COVID-19 wage subsidy (JobKeeper) payments

Australia only

Updated 20 May 2020

We know that there's a lot to take in when it comes to JobKeeper so we've made a few changes to STP reporting to make it easier.

Information and updates are coming through thick and fast, and our help content is being updated with the latest information all the time, so check back regularly.

If you’ve previously set up the JOBKEEPER-START-FNxx pay item, we recommend completing task 3 'Notify the ATO that you’re starting to pay JobKeeper'. This ensures you'll meet the ATO's reporting guidelines for JobKeeper.

JobKeeper is a government scheme to help businesses continue paying their employees. Eligible employers will be reimbursed a fixed amount of $1500 per fortnight (before tax) for each eligible employee.

To be eligible for the JobKeeper payment, employers and their employees must meet a range of criteria. For eligibility criteria for you and your employees, and all the details on the JobKeeper scheme, visit the ATO website.

For the latest information about ATO COVID-19 support for your business, visit ato.gov.au/coronavirus

Key dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>from 30 March</td>
<td>EOI</td>
<td>Express interest in JobKeeper.</td>
</tr>
<tr>
<td>from 20 April</td>
<td>Enrol</td>
<td>Enrol for JobKeeper with the ATO.</td>
</tr>
<tr>
<td>by 30 April</td>
<td>Notify</td>
<td>Report start fortnight for eligible employees. See steps below.</td>
</tr>
<tr>
<td>from 4 May</td>
<td>Declare</td>
<td>Submit pay via STP. See steps below.</td>
</tr>
<tr>
<td>by 8 May</td>
<td>Catch-up</td>
<td>Make sure your employees have been paid the correct JobKeeper amounts for April. This must include any required back pay to meet the minimum ($1500 per fortnight) for the April transition period.</td>
</tr>
</tbody>
</table>

Ongoing tasks

by 31 May | Meet April deadline | Deadline for reporting pay for April JobKeeper payments. |

Setting up JobKeeper payment in MYOB Essentials

Once you’ve completed the enrollment process, you can set up the following in MYOB Essentials:

- a new income account - for receiving JobKeeper payments from the government
- a new allowance pay item - to report your employees JobKeeper payments via Single Touch Payment
- inform the ATO - you need to notify the ATO that you've started paying JobKeeper to eligible employees.

We'll start by creating an income account that you can use to account for the JobKeeper reimbursements from the government.
If the version of MYOB Essentials you’re using doesn’t have a Banking menu, you can skip this step.

1. Set up an income account to receive JobKeeper payments
2. Set up the JobKeeper pay item
3. Notify the ATO that you’re starting to pay JobKeeper

Paying employees during JobKeeper

The pays you complete under the JobKeeper scheme will look quite similar to any other pay day, but with these changes:

For employees who:

- earn more than the JobKeeper payment, enter their pay as you normally would and record their pay against Normal
- earn less than the JobKeeper payment, enter a value against the JOBKEEPER-TOPUP pay item to bring their pay up to the minimum of $1500 a fortnight
- have been stood down, enter the full JobKeeper payment against the JOBKEEPER-TOPUP pay item.

If it's your first pay under JobKeeper, make sure you notify the ATO in the Single Touch Payroll reporting centre that you’re starting to pay JobKeeper to all eligible employees. For details, see task 3 'Notify the ATO that you’re starting to pay JobKeeper'.

Now, let's establish the JobKeeper payment amounts you'll need to pay (before tax) based on an employee's pay frequency:

<table>
<thead>
<tr>
<th>Pay frequency</th>
<th>JobKeeper payment amount</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>$750</td>
<td>1500 / 2</td>
</tr>
<tr>
<td>Fortnightly</td>
<td>$1500</td>
<td>1500 x 1</td>
</tr>
<tr>
<td>Twice a month</td>
<td>$1625</td>
<td>1500 x 26 / 24</td>
</tr>
<tr>
<td>Monthly*</td>
<td>$3250</td>
<td>1500 x 26 / 12</td>
</tr>
</tbody>
</table>

*Monthly paid employees must receive at least $1,500 for each full JobKeeper fortnight within the month. This is a minimum of $3,000 for each month except August 2020 which has 3 full fortnights. You can choose to pay $3,250 each month, but your reimbursements will be based on complete fortnights each month.

To process a JobKeeper pay

Receiving JobKeeper payments from the government

The JobKeeper reimbursements from the government will be deposited into your nominated bank account, so they'll need to be recorded in MYOB Essentials.

How you record these payments in MYOB Essentials depends on whether or not you have a bank feed set up on that account.
If the version of MYOB Essentials you're using doesn't have a Banking menu, you'll need to find another method to record the receipt of JobKeeper payments from the government. If you need help, contact us, or consult your MYOB Partner.

### JobKeeper FAQs

- **How are leave accruals affected by JobKeeper?**
- **What if I've paid my employees before setting up for JobKeeper payments?**
- **An employee has become ineligible during JobKeeper. What should I do?**
- **What if I've accidentally selected an ineligible employee for JobKeeper?**
- **What if I've selected the wrong JobKeeper start date?**
- **Is my business eligible for JobKeeper?**
- **I’m a sole trader. Am I eligible for JobKeeper?**

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Book your spot to learn about the JobKeeper payments in our free webinars

**Related topics**

- Creating pay items
- Do a pay run
- Receive money