

# Processing the ATO JobKeeper scheme with EclipsePayroll.

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## Related Issue

- [Job Keeper 2.0](#)
- [Leave Accrued Adjustment During JobKeeper Scheme](#)
- [Salary Sacrifice of JobKeeper](#)

## Employer guidance

Employers may seek guidance about employer and employee eligibility from the JobKeeper Payment for business website [ato.gov.au/jobkeeper](https://ato.gov.au/jobkeeper).

## Employers will have 3 options to notify the ATO of eligible employees:

- Online – Limited to employers with less than 200 employees
- STP – Preferred method for employers using STP (**Ultimate support this method using EclipsePayroll**).
- File upload – Restricted to employers who are unable to use either of the above (this file may become available in your STP Portal soon)

## ATO detailed guidelines for employers using STP

You **MUST** carefully read this detailed instructions provided by the ATO: [JobKeeper and STP instructions](#).

## Notify your eligible employees

You **MUST** send JobKeeper Employee Nomination Form to all your eligible employees who wish to be part of the payment scheme.

You can download the form [here](#) or go to the ATO website about [JobKeeper Employee Nomination Notice](#) for more information.

## JobKeeper Processing summary

In order for employees to be eligible for JobKeeper, you will need to pay them the minimum of \$1500 per fortnight. You will need to pay top-up for employees who earn less than \$1500 per fortnight. ATO is using specific allowance codes to track the top-up and start/end of eligibility for JobKeeper payment. Please view attached guidelines above.

The allowance code "**JOBKEEPER-TOPUP**" is specifically used for top-up payment so the eligible employees can receive at least \$1500 per fortnight as per ATO instruction.

For the period where employees start to become eligible for JobKeeper payment, an allowance of \$0.01 with "**JOBKEEPER-START-FNxx**" is added to employees' payrun to indicate this is the start fortnight.

Where employees are no longer eligible for JobKeeper payment, an allowance of \$0.01 with "**JOBKEEPER-FINISH-FNxx**" is added to employees' payrun to indicate this is the finish fortnight. Employees can be eligible and cease to be eligible on multiple occasions.

The allowance names must be in UPPER CASE and **exactly** match those in the [ATO specifications](#).

## Using Ultimate Payroll for JobKeeper reporting

1. In order to be able to use Payroll for JobKeeper payment reporting, you will have to enable STP on your Payroll system. If you haven't had STP enabled, please contact UBS support straight away to arrange this (**monthly STP fee applies**).
2. Make a list of employees who are eligible for JobKeeper Payment. For full list of eligible criteria, please visit ATO website. Make sure you collect all the completed **JobKeeper Employee Nomination Notice** forms.
3. Determine which fortnight each employee of the above list should **start** to receive JobKeeper payment. Below is the fortnight code provided by ATO:

The JOBKEEPER-START-FNxx codes are:

FN	Dates	Allowance Description
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

4. Create necessary "start allowance" records in Payroll for starting fortnight. 1 allowance record can be used for many employees so you dont have to create one for each fortnight. For example: if all of your employees from the eligible list start claiming from 20/04/2020, you just need to create **one allowance** record with the name of JOBKEEPER-START-FN02.  
Check the figure below for more information:

**Allowance Maintenance**

**Allowance Details**

Allowance Name: **JOBKEEPER-START-FN02**

Description: **13/04/2020-26/04/2020**

Allowance Type: **Other**

Allowance Amount: **0.01**

Pay Period Amount: **0.00**

Select this Account: **E: 5304 - ALLOWANCES**

\* Allowance should always be an expense account

☐ Apply this allowance automatically on each pay run

☒ Show on payslip

☒ Pay tax on this allowance

☐ Pay compulsory superannuation on this allowance

☒ Is reportable in PAYG Payment Summary

☐ Is part of the Gross Payments

**Callouts:**

- The allowance name here will be reported to ATO
- Make sure to choose Other type
- Payroll system does not allow to have allowance with \$0. Use 0.01
- Make sure this allowance will be reported separately in Allowances section
- No SG on this allowance
- Make sure this allowance is reported to ATO

5. Please note that those settings will be carried on to employee level but you can always override it in the employee level if you wish to do so.
6. Now you will need to review existing payment to eligible employees.
- If you already pay more than \$1500 for a fortnight, you dont have to use top-up payment.
  - If you pay less than \$1500 per fortnight, you will then have to use top-up allowance to get to \$1500 fortnightly for each of your employees.
- Suggested settings for top-up allowance is in the following figure:

