

## EntireHR – Jobkeeper Setup

### Overview

The JobKeeper payment period commenced from Monday 30 March 2020 and will apply for 13 full fortnights until Sunday 27 September 2020. The ATO will reimburse participating employers monthly in arrears \$1,500 for each full fortnight per eligible employee paid by the employer.

### Payroll Cycles

Regardless of the frequency of regular pay cycles or out of cycle pay periods, or the pay period start and end dates, the \$1,500 per fortnight applies to the paydays (payment date) within the defined fortnights and from which fixed fortnight the payment applies. Special rules apply for payments within the month of April and for employees receiving monthly pay.

### Claim Cycle

Employers will be required to notify the ATO of all eligible employees for which they wish to claim the JobKeeper payment after the last day of the last full fortnight in the calendar month. Employers will also be required to complete a monthly declaration online.

### Process Overview

- EntireHR - STP → Notify ATO of eligible employees using STP Process.
- Eligible employers must pay their eligible employees at least \$1,500 per fortnight for paydays on or after 30 March.
- For payroll cycles, pay the \$1,500 for each fixed JobKeeper fortnightly period where:
  1. **Weekly pays** - \$1,500 across the paydays within each JobKeeper fortnight period, including any out of cycle payments. Example: if weekly payday is on Wednesdays, then there are 2 paydays (1/4 and 8/4) within Fortnight 01, so total pay per eligible employee must be at least \$1,500 for those 2 pays. It may be evenly split (\$750/pay) or the second pay must make up at least the total \$1,500 (\$400 then \$1,100)
  2. **Fortnightly pays** - \$1,500 for the paydays within each JobKeeper fortnight period, including any out of cycle payments.

### JobKeeper process for Employers using STP

	Steps	Action	Platform	Detail
From 30 March	1. EOI	Express interest in JobKeeper	• ATO website	EOI is separate to enrolment
From 20 April	2. Enrol	Enrol in JobKeeper	• ATO Business Portal, • Online Services for Agents, or • Online Services for Individuals (in the case of sole traders)	Employers must enrol before 30 April 2020 to claim JobKeeper payments for the April period
By 30 April	3. Notify	Report start fortnight for employees	• Payevent Service in SBR2	1. Complete and retain employee notification form / business participant form 2. Pay employees \$1,500 per JobKeeper fortnight 3. Notify ATO of eligible employees through STP
4 May & onward	4. Declare	Submit monthly declaration	• ATO Business Portal, • Online Services for Agents, or • Online Services for Individuals (in the case of sole traders)	Notify ATO of monthly turnover – turnover for both the current month and an estimate of next month
31 May	Last day for employers to <b>notify</b> the ATO and <b>declare</b> turnover to receive JobKeeper payments for the April period			

## Jobkeeper fortnight Calendar for Allowances Setup

	M	T	W	T	F	S	S
April	Fortnight 01 (30 March – 12 April)						
	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
	Fortnight 02 (13 April – 26 April)						
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	Fortnight 03 (27 April – 10 May)						
May	27	28	29	30	1	2	3
	4	5	6	7	8	9	10
	Fortnight 04 (11 May – 24 May)						
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	Fortnight 05 (25 May to 7 June)						
	25	26	27	28	29	30	31
June	1	2	3	4	5	6	7
	Fortnight 06 (8 June to 21 June)						
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	Fortnight 07 (22 June to 5 July)						
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
July	Fortnight 08 (6 July to 19 July)						
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	Fortnight 09 (20 July to 2 August)						
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	Fortnight 10 (3 August to 16 August)						
August	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	Fortnight 11 (17 August to 30 August)						
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	Fortnight 12 (31 August to 13 September)						
	31	1	2	3	4	5	6
Sept	7	8	9	10	11	12	13
	Fortnight 13 (14 September to 27 September)						
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	End of Subsidy						
	28	29	30	1	2	3	4

### Legend:



Last day of 2 full fortnights in the month



Last day of 3 full fortnights in the month

## Jobkeeper Additions Setup in EntireHR

**Payment “Top-up” Setup** - Eligible Members having earnings before tax is less than \$1500 Per fortnight or \$750 Per Week.

**Step 1:** Setup a new Addition Code “**JOBKEEPER-TOPUP**” using EntireHR Finance Master under Masters -> Payroll -> Additions and Deductions

Description: JOBKEEPER-TOPUP (deviations from this exact description may significantly delay or prevent reimbursement.)

