

| When | What to do | Resources |
|------------------------------|---|---|
| <input type="checkbox"/> Now | <p>Determine if your business is eligible</p> <p><i>There are two different turnover tests.</i></p> <p><i>Use the basic if you can compare turnover periods to the same period last year.</i></p> <p><i>Use the alternative test if there is something out of the ordinary which means you can't compare to a period last year e.g. started a new business, downturn due to drought and others.</i></p> <p>HR Consideration: will you let your employees know if your business does not qualify or you do not wish to participate.</p> | <p>ATO's eligibility requirements</p> <p>Step through the turnover tests with the ATO</p> <p>Your HR Advisor</p> <p>Employure's JobKeeper Resources for Employers</p> |
| <input type="checkbox"/> Now | <p>Determine which of your employees are eligible</p> <p>HR Consideration: will you re-hire or re-engage employees you let go or stood down as well as pay them if you want to claim the JobKeeper payment for them.</p> <p>HR Consideration: will you let employees know if they are ineligible.</p> | <p>ATO's eligible employee requirements</p> <p>Your HR Advisor</p> <p>Employure's JobKeeper Resources for Employers</p> <p>Your HR Advisor</p> <p>Employure's JobKeeper Resources for Employers</p> |
| <input type="checkbox"/> Now | <p>Determine if you are eligible as a "Business Participant" of the business, that is, not an employee but a sole trader owner, one partner in the partnership, one adult beneficiary of the trust, one shareholder in or director of the company</p> | <p>ATO's eligibility for Business Participants</p> |
| <input type="checkbox"/> Now | <p>Before you enroll to receive JobKeeper payments, you need to notify each eligible employee and eligible business participants that you intend to nominate them as eligible employees under the JobKeeper Payment scheme.</p> <p>The completed & signed form needs to be returned to you before you enroll.</p> <p>HR Consideration: will you provide a cover letter with the nomination form to cover off HR related issues</p> | <p>ATO's Info to nominate eligible employees or eligible business participants</p> <p>Your HR Advisor</p> <p>Employure's JobKeeper Resources for Employers</p> |
| <input type="checkbox"/> Now | <p>Continue to pay at least \$1500 per fortnight to each eligible employee in each JobKeeper fortnight remembering the first fortnight starts 30 March 2020 – 12 April 2020.</p> <p>It appears that business participants should have cash paid to them of \$1500 within each JobKeeper fortnight outside of payroll. The ATO may provide more clarification on this point.</p> | <p>ATO instructions on paying your eligible employees</p> |

JobKeeper Step By Step Checklist for Employers

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| <input type="checkbox"/> Before you enroll | <p>Set up your access to the Business Portal (also known as Online Services)</p> <p><i>To access online services on behalf of a business you'll use your myGovID to log into RAM:</i></p> <ul style="list-style-type: none"> <i>myGovID – an app you download to your smart device which lets you prove who you are online. It is different to a myGov account.</i> <i>Relationship Authorisation Manager (RAM) – an online authorisation service that allows you to act on behalf of a business online when linked with your myGovID.</i> <p>You will need to ensure your contacts on the Australian Business Register are up to date.</p> | <p>ATO's info to access online services</p> <p>How to update your ABN Details</p> |
| <input type="checkbox"/> Before you enroll | Receive completed & signed nomination forms from your employees. Keep this on file. | |
| <input type="checkbox"/> By 26 April 2020 | <p>Enroll for JobKeeper with the ATO using Online Services if you wish to be reimbursed \$3,000 per employee for the two JobKeeper fortnights in April, being 30 March 2020 – 12 April 2020 and 13 April 2020 – 26 April 2020.</p> <p><i>If your business is ineligible now but becomes eligible later on, then you must enroll for the entitlement arising in the fortnight by the end of that fortnight.</i></p> <p><i>Enrolments are open until the end of May.</i></p> | How to Enrol your business for JobKeeper |
| <input type="checkbox"/> By 26 April 2020 | <p>Enroll your employees</p> <p>Generally done Via your payroll software – if you use Xero Payroll then do so via Xero</p> <p>If you do not run your payroll via STP then you must use Online Services</p> <p>HR Consideration: will you document whether the ATO has notified you that your business does not in fact qualify for JobKeeper; that you are making the business decision to pay JobKeeper even though ATO has not confirmed eligibility; that you will not make JobKeeper payments for April.</p> | <p>ATO's instructions for employers reporting through STP</p> <p>Xero's instructions to enrol your employees</p> <p>Your software provider</p> <p>ATO Instructions if you do not use STP</p> <p>Your HR Advisor</p> <p>Employure's JobKeeper Resources for Employers</p> |
| <input type="checkbox"/> Varies | <p>Within 7 days of enrolling your employee you must advise them that you have nominated them as an eligible employee to claim the JobKeeper payment.</p> | <p>Your HR Advisor</p> <p>Employure's JobKeeper Resources for Employers</p> |