**Allowance Maintenance**

Allowances

- Tool Allowance
- Saturday Allowance
- OVER 30HR RATE
- Commission
- JOBKEEPER-TOPUP**
- JOBKEEPER-START-FN01
- JOBKEEPER-START-FN02

**Allowance Details**

Allowance Name: **JOBKEEPER-TOPUP**

Description: **JOBKEEPER-TOPUP**

Allowance Type: **Other**

Allowance Amount: **1.00** Or Gross %: **0.00**

Pay Period Min Amount: **0.00** Max Amount (0=No Limit): **0.00**

Select this Account: **E: 5304 - ALLOWANCES**

\* Allowance should always

☐ Apply this allowance automatically on each pay run

☒ Show on payslip

☒ Pay tax on this allowance

☐ Pay compulsory superannuation on this allowance

☒ Is reportable in PAYG Payment Summary

☐ Is part of the Gross Payments

**Callouts:**

- Naming should follow ATO guideline to avoid complication when claiming
- Make sure to choose Other type
- Allowance amount should be \$1.00 for convenience of later calculation in payrun
- Make sure this allowance will be reported separately in Allowance section
- This allowance will be taxed as usual
- This is not superable
- Make sure this allowance is reported to ATO

c. If you want to re-hire employee even though there is no work for them, you still need to pay them \$1500 fortnightly, but superannuation may not apply to this payment (please check with your accountant).

- After you have your allowances in place, you can add those allowances to all eligible employees. You shouldn't need to change any of the settings but in case you wish to change something, you can change it per employee.

**Employee Maintenance**

Basic Details

Employment

**Allowance**

Deduction

Leave

Banking

Cost Centre

Standard Roster

Termination

Document

Notes

Base Rate History

**Allowances**

Import From Pay Grade

Allowances	YTD Amount
JOBKEEPER-TOPUP	150.00
JOBKEEPER-START-FN01	0.01

**Allowance Details**

Allowance Name: **JOBKEEPER-TOPUP**

Description: **JOBKEEPER-TOPUP**

Allowance Type: **Other**

Allowance Amount: **1.00** Or Gross %: **0.00**

Pay Period Min Amount: **0** Pay Period Max Amount (0=No Limit): **0**

☐ Apply this allowance automatically on each pay run

☒ Show on payslip

☒ Pay tax on this allowance

☐ Pay superannuation on this allowance

☒ Is reportable in PAYG Payment Summary

☐ Is part of the Gross Payments

**Withholding Tax Variation**

Variation: **0** Percentage: **0**

This variation expires after: **0**

**Callouts:**

- Use Add button to add allowances
- All settings should be the same as settings we have on Allowance Maintenance
- Hit Save and Close to save the change for the current employee and move to the next

Opening Balance... << Previous Next >> Save Save and Close Close

- You should be able to start and do your payrun as usual. For eligible employees, you will have to edit their pay and add the "start allowance" and the top-up allowance if needed.

**Note:** If you choose to apply average on those allowances, it might cause the withholding tax to calculate differently, resulting potential higher tax withhold.

Employee Pay Editor

Earnings	\$ Amount	Deductions	\$ Amount	Leave Balance/Available	Hours
Salary or Wage	600.00	Total Tax	96.00	Wages Personal Leave	74.38
Allowance	150.01	Deduction	3.00	Wages Annual Leave	217.30
Net Pay	651.01			Standard Long Service Leave	24.75
SGC Contribution					

Employee ID: 1011  
Commit Date: [blank]  
Pay Period: [blank]  
Paid Hours: 30.4  
Cash Out Leave: [blank] Use Clock Hour: [blank]

Make sure eligible employees received minimum \$1500 fortnightly

1 line for top-up allowance and 1 line for start fortnight allowance

Work Date	Day	Hours	Rate	Amt	Pub/Hol	Leave Taken	Leave	Hours
Thu		7.6	19.73684	\$150				
Fri		7.6	19.73684	\$150				
Mon		7.6	19.73684	\$150				
Tue		7.6	19.73684	\$150				

Click here to add a new row

Work Date	Day	Allowance	Deduction	Unit	Unit Rate	Amount	Avg	Apply Average	Description	Extern. R.	Payslip Mess.
Thu			Social Club	1	3.00000	\$3.00			Social Club		
Thu		JOBKEEPER-TOPUP		150	1.00000	\$150.00			JOBKEEPER-TOPUP		
Thu		JOBKEEPER-START-FN01		1	0.01	\$0.01			JOBKEEPER-START-FN01		

Click here to add a new row

Import Commission... Note: You can double click on row to view its details.

