

# Managing JobKeeper payments

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MYOB AccountRight

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# Covered in this session

**1** What is JobKeeper subsidy?

**2** Am I eligible?

**3** If eligible, what's next?

**4** FAQs

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What is JobKeeper subsidy?

# JobKeeper

## COVID-19 wage subsidy scheme

- ❑ \$1500 per fortnight for each eligible employee
- ❑ Will run for six months
- ❑ Enrol with the ATO





Am I eligible?

## Eligible employers

- You were in business in Australia on 1 March
- You employed at least one eligible employee
- Your business has faced a drop in turnover
  - ▶ 30% fall in turnover (less than \$1bn)
  - ▶ 50% fall in turnover (more than \$1bn)
  - ▶ 15% fall in turnover (not for profit)

## Ineligible employers

- Major bank levy was imposed for any quarter before 1 March 2020
- Entity is an Australian or local government agency
- Sovereign entity
- Company or individual is in liquidation or bankruptcy

Are your  
employees  
eligible?

- Are employed by you as full/part time or long-term casual as 1 March 2020
- Is an Australian resident aged at least 16 years old
- Aren't receiving any parental leave or worker compensation
- Agree to be nominated by you



# Check eligibility with Profit & Loss report



Demo

# Enrol for JobKeeper

1. Enrol via Business Portal or your BAS or Tax agent
2. Select 'Manage employees'
3. Select the 'JobKeeper payment' link
4. Complete the enrolment form
5. Notify all your eligible employees
6. Employees complete Nomination Notice





If eligible, what's next?

## Steps required in AccountRight

1. Set up income account to receive JobKeeper payments
2. Set up JobKeeper wage category (allowance)
  - ▶ JOBKEEPER-TOPUP
3. Exempt the JobKeeper top up category from accruing super
4. Wage category to generate leave accruals for stood-down hourly employees
5. Notify the ATO via STP that you're starting to pay JobKeeper
6. Run your first JobKeeper pay
7. Receive the JobKeeper payments from the government

Notify the ATO  
that you're  
starting to pay  
JobKeeper

### Payroll reporting centre

Reports   Employment terminations   EOFY Finalisation   ATO settings   **JobKeeper payments**

Only select the first JobKeeper fortnight for eligible employees and we'll send this information to the ATO. When you want to stop claiming JobKeeper for an employee, enter a final JobKeeper fortnight, and notify the ATO.

For more information about JobKeeper payments, [Visit the ATO](#).

Payroll year  
2019/20

<input checked="" type="checkbox"/>	First name	Last name	First JobKeeper fortnight	Final JobKeeper fortnight
<input checked="" type="checkbox"/>	Joe Michael	Bloggs	30 Mar - 12 Apr JOBKEEPER-START-FN01 <input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Mary	Jones	30 Mar - 12 Apr JOBKEEPER-START-FN01 <input type="text"/>	<input type="text"/>

Demo



FAQs



## How does leave accrue for stood-down employees?

- Leave continues to accrue when a worker had been stood down
- Here's an example for a full-time employee working 38 hours per week

Leave type	Weekly	Fortnightly	Monthly
Personal Leave	1.462	2.923	6.333
Annual Leave	2.923	5.846	12.667

What if I've  
already paid my  
employees  
before setting  
up in  
AccountRight?

<b>FN</b>	<b>If your first pay date was within</b>	<b>The wages name for the wage category must be this</b>
01	30/03/2020 – 12/04/2020	JOBKEEPER-START-FN01
02	13/04/2020 – 26/04/2020	JOBKEEPER-START-FN02
03	27/04/2020 – 10/05/2020	JOBKEEPER-START-FN03
04	11/05/2020 – 24/05/2020	JOBKEEPER-START-FN04
05	25/05/2020 – 07/06/2020	JOBKEEPER-START-FN05
06	08/06/2020 – 21/06/2020	JOBKEEPER-START-FN06
07	22/06/2020 – 05/07/2020	JOBKEEPER-START-FN07
08	06/07/2020 – 19/07/2020	JOBKEEPER-START-FN08
09	20/07/2020 – 02/08/2020	JOBKEEPER-START-FN09
10	03/08/2020 – 16/08/2020	JOBKEEPER-START-FN10
11	17/08/2020 – 30/08/2020	JOBKEEPER-START-FN11
12	31/08/2020 – 13/09/2020	JOBKEEPER-START-FN12
13	14/09/2020 – 27/09/2020	JOBKEEPER-START-FN13

What if an employee becomes ineligible or leaves during the JobKeeper scheme?

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Payroll year  
2019/20

[Notify the ATO](#)

<input type="checkbox"/>	First name	Last name	First JobKeeper fortnight	Final JobKeeper fortnight
<input checked="" type="checkbox"/>	Joe Michael	Bloggs	30 Mar - 12 Apr JOBKEEPER-START-FN01	17 Aug - 30 Aug JOBKEEPER-FINISH-FN11
<input type="checkbox"/>	Mary	Jones	30 Mar - 12 Apr JOBKEEPER-START-FN01	

What if I've accidentally selected an ineligible employee for JobKeeper?

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Payroll year  
2019/20

[Notify the ATO](#)

<input type="checkbox"/>	First name	Last name	First JobKeeper fortnight	Final JobKeeper fortnight
<input checked="" type="checkbox"/>	Joe Michael	Bloggs	30 Mar - 12 Apr JOBKEEPER-START-FN01	30 Mar - 12 Apr JOBKEEPER-START-FN01
<input type="checkbox"/>	Mary	Jones	30 Mar - 12 Apr JOBKEEPER-START-FN01	

# We're done!

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# Need more help?



## ONLINE HELP

Search our extensive  
online help  
Search 'JobKeeper'

[help.myob.com](https://help.myob.com)



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## MYOB ADVISORS

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bookkeeper

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# Useful links

## MYOB

[MYOB AccountRight Help: JobKeeper payments](#)

[MYOB Essentials Help: JobKeeper payments](#)

[MYOB Essentials Help: Adjust an employee's leave balance](#)

[MYOB Business Resource Centre](#)

[MYOB Help](#)

[MYOB Community](#)

[MYOB Academy](#)

## ATO

[JobKeeper Payment](#)

[JobKeeper Payment > Employers](#)

[JobKeeper Payment > Eligible Employers](#)

[JobKeeper Payment > Applying the Turnover Test](#)

[JobKeeper Payment > Eligible Employees](#)

[JobKeeper Payment > Employee Nomination Notice](#)

[JobKeeper guides](#)

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