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| <input type="checkbox"/> By 30 April 2020 | <p>If you intend to claim JobSeeker for April, you will need to pay each Eligible Employee the two JobKeeper fortnights entitlements (ie \$3,000) before 30 April.</p> <p>After that, you must pay employees the minimum \$1500 within each JobKeeper fortnight you plan to claim for.</p> <p><i>For the first two fortnights (30 March – 12 April, 13 April – 26 April), the ATO will accept the minimum \$1,500 payment for each fortnight has been paid by you even if it has been paid late, provided it is paid by you by the end of April. This means that you can make two fortnightly payments of at least \$1,500 per fortnight before the end of April, or a combined payment of at least \$3,000 before the end of April.</i></p> <p><i>Note! If you are not sure whether you should make payments in April, Employsure have a helpful summary.</i></p> | <p>ATO instruction on paying your eligible employees</p> <p>Employsure: JobKeeper – Should I make Payments In April</p> |
| <input type="checkbox"/> By 7 May 2020 | <p>Make business monthly declaration via Online Services</p> <p>Note for Xero users – Xero is working on improvements to automate JobKeeper reporting – watch that space.</p> <p>The monthly declaration is due within 7 days of the end of the calendar month if you're entitled to a JobKeeper payment for a fortnight within that month.</p> | <p>ATO's info on what's a monthly declaration</p> |
| <input type="checkbox"/> By 14 May 2020 (or within 7 days of providing Monthly Declaration) | <p>Notify each eligible employee confirming their details have been submitted to the ATO.</p> <p>Note the ATO have not specified a format at this time.</p> | <p>Your HR Advisor</p> <p>Employsure's JobKeeper Resources for Employers</p> |
| <input type="checkbox"/> By 14 May 2020 | <p>The ATO must pay the JobKeeper payment to the enrolled business no later than 14 days after the end of the calendar month in which the fortnight ends and 14 days after the ATO is satisfied the JobKeeper requirements have been satisfied.</p> | |
| <input type="checkbox"/> Monthly | <p>The monthly declaration and notification to the eligible employee will need to be continued.</p> <p>Each month employers need to reconfirm your reported eligible employees haven't changed via ATO online service; you don't need to retest turnover but need to provide turnover details for upcoming months using the JobKeeper Declaration.</p> | |

JobKeeper Step By Step Checklist for Employers

Frequently Asked Questions

What if the fall in turnover is less than the 30% advised when the business enrolled in JobKeeper?

The ATO needs to give specific information about this.

There is legislation that deals with overpayments of the JobKeeper payments; your business would need to repay the amount and also be charged General Interest Charge.

JobKeeper Legislation does not give the ATO any general discretion regarding calculation of the 30% downturn. The Commissioner is given the power to make legislative instruments about this requirement. There is nothing that refers to “honest mistakes or inadvertent errors” as is found in some other legislation.

If a business has both business income and passive income (e.g. interest and dividends) is the passive income taken into account when calculating the decline in turnover test?

No. The passive income is very likely to be input taxed income which is not taken into account when undertaking the decline in turnover test.

If a business does not satisfy the decline in turnover test at the start of the JobKeeper scheme, but does satisfy the test in a later test period, can the business apply for JobKeeper assistance from that later period?

Yes, if an entity does not qualify for, say, the month of April 2020 because its turnover has not been sufficiently affected, it can test in later months to determine if the test is met. This allows entities that only become affected part way through the six month period of operation of the JobKeeper scheme to continue to monitor for any decline in turnover until they qualify for the scheme in a later period. Also, if the business does not think it will have a sufficient decline in turnover for the month of April 2020, it can also undertake the test in relation to the June 2020 quarter. This can be done whether the business lodges its activity statements on a monthly or quarterly basis.

What is the tax treatment of JobKeeper payments?

JobKeeper received by the business is not subject to GST and is assessable income. JobKeeper payments paid to employees of the business are eligible deductions.

So a sole trader receiving the JobKeeper payment will have that amount included on their tax return.

Do you need to pay Super on the JobKeeper Payment?

You need to pay super on the employee's usual wage. If your eligible employee's wages are normally higher than JobKeeper, then the usual superannuation calculation applies (think of JobKeeper as a subsidy to offset part of that employee's wage).

If your eligible employee's wages are normally less than \$1500 per fortnight, then you only need to pay super on the usual amount. The ATO advise that new rules are being introduced by the government with the intention to not require super guarantee to be paid on additional payments that are made to employees as a result of JobKeeper payments. The ATO will update this information once legislation or regulations are in place.

My Payroll & HR records are a bit slack. Does this matter?

You must ensure your record keeping up to the standard required or miss out. Certain information must be supplied to the ATO for each JobSeeker fortnight. If this is not supplied, the business is ineligible. Also, there are record keeping requirements that have been legislated. If the ATO discovers that these records have not been kept, the entity is not entitled, and is taken never to have been entitled, to the JobKeeper payment. The Commissioner can request an entity to produce the records within 28 days.

The ATO still need to provide more detail including Legislative Instruments to clarify areas of JobKeeper.
Please refer to their website for the latest information