PAYG Exempted: False

Superannuation: True or False is your choice

Appear Separately on Group Certificate: True

**Additions and Deductions Details**

Type \* ☒ Additions ☐ Deductions

Code \* JKTOPUP

Description \* **JOBKEEPER-TOPUP**

Amount Type \* \$

Amount or Percentage 0.00

Status \* ACTIVE

☒ Once Off ☐ PAYG Exempted ☐ Include in Payment summary - Reportable

☐ Superannuation Payable ☐ Include in Payment Summary ☒ **Appear Separately on Group Certificates**

**Step 2:** Setup Single Touch Payroll Master settings to map “JOBKEEPER-TOPUP” Addition to the equivalent ATO recommended Allowance code as “**OTHER**” Allowances Type Code.

Go to Finance Module -> STP -> Allowances mapping master

ATO Allowance Code = Other

EntireHR Addition Code = JOBKEEPER-TOPUP

**STP Allowances/Addition/Deduction Code Mapping**

**Single Touch Payroll Allowance Codes Mapping**

Codes defined by ATO for Allowances/Deductions

Type	Code	Description
Allowance	Car	Car expense allowance.
Allowance	Transport	Award transport payments up to reasonable amounts.
Allowance	Travel	Domestic or overseas travel allowance above the reasonable
Allowance	Laundry	Laundry allowances.
Allowance	Meals	Award overtime meal allowance.
Allowance	Other	All other allowances for expected deductible expenses.
Deduction	Fees	Fees.
Deduction	Workplace Giving	Workplace Giving.

Codes available in Entire HR for Allowances/Additions/Deductions

Type	Code	Description
Addition	PAYADJUST	ADJUSTMENT
Addition	JKTOPUP	JOBKEEPER-TOPUP
Allowance	DA	Daily Allowances
Allowance	SA - PM	Shift Allowance PM

EntireHR to ATO Allowance Codes mapped Details

ATO Allowance Code	EntireHR Allowance Type	EntireHR Allowance Code	EntireHR Allowance Description
Other	Addition	PAYADJUST	ADJUSTMENT
Travel	Allowance	DA	Daily Allowances
Other	Addition	JKTOPUP	JOBKEEPER-TOPUP

**Other Allowances Setup** - For all employees, to inform the number of fixed fortnightly periods from which the payment started, the following Other Allowances must also be reported along with Top-up addition:

- **JOBKEEPER-START-FNxx** where “xx” refers to the fortnightly periods from which the payment first started. For example, JOBKEEPER-START-FN01 to indicate the payment applies from the 1st (30/03 to 12/04) of the 13 JobKeeper fortnights. Deviations from this exact description, including failure to use 2-char to indicate the period number, may significantly delay or prevent reimbursement. The allowance amount should be reported as zero (*another minimal figure is permitted if software does not allow a 0.00 however reversals are discouraged*).

Step 1: Setup all 13 fortnight “Jobkeeper-Start-FN01 to Jobkeeper-Start-FN13” additions codes using EntireHR Finance Master under Masters -> Payroll -> Additions and Deductions

PAYG Exempted: False

Superannuation: True or False is your choice

Appear Separately on Group Certificate: True

Type	Code	Description	Amount Type	\$ or %	Once Off	PAYG Exempted	Super Payable	Include in Payment Summary	Emp. Super Contribution	Appear Separately on Group Certificates
Cont...	Contains JKSTF	Contains	Contal...	Eq	Con...	Contains	Contains	Contains	Contains	Contains
Addition	JKSTFN01	JOBKEEPER-START-FN01	\$	0.00	True	False	False	False	False	True
Addition	JKSTFN02	JOBKEEPER-START-FN02	\$	0.00	True	False	False	False	False	True
Addition	JKSTFN03	JOBKEEPER-START-FN03	\$	0.00	True	False	False	False	False	True
Addition	JKSTFN04	JOBKEEPER-START-FN04	\$	0.00	True	False	False	False	False	True
Addition	JKSTFN05	JOBKEEPER-START-FN05	\$	0.00	True	False	False	False	False	True
Addition	JKSTFN06	JOBKEEPER-START-FN06	\$	0.00	True	False	False	False	False	True
Addition	JKSTFN07	JOBKEEPER-START-FN07	\$	0.00	True	False	False	False	False	True
Addition	JKSTFN08	JOBKEEPER-START-FN08	\$	0.00	True	False	False	False	False	True
Addition	JKSTFN09	JOBKEEPER-START-FN09	\$	0.00	True	False	False	False	False	True
Addition	JKSTFN10	JOBKEEPER-START-FN10	\$	0.00	True	False	False	False	False	True
Addition	JKSTFN11	JOBKEEPER-START-FN11	\$	0.00	True	False	False	False	False	True
Addition	JKSTFN12	JOBKEEPER-START-FN12	\$	0.00	True	False	False	False	False	True
Addition	JKSTFN13	JOBKEEPER-START-FN13	\$	0.00	True	False	False	False	False	True

