : Employee

Employee	Alias	Title	Given Names	Surname	Group	Dept	JobKeeper	Start	Finish
CUGURN01	NICK	Mr	Nick	Cugura	PERM	WINE		30/03/2020-12/04/2020	To Be Advised
ELLISP01	ELLIS	Mr	Peter	Ellis	CASU	ADMI	Not Applicable		Not Applicable
HANLEL01	LORRAINE	Mrs	Lorraine	Hanley	PERM	VINE	Not Applicable		Not Applicable
LAUDET01	TIM	Mr	Tim	Lauder	PERM	ADMI	Not Applicable		Not Applicable
PHILLB01	BARRY	Mr	Joanne	Phillips	PERM	PACK	Not Applicable		Not Applicable
SMITHM01	Mr	Michael	Smith	CASU	PACK			30/03/2020-12/04/2020	To Be Advised

End of Report

Payroll (cont'd)

JobKeeper (cont'd)

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.

Payroll Reference Maintenance Additions & Deductions

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

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.

Stood Down Employees

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

Run the Payroll Operations, Single Touch Payroll Generate option as per normal.