

JOBKEEPER: ENROLMENT TODAY BE PREPARED



JOBKEEPER ENROLMENTS OPEN TODAY – DON'T PANIC YOU HAVE UNTIL END OF APRIL (AND EXTENSION TO END OF MAY)

INTRODUCTION

Enrolment is now open for JobKeeper and there is a step by step approach that will simplify this for you. Please read through the following steps and information – we have included the form links for you to simplify the process. The Real Media Collective website also houses templates and advice which can be downloaded at any time for you to personalise to your circumstance.

This document is broken into five parts: Preparation Checklist, many of you may have completed the preparation process when you registered interest, however do run through the Checklist to ensure you have not missed any of the requirements.

The following sections outline how to enrol, how to ensure eligibility and finally the monthly, and ongoing, requirements that need to be set-up and prepared for.

PREPARATION CHECKLIST

- > I have checked through the eligibility requirements that my business is eligible. If you are uncertain of whether you are eligible click here to review - <https://www.ato.gov.au/general/jobkeeper-payment/employers/eligible-employers/>
- > I have checked my employees meet the eligibility requirements for the JobKeeper fortnightly payments and prepared to pay eligible employees in each JobKeeper pay period to claim the JobKeeper payment for that period. <https://www.ato.gov.au/general/jobkeeper-payment/employers/your-eligible-employees/>
- > I have reviewed, as a director, shareholder of a company, partner in a partnership of adult beneficiary of a trust, that I am an eligible business participant and will nominate accordingly. <https://www.ato.gov.au/General/JobKeeper-Payment/Sole-traders-and-other-entities/?anchor=Eligiblebusinessparticipant#Eligiblebusinessparticipant>
- > I have re-hired or re-engaged employees that have been let go or stood down as well as set up to pay them to claim the JobKeeper payment for them. IR Templates built within the Collective can be found – <https://www.therealmidiacollective.com.au/industrialrelations/>

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- > I have prepared to pay at least \$1,500 to each eligible employee per JobKeeper fortnight (the first being 30 March to 12 April).
- > I have notified all eligible employees that you are intending to claim the JobKeeper payment on their behalf and **checked they aren't claiming the JobKeeper payment through another employer or have nominated through another business.**
- > I have sent the JobKeeper employee nomination notice to all nominated employees to complete and return by the end of the April, if you intend to claim JobKeeper payment for April. NOTE: Keep this form on file and provide a copy to your registered tax or Business Activity Statement (BAS) agent.
- > If you use the Business Portal, you will need a myGovID linked to your Australian Business Number (ABN) in relationship to Authorisation Manager RAM. Go to www.ato.gov.au/mygovid to set this up.

If there are any of the above steps you have not completed as yet, do not worry, you have time to prepare these and enrol. If you are a commercial member of the RMC you can liaise with Charles Watson, our GM – IR, Policy and Governance on charles@thermc.com.au who can assist you through this process.

STEP 1: ENROL FOR THE JOBKEEPER PAYMENT

- > You or your registered tax or BAS agent can enrol for the JobKeeper payment.
- > Log in to the Business Portal using myGovID.
- > Select 'Manage employees' then the link for the JobKeeper payment.
- > Fill in the JobKeeper enrolment form and provide your:
 - > eligibility information
 - > expected number of eligible employees
 - > contact and bank details.
- > Notify all your eligible employees you have nominated them. Refer to the previous communications provided by the RMC about change in circumstances and the Australian Taxation Office (ATO) Nomination Form can be found here: <https://www.ato.gov.au/uploadedfiles/content/cr/d1aab7f2-fbe8-44b8-9ec1-4885ded1088e.pdf>

To ensure you receive your JobKeeper payments as early possible, you should enrol by the end of April. However, enrolments are open till the end of May if you need more time.

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STEP 2: IDENTIFY AND MAINTAIN YOUR ELIGIBLE EMPLOYEES

You or your registered tax or BAS agent can identify each eligible employee that you will claim the JobKeeper Payment for and maintain their details each month.

If you have Single-Touch-Payroll (STP) enabled payroll software, you can identify your employees in one of the following ways:

- > Directly into your STP enabled payroll software if it is updated with JobKeeper functionality,
- > In the Business Portal if your STP payroll software is not updated with JobKeeper functionality.

If you have 200 employees or less, log-in to the Business Portal and select employee details that are prefilled from your STP pay reports.

If you have more than 200 employees, you can manually create a pay report, ask the ATO for a prefilled JobKeeper report, or use the JobKeeper Payment Guide sample payload files provided to produce your own JobKeeper report and provide it back to the ATO by uploading via the Business Portal Transfer file function. The link for these templates can be found - <https://www.ato.gov.au/general/jobkeeper-payment/employers/enrol-for-the-jobkeeper-payment/>

If you don't have STP enabled payroll software, you can identify your employees in one of the following ways:

- > In the Business Portal,
- > If you have 40 employees or less, manually enter your eligible employees' details,
- > If you have more than 40 employees, you can use the JobKeeper Payment Guide sample payload files to produce your own JobKeeper report and provide it back to the ATO by uploading via the Business Portal Transfer file function or consider moving to an STP enabled payroll solution. <https://www.ato.gov.au/general/jobkeeper-payment/employers/enrol-for-the-jobkeeper-payment/>

STEP 3: MAKE A BUSINESS MONTHLY DECLARATION

Each month, you must reconfirm your reported eligible employees. This can be done through the Business Portal or via your registered tax or BAS agent.

If your eligible employees change or leave your employment, you will need to notify the ATO through the business monthly declaration report.

You must also provide **information as to your current and projected GST turnover**. This is not a

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retest of your eligibility, but rather an indication of how your business is progressing under the JobKeeper Payment scheme.

What you need to do for your employees:

You need to identify your eligible employees and tell them you intend to claim the JobKeeper payment for them.

If you are participating in the JobKeeper Payment scheme you need to include all eligible employees.

You need to provide these employees with the JobKeeper employee nomination notice and ask them to return it to you by the end of April if you want to claim JobKeeper payment for April. Refer above to PREPARATION CHECKLIST.

If your employees have multiple employers, they can usually choose which employer they want to nominate through. However, **if your employees are long-term casuals and have other permanent employment, they cannot nominate you. They cannot be nominated for the JobKeeper payment by more than one employer.**

If an employee is receiving or in the process of applying for a Services Australia income support payment, like JobSeeker payment, they should contact Services Australia (<https://www.servicesaustralia.gov.au/>) and let them know that their employer has applied for the JobKeeper payment. The ATO and Services Australia are working together to share information to identify instances of the incorrect eligibility for JobKeeper or JobSeeker. **If your employee does not report the income or cancel their JobSeeker payment, they may incur a debt that you will be required to pay back.**

IN CLOSING

Having registered your businesses interest for participation in the JobKeeper scheme by now, today is day that enrolments can be commenced with the ATO. We remind members that this process has to be undertaken by the end of April so as to claim JobKeeper payments for the month of April.

You may like to utilise the templates and resources we have created to help you through this process. They are available on our website:

<https://www.therealmediacollective.com.au/industrialrelations/>

The ATO has provided templates and information which can be found on their website:

<https://www.ato.gov.au/general/jobkeeper-payment/employers/enrol-for-the-jobkeeper-payment/>

Should you have any queries about JobKeeper related issues or industrial or workplace relations during this time please feel free to contact Charles Watson to discuss on 0428 568 032 or via email charles@thermc.com.au .

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