



JobKeeper Payment – INSTRUCTIONS

With Victoria's new Stage 4 lockdown restrictions, many more businesses will be eligible to access the JobKeeper Payment. The below explains the steps involved in enrolling and making a claim.

Firstly, you must check your eligibility.

Step 1 – Confirm your business is eligible – see details [here](#).

Step 2 – Confirm which of your employees are eligible – see details [here](#).

Step 3 – Confirm if you have any eligible business participants:

- For Sole Trader - see details [here](#).
- For Partnerships, Trusts & Companies - see details [here](#).

You can also access Highview's our handy simplified Fact Sheets [here](#).

You've determined you are eligible, GREAT! What now?

Step 1 – Enrol your business.

Step 2 – Identify your eligible employees and business participant (if any).

(NOTE: If claiming for August, step 1 & 2 must be completed by 31st August 2020)

Step 3 – Declare your turnover for the month and your projected turnover for next month

ENROL YOUR BUSINESS

Step 1 – Log into your Business Portal (if Partnership, Trust of Company) or MYGOV (if Sole Trader).

Step 2 – Access the COVID-19 JobKeeper section on the Portal/MYGOV.

Step 3 – Click the 'Enrol' button.

The screenshot shows a web interface for 'COVID-19 JobKeeper'. Under the 'JobKeeper' heading, there is a section for 'Step 1 | Enrol business for JobKeeper wage subsidies'. Below this heading, it says 'Enrol an eligible business that has been significantly affected'. To the right of this text is a blue button labeled 'Enrol', which is circled in red. Below this, the start of 'Step 2 | Identify and maintain employees eligible for JobKeeper wage subsidies' is visible.

Step 4 – Fill in the questions relating to eligibility requirements:

- Are you a Charity or Not-for profit organization (Yes/No)
- Does your turnover exceed \$1 billion per annum (Yes/No)
- Which month have you experienced or likely to experience a drop-in turnover of 30% or more (Select Month)
- Confirm your income has fallen or is likely to fall by 30% or more (Yes/No)
- Are you intending on registering an eligible business participant?
- Provide bank details for subsidy to be paid into
- Provide contact details
- Tick declaration box and submit



IDENTIFY YOUR ELIGIBLE EMPLOYEES

Step 1 – Ensure you have a signed copy of each employees Signed Declaration – forms can be found [here](#).

Step 2 – This step will differ depending if you are registered and lodging Single Touch Payroll.

IF REGISTERED FOR SINGLE TOUCH PAYROLL

If lodging STP pay runs each week to the ATO, you are required to notify the ATO of each employee’s JobKeeper start date. This is done in your payroll software and goes to the ATO the next time you lodge an STP event. Below are some helpful links on how to do this, depending on your software.

Software	Instructions	Instructional video
XERO	https://central.xero.com/s/article/Enrol-employees-for-JobKeeper-payments	https://youtu.be/GHpl6VAKSCY
MYOB	https://help.myob.com/wiki/display/ar/COVID-19+wage+subsidy+%28JobKeeper%29+payments#expand-4NotifytheATOthatyourestartingtopayJobKeeper	
QUICKBOOKS	https://quickbooks.intuit.com/learn-support/en-au/payroll-and-stp/set-up-and-manage-jobkeeper-payments/01/538522?sf232881051=1	https://www.youtube.com/watch?v=DqzmCmiwUbY

IF NOT REGISTERED FOR SINGLE TOUCH PAYROLL

If you have not been lodging via Single Touch Payroll you are required to manually input each of your employees details directly to the ATO online.

Step 1 – Log into your Business Portal (if Partnership, Trust of Company) or MYGOV (if Sole Trader).

Step 2 – Access the COVID-19 JobKeeper section on the Portal/MYGOV.

Step 3 – Click the ‘Identify’ button.