- **JOBKEEPER-FINISH-FNxx** where “xx” refers to the final fortnightly period to which the payment applies. For example, if an employee ceases working on 04/06, then JOBKEEPER-FINISH-FN05 indicates the 5th of 13 JobKeeper fortnights was the final payment for which the subsidy may be reimbursed to the employer. The allowance amount should be reported as zero (*another minimal figure is permitted if software does not allow a 0.00 however reversals are discouraged*).

Step 2: Setup all 13 fortnight “Jobkeeper-Finish-FN01 to Jobkeeper-Finish-FN13” additions codes using EntireHR Finance Master under Masters -> Payroll -> Additions and Deductions

PAYG Exempted: False

Superannuation: True or False is your choice

Appear Separately on Group Certificate: True

Type	Code	Description	Amount Type	\$ or %	Once Off	PAYG Exempted	Super Payable	Include in Payment Summary	Emp. Super Contribution	Appear Separately on Group Certificates
Cont...	Contains: JKFN	Contains:	Contal...	Eq	Con...	Contains:	Contains:	Contains:	Contains:	Contains:
Addition	JKFNFN01	JOBKEEPER-FINISH-FN01	\$	0.00	True	False	False	False	False	True
Addition	JKFNFN02	JOBKEEPER-FINISH-FN02	\$	0.00	True	False	False	False	False	True
Addition	JKFNFN03	JOBKEEPER-FINISH-FN03	\$	0.00	True	False	False	False	False	True
Addition	JKFNFN04	JOBKEEPER-FINISH-FN04	\$	0.00	True	False	False	False	False	True
Addition	JKFNFN05	JOBKEEPER-FINISH-FN05	\$	0.00	True	False	False	False	False	True
Addition	JKFNFN06	JOBKEEPER-FINISH-FN06	\$	0.00	True	False	False	False	False	True
Addition	JKFNFN07	JOBKEEPER-FINISH-FN07	\$	0.00	True	False	False	False	False	True
Addition	JKFNFN08	JOBKEEPER-FINISH-FN08	\$	0.00	True	False	False	False	False	True
Addition	JKFNFN09	JOBKEEPER-FINISH-FN09	\$	0.00	True	False	False	False	False	True
Addition	JKFNFN10	JOBKEEPER-FINISH-FN10	\$	0.00	True	False	False	False	False	True
Addition	JKFNFN11	JOBKEEPER-FINISH-FN11	\$	0.00	True	False	False	False	False	True
Addition	JKFNFN12	JOBKEEPER-FINISH-FN12	\$	0.00	True	False	False	False	False	True
Addition	JKFNFN13	JOBKEEPER-FINISH-FN13	\$	0.00	True	False	False	False	False	True

Step 3: Setup Single Touch Payroll Master settings to map “**JOBKEEPER-START-FNxx**” & “**JOBKEEPER-FINISH-FNxx**” Additions to the equivalent ATO recommended Allowance code as “**OTHER**” Allowances Type Code.

Go to Finance Module -> STP -> Allowances mapping master

ATO Allowance Code = Other

EntireHR Addition Code = Jobkeeper-Start-FN01 to Jobkeeper-Start-FN13, Jobkeeper-Finish-FN01 to Jobkeeper-Finish-FN13

Codes defined by ATO for Allowances/Deductions			Codes available in Entire HR for Allowances/Additions/Deductions		
Type	Code	Description	Type	Code	Description
Allowance	Car	Car expense allowance.	Contains:	Contains:	Contains:
Allowance	Transport	Award transport payments up to reasonable amounts.	Addition	JKSTFN01	JOBKEEPER-START-FN01
Allowance	Travel	Domestic or overseas travel allowance above the reasonable	Addition	JKSTFN02	JOBKEEPER-START-FN02
Allowance	Laundry	Laundry allowances.	Addition	JKSTFN03	JOBKEEPER-START-FN03
Allowance	Meals	Award overtime meal allowance.	Addition	JKSTFN04	JOBKEEPER-START-FN04
Allowance	Other	All other allowances for expected deductible expenses.	Addition	JKSTFN05	JOBKEEPER-START-FN05
Deduction	Fees	Fees.	Addition	JKSTFN06	JOBKEEPER-START-FN06
Deduction	Workplace Giving	Workplace Giving.	Addition	JKSTFN07	JOBKEEPER-START-FN07
			Addition	JKSTFN08	JOBKEEPER-START-FN08
			Addition	JKSTFN09	JOBKEEPER-START-FN09