Save Save and Close Close

9. After you commit your payrun, you can go to the Single Touch Payroll screen to check if your changes have been included in the file. To view the STP document, just double-click on the STP file record.

Report Viewer

Employee Record:

Employee ID: 1011 ☐ Final Pay

Name: [blank]

Tax File Number: [blank]

Email: [blank]

Phone: [blank]

Date of Birth: [blank]

Address: [blank]

Employment Start Date: 18/10/2016

Employment End Date: [blank]

Pay Period: [blank]

YTD Figures

Gross	\$3,600.00	Lump Sum A Type
Tax	\$480.00	Lump Sum A
Super Liability	\$342.00	Lump Sum B
OTE		Lump Sum D
RESC		Lump Sum E
FBT		

Allowance Collection

Type	Amount	Description
Other	\$150.00	JOBKEEPER-TOPUP
Other	\$0.01	JOBKEEPER-START-FN01

Deduction Collection

Type	Amount

Make sure your allowances appear in the Allowance Collection Box and with the correct description and amount

Export... Email Print And Close Close

10. ATO require employers to inform them when your employees are no longer eligible for JobKeeper Payment (for complete list of reasons, please visit ATO website). This will be done in the same way that you report when your employees become eligible for the payment. Here is the ATO guidelines:

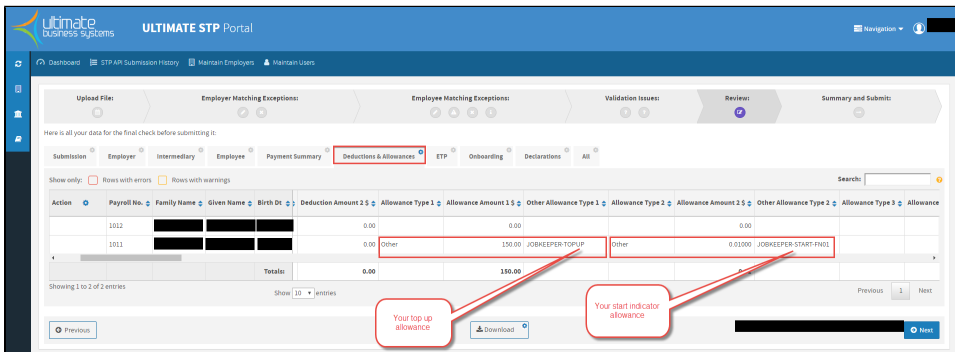
The JOBKEEPER-FINISH-FNxx codes are:

FN	Dates	Allowance Description
01	30/03/2020-12/04/2020	JOBKEEPER-FINISH-FN01
02	13/04/2020-26/04/2020	JOBKEEPER-FINISH-FN02
03	27/04/2020-10/05/2020	JOBKEEPER-FINISH-FN03
04	11/05/2020-24/05/2020	JOBKEEPER-FINISH-FN04
05	25/05/2020-07/06/2020	JOBKEEPER-FINISH-FN05
06	08/06/2020-21/06/2020	JOBKEEPER-FINISH-FN06
07	22/06/2020-05/07/2020	JOBKEEPER-FINISH-FN07
08	06/07/2020-19/07/2020	JOBKEEPER-FINISH-FN08
09	20/07/2020-02/08/2020	JOBKEEPER-FINISH-FN09
10	03/08/2020-16/08/2020	JOBKEEPER-FINISH-FN10
11	17/08/2020-30/08/2020	JOBKEEPER-FINISH-FN11
12	31/08/2020-13/09/2020	JOBKEEPER-FINISH-FN12
13	14/09/2020-27/09/2020	JOBKEEPER-FINISH-FN13