COVID-19

JobKeeper

Step 1 | Enrol business for JobKeeper wage subsidies Enrolled ✓
 Enrol an eligible business that has been significantly affected

Step 2 | Identify and maintain employees eligible for JobKeeper wage subsidies Identify

- > Employers and eligible employees must complete a [JobKeeper employee nomination notice](#)
- > If adding a business participant, employers and eligible business participants must complete a [eligible business participant nomination notice](#)

Required actions

- > If you are a business using STP enabled payroll software with JobKeeper functionality: Ensure eligible employees are identified and lodged via your software.
- > If you are a business that doesn't have STP enabled payroll software with JobKeeper functionality, and has more than 40 employees: Ensure eligible employees are identified and lodged via File transfer
- > All other businesses, visit Help.



Step 4 – Here you will get a reminder note about Employer & Employee eligibility, the Nomination Notice, etc. Simple click ‘Next’.

JobKeeper | Identify eligible employees

Before you start

You cannot save the form and resume later.

1. To complete this form:
 - > You will need name, tax file number (TFN) and date of birth details for additional employees and business participant
 - > If you are a business with more than 200 employees using STP enabled payroll software, eligible employees must be identified and lodged via your software or [File transfer](#)
 - > If you are a business with more than 40 employees that doesn't have STP enabled payroll software, eligible employees must be identified and lodged via [File transfer](#)
 - > [GST turnover](#) for this month and projected for next month
2. Confirm the eligibility requirements are being met for:
 - > [Employers](#)
 - > [Employees](#)
 - > [Sole traders and other entities](#)
 - > [Business participant](#)
 - > Employers and eligible employees must complete a [JobKeeper employee nomination notice](#)
 - > Business participants must complete a [JobKeeper nomination notice for eligible business participants – excluding sole traders](#)
3. Registered agents nominated to act on behalf of the business
 - > If you proceed you are declaring that you have been engaged to act on behalf of this entity for the purposes of the JobKeeper program

Employer eligibility criteria

Employers and sole traders without employees will be eligible for the JobKeeper wage subsidy if all of the following apply:

- > on 1 March 2020, you carried on a business in Australia or were a not-for-profit organisation that pursued your objectives principally in Australia.
- > you have faced a
 - > 30% fall in GST turnover for an aggregated turnover of \$1 billion or less
 - > 50% fall in GST turnover for an aggregated turnover of more than \$1 billion
 - > 15% fall in GST turnover for ACNC-registered charities other than universities and schools
- > your business is not in one of the [ineligible categories](#)
- > you employed at least one eligible employee on 1 March 2020 (excludes sole traders without employees)
- > your eligible employees are currently employed by your business for the fortnights you claim for (including those who are stood down or re-hired)

Employee eligibility criteria

You can only claim the JobKeeper payment for eligible employees that were in your employment on 1 March 2020, and continue to be employed while you are claiming the JobKeeper payment.

An eligible employee is an individual who:

- > is currently employed by the eligible employer (including those stood down or re-hired)
- > is either
 - > employed on a fixed term or permanent basis (whether full-time or part-time) by you (or another entity in the wholly owned group) who were employees as at 1 March 2020
 - > usually employed by you (or another entity in your wholly owned group) on a regular and systematic basis for at least 12 months as at 1 March 2020 and not a permanent employee or fixed term employee of any other employer
- > as at 1 March 2020, they are aged 18 years or over
- > as at 1 March 2020, they reside in Australia and are an Australian citizen or holder of a permanent visa; or a resident for income tax purposes and the holder of a special category (Subclass 444) visa
 - > more information about these requirements can be found on the Services Australia website under [residence descriptions](#)
 - > the employee can also be an Australian tax resident who is a Special Category (Subclass 444) Visa Holder
- > is not in receipt of any of these payments
 - > government parental leave or dad and partner pay
 - > a payment in accordance with Australian worker compensation law for an individual's total incapacity for work
- > have not agreed with any other employer to be nominated as an eligible employee for the JobKeeper payment
- > has completed the JobKeeper [employee nomination notice](#)

If you are claiming JobKeeper payments for eligible religious practitioners, add each eligible religious practitioner as an eligible employee for the purposes of claiming JobKeeper payments.

Next



Step 5 – Manually add your eligible employees.

If you have more than 40 employees, you will need to follow the ATO instructions and upload a CSV file.

The instructions below assume you have less than 40 employees;

1. Click on the ‘Add’ button for each employee you are adding.
2. You will need each employees TFN & Date of Birth.

The ATO will check and match what you input with their system.