EntireHR to ATO Allowance Codes mapped Details			
ATO Allowance Code	EntireHR Allowance Type	EntireHR Allowance Code	EntireHR Allowance Description
Contains:	Contains:	Contains:	Contains:
Other	Addition	PAYADJUST	ADJUSTMENT
Travel	Allowance	DA	Daily Allowances
Other	Addition	JKTOPUP	JOBKEEPER-TOPUP
Other	Addition	JKSTFN01	JOBKEEPER-START-FN01
Other	Addition	JKSTFN02	JOBKEEPER-START-FN02
Other	Addition	JKSTFN03	JOBKEEPER-START-FN03

## Step 4: Process Top-up Payment

Create an entry of additions “JOBKEEPER-TOPUP, JOBKEEPER-START-FNXX, JOBKEEPER-FINISH-FNXX” for a member under “Finance -> Members Module -> Additions & Deductions Tab”. Please note you need to first calculate the top-up amount manually.

**Example:** Member “A” has earned \$1200 per fortnight for a week ending 12<sup>th</sup> April & eligible for \$300 Top-up. As per ATO Jobkeeper calendar, 12<sup>th</sup> April belongs to Fortnight 01 which is the start of payment.

- JOBKEEPER-TOPUP: \$300
- JOBKEEPER-START-FN01: \$0.01 (EntireHR does not support \$0 additions so please enter the nearest number)

Code	\$ or %	Value	Apply Date ?	Once Off?	No.Of Occurrences
JKTOPUP	\$	300.00		<input checked="" type="checkbox"/>	0
JKSTFN01	\$	1.00		<input checked="" type="checkbox"/>	0

Member “A” has been terminated or left a job on 23<sup>rd</sup> May. As per ATO Jobkeeper calendar, 23<sup>rd</sup> May belongs to 04 Fortnight, so setup an allowance in the employee last pay cycle to notify ATO about the completion of Jobkeeper payment.

- JOBKEEPER-FINISH-FN04: \$0.01 (EntireHR does not support \$0 additions so please enter the nearest number)

Code	\$ or %	Value	Apply Date ?	Once Off?	No.Of Occurrences
JKTOPUP	\$	300.00		<input checked="" type="checkbox"/>	0
JKSTFN01	\$	1.00		<input checked="" type="checkbox"/>	0
JKFNFN04	\$	1.00		<input checked="" type="checkbox"/>	0

Start in Fortnight 01

Finish in Fortnight Cycle 4



## Example Scenarios for reference

### Scenario 1



Adam owns a real estate business with two employees. Adam expects that GST turnover will fall by more than 30% in the coming months.

- Anne, who is a permanent full-time employee on a salary of \$3,000 per fortnight before tax and who continues working for the business, and
- Nick, who is a permanent part-time employee on a salary of \$1,000 per fortnight before tax and who continues working for the business

Both employees are eligible from fortnight 01

Nick advises that he will be helping out his sister in her business for 2 weeks and he wants to take unpaid leave from the week starting 11 May.

Nick returns to work for Adam on 25 May

April

May

June

#### Reporting for Fortnight 01

Adam reports for Anne in the Other Allowance Type Description **JOBKEEPER-START-FN01**, and reports the \$3000 paid as per normal.

Adam reports for Nick in the Other Allowance Type Description **JOBKEEPER-START-FN01**, and reports the \$1000 paid as per normal. He reports the top payment of \$500 (as a cumulative YTD amount) as **JOBKEEPER-TOPUP**

#### Reporting for Fortnight 02

Adam reports for Anne the \$3000 paid as per normal.

Adam reports for Nick the \$1000 paid as per normal. He reports the top payment of \$1000 (cumulative YTD) as **JOBKEEPER-TOPUP**

#### Reporting for Fortnight 03

Adam reports for Anne the \$3000 paid as per normal.

