

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: CUGURNO1 [F5]
 Alias: NICK
 Title: Mr Initials: NT
 Given Names: Nick
 Surname: Cugura
 Postal Address: 17 Hopetoun Street, Bendigo, Vic, 3550
 Phone: 03 5441 2044
 Department: WINE Winemaking
 Group: PERM Permanents
 Position: WINE Winemaker
 Super Scheme: CBA CBA Superannuation F
 Super Policy: 789562842
 Super GL A/C: 30-260 Birth Date: 23/02/1961
 JobKeeper: Start: 30/03/2020-12/04/2020
 Finish: [Redacted]

JobKeeper Finish dropdown menu:
 30/03/2020-12/04/2020
 13/04/2020-26/04/2020
 27/04/2020-10/05/2020
 11/05/2020-24/05/2020
 25/05/2020-07/06/2020
 08/06/2020-21/06/2020
 22/06/2020-05/07/2020
 06/07/2020-19/07/2020
 20/07/2020-02/08/2020
 03/08/2020-16/08/2020
 17/08/2020-30/08/2020
 31/08/2020-13/09/2020
 14/09/2020-27/09/2020
 To Be Advised

Format: Summary (JobKeeper)
 Sequence: Employee

Selection Criteria:

	From	To
Employee		
Alias		
Employee Group		
Department		
Super Scheme		
Position		
Commenced	22/04/2020	22/04/2020
Terminated	22/04/2020	22/04/2020
Base Pay Rate		
Birth Date	22/04/2020	22/04/2020

NICK PYR01
 BIG HILL VINEYARD Employees
 10:11

Sequence : Employee

Employee	Alias	Title	Given Names	Surname	Group Dept	JobKeeper Start	Finish
CUGURNO1	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
LAUDEY01	TIM	Mr	Tim	Lauder	PERM ADMI	Not Applicable	Not Applicable
PHILLB01	BARRY	Mr	Joanne	Phillips	PERM PACK	Not Applicable	Not Applicable
SMITHM01	BARRY	Mr	Michael	Smith	CASU PACK	30/03/2020-12/04/2020	To Be Advised

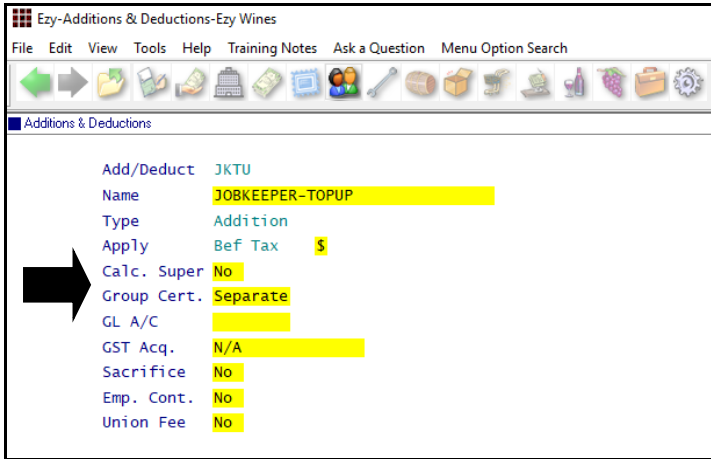
End of Report

Payroll (cont'd)

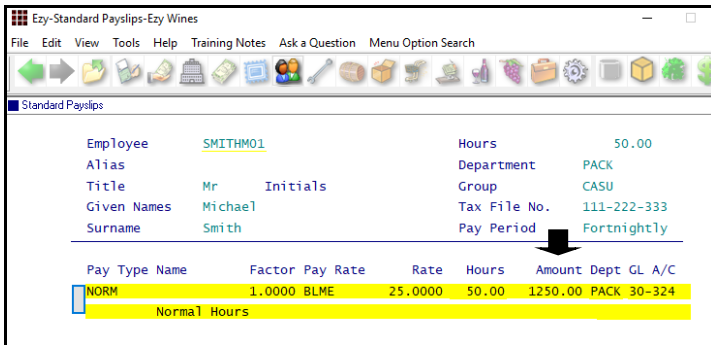
JobKeeper (cont'd)

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.

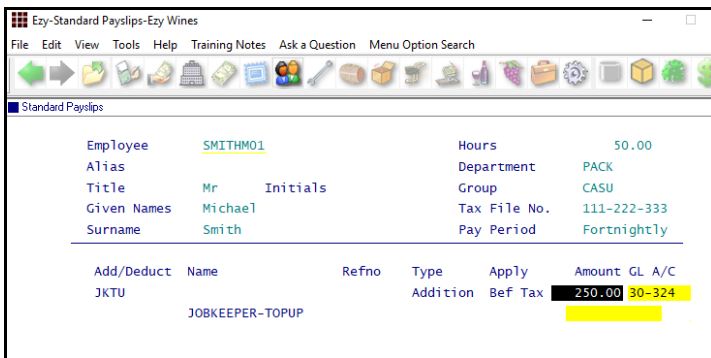
Payroll Reference Maintenance Additions & Deductions



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.

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

Stood Down Employees

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