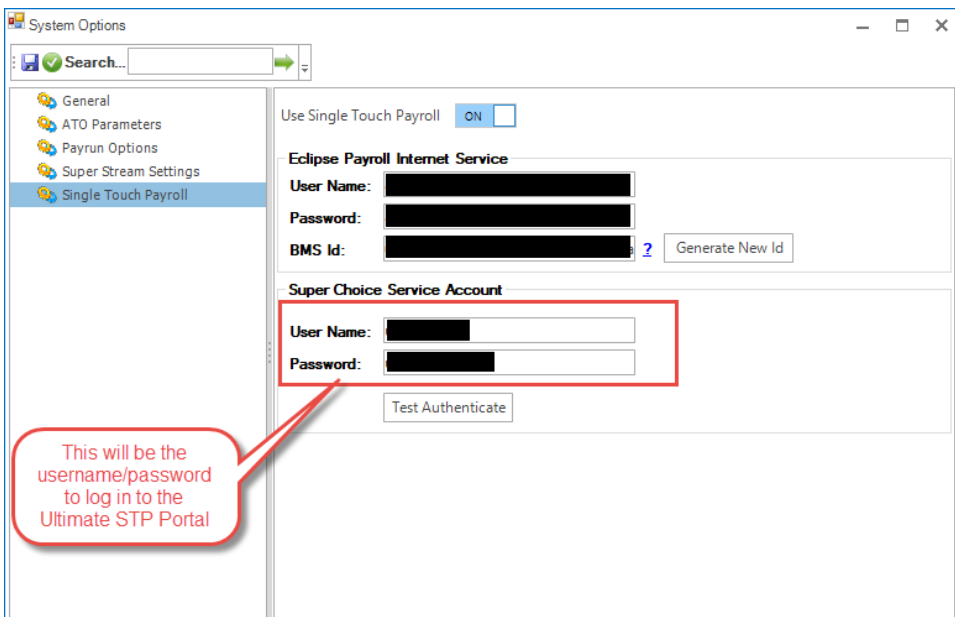
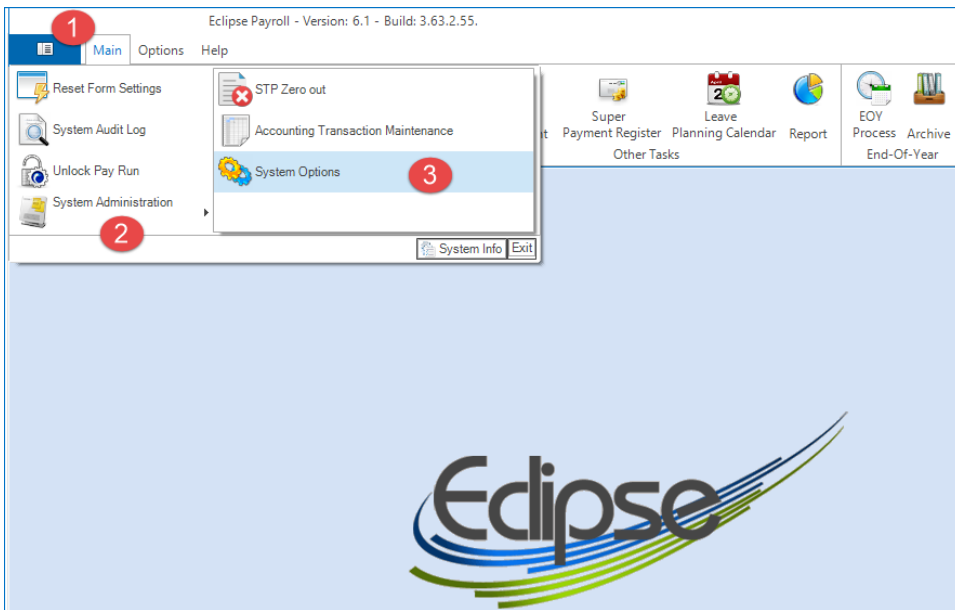
You will need to do the same process like when you set up "start allowance". Please make sure you have the allowance names follow ATO rules to avoid any complications in the future.

If your employees stay eligible until the completion of JobKeeper payment, you are not required to add allowance "JOBKEEPER-FINISH-FN13".

11. If you have access to our **Ultimate STP Portal**, you will be able to view those allowances in your submission files. Simply log in to the portal by clicking [here](#) and choose the file you want to double-check then go to "**Deductions & Allowances**" tab.



12. In case that you forgot the details to log in to our portal, you can get these from Ultimate Payroll by go to **System Administration System Options Single Touch Payroll**



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