2. Number of Employees

Include all employees who are eligible or have the potential to be eligible for JobKeeper wage subsidy in coming months.

Do you want to add eligible employees? *

Yes No

Do you have more than 40 employees? *

Yes No

3. Employee details

i **Nominate all eligible employees**

The employer must have paid an employee \$1,500 or more for the JobKeeper fortnight for the employee to be eligible.

The employee must meet [all other eligibility criteria](#)

Fortnight 1: 30 March - 12 April
Fortnight 2: 13 April - 26 April

Other employees **Add** +

Last name ↕	Given name ↕	TFN ↕	Date of birth	JobKeeper status * ↕ ?

Employee details

Tax file number (TFN) *

Date of birth * 📅 Confirm

Cancel
Save

Once you click ‘Save’, you will get a confirmation screen, click ‘Next’ to continue.



Other employees Add ⊕

1 employees listed

Last name ↕	Given name ↕	TFN ↕	Date of birth	JobKeeper status * ↕ ?
[REDACTED]				Claim FN 1 and 2

Total wage subsidy being claimed in April
\$3,000.00

JobKeeper period	Business participant claim	Employees claim	Wage subsidy
Fortnight 1 (30 March - 12 April)	0	1	\$1,500.00
Fortnight 2 (13 April - 26 April)	0	1	\$1,500.00
Total wage subsidy payments			\$3,000.00

! Evidence required
You will not be eligible for and may be required to repay JobKeeper wage subsidy payments if you do not keep records to substantiate all information provided in your application. Penalties may be imposed for giving a false or misleading statement.

Back
Next

Other employees Add ⊕

1 employees listed

Last name ↕	Given name ↕	TFN ↕	Date of birth	JobKeeper status * ↕ ?
[REDACTED]				<div style="border: 2px solid green; border-radius: 15px; padding: 5px;"> <div style="background-color: #e0e0e0; padding: 2px;">- Select an option -</div> <div style="background-color: #0070c0; color: white; padding: 2px;">- Select an option -</div> <div style="padding: 2px;">Never eligible</div> <div style="padding: 2px;">Not claiming yet</div> <div style="padding: 2px;">Claim FN 1 and 2</div> <div style="padding: 2px;">Claim only FN 1</div> <div style="padding: 2px;">Claim from FN 2</div> </div>

Tax file number (TFN)
[REDACTED]

Date of birth
[REDACTED]

Given name
[REDACTED]

Other names
[REDACTED]

Last name
[REDACTED]

Cancel
Save

After you've added all the details, click 'Save'. Now you will have successfully identified your employees.



DECLARE YOUR MONTHLY TURNOVER

This step must be completed every month between 1st – 14th of the month.

Step 1 – Log into your Business Portal (if Partnership, Trust of Company) or MYGOV (if Sole Trader).

Step 2 – Access the COVID-19 JobKeeper section on the Portal/MYGOV.

Step 3 – Click the ‘Declare’ button.

Step 4 – Enter your actual turnover (excluding GST) for the month that has just finished.

Step 5 – Enter your estimated turnover (excluding GST) for the next month – this is just an estimate.

Step 6 – Check the bank accounts and edit if required.

GST turnover

Each month, you must reconfirm the eligibility of your business and your reported eligible employees. You must also provide your current and projected GST turnover. This is not a retest of your eligibility, but rather an indication of how your business is performing. Visit [GST turnover test](#).

Current **April** GST turnover *

\$.00

Projected **May** GST turnover *

\$.00

Financial institution details

Account name
[REDACTED]

BSB
[REDACTED]

Account number
[REDACTED]

! Evidence required

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Declaration

- > I have prepared this document in accordance with the information supplied by the entity.
- > I have received a declaration from the entity stating that the information provided to me is true and correct.
- > I am authorised by the entity to give this document to the Commissioner.

Privacy: For important information about your privacy see our [Privacy notice](#)

Tick this box to sign this declaration with the identification details you used to log-in. *

Step 7 – Click ‘Submit’.

The ATO will now begin processing your information and provide the subsidy within 7-14 days. Remember: you are required to repeat this step every month.