Adam reports for Nick the \$1000 paid as per normal. He reports the top payment of \$1500 (cumulative YTD) as **JOBKEEPER-TOPUP**

#### Reporting for Fortnight 04

Adam reports for Anne the \$3000 paid as per normal.

Adam reports for Nick in the Other Allowance Type Description **JOBKEEPER-FINISH-FN04**, and reports \$0 as the allowance amount

#### Reporting for Fortnight 05

Adam reports for Anne reports the \$3000 paid as per normal.

Adam reports for Nick in the Other Allowance Type Description **JOBKEEPER-START-FN05** and reports the \$1000 paid as per normal. He reports the top payment of \$2000 (as a cumulative YTD amount) as **JOBKEEPER-TOPUP**

#### Reporting for Fortnight 06

Adam reports for Anne the \$3000 paid as per normal.

Adam reports for Nick the \$1000 paid as per normal. He reports the top payment of \$2500 (cumulative YTD) as **JOBKEEPER-TOPUP**

UNCLASSIFIED – JobKeeper and your STP software 20 April 2020

16

### Scenario 2



Shelley and Calvin are individual partners in a partnership operating an Australian business, DSC Accounting. They also have 2 employees.

- Frank, who is a permanent full-time employee on a salary of \$4,000 per fortnight before tax &
- Stanley, who is a permanent part-time employee on a salary of \$800,000 per fortnight before tax

Only one of the partners can be nominated as the eligible business participant for the JobKeeper payment. Shelley and Calvin agree to nominate Shelley.

On 10 April 2020, DSC Accounting projects a fall in turnover of approximately 25% compared to March 2019 and April 2019. It also projects that for the quarter April to June 2020 a 25% fall in turnover compared to the April to June quarter of 2019.

On 4 May 2020, a fall in turnover of 45% for May 2020 is projected for the partnership, when compared to May 2019. Therefore the business meets the requirements for fall in turnover from that time onwards. The partnership enrolls in JobKeeper, commencing in May.

April

May

#### Reporting for Fortnight 01

The partnership reports through STP as per normal.

#### Reporting for Fortnight 02

The partnership reports through STP as per normal.

#### Reporting for Fortnight 03

The partnership reports through STP as per normal.

**There is no JobKeeper allowance paid or reported during this period**

#### Reporting for Fortnight 04

The money paid to Shelley as a business participant is not reported through STP.

The partnership reports for Frank in the Other Allowance Type Description **JOBKEEPER-START-FN04**, and reports the \$4000 paid as per normal.

The partnership reports for Stanley in the Other Allowance Type Description **JOBKEEPER-START-FN04**, and reports the \$800 paid as per normal. He reports the top payment of \$700 (cumulative YTD) as **JOBKEEPER-TOPUP**

#### Reporting for Fortnight 05

The partnership reports for Frank the \$4000 paid as per normal

The partnership reports for Stanley the \$800 paid as per normal. He reports the top payment of \$1400 (cumulative YTD) as **JOBKEEPER-TOPUP**

UNCLASSIFIED – JobKeeper and your STP software 20 April 2020

17

## Frequently asked Questions

**Q1.** We would like to setup a separate Jobkeeper allowance for the working members as compare to the members who are not working but eligible for the Jobkeeper payment. The reason to do this because we would like to pay Superannuation on the top-up payment to the working members only.

**A1.** Unfortunately, you will have to setup a Jobkeeper allowance with a description “**JOBKEEPER-TOPUP**” for ATO to process your Jobkeeper payment claims without any delays. STP process could not allow multiple allowances with same description during submission so it is must to setup a single allowance code with Superannuation ticked as Yes or No for all members eligible for the top-up payment.

**Q2.** Can I process separate payroll run in EntireHR for the Jobkeeper payment eligible members?

**A2.** Yes, you can process the separate payroll run for the Jobkeeper eligible members if the week ending date of payroll run is before the Superannuation cut off date for the month.

**For Example:** Superannuation Cut-off Date is 26<sup>th</sup> April

Case 1: Payroll Week Ending Date is 19<sup>th</sup> April.

In this case, it is fine to process the Jobkeeper payroll run having any other week ending date if the selected date is before the Superannuation Cut-off date.

Case 2: Payroll Week Ending Date is 26<sup>th</sup> April.

In this case, it is must to process the Jobkeeper week ending payroll run at the same time along with normal payroll run. If you choose a date after 26<sup>th</sup> April, then system will not be able to cut-off the April month superannuation for these members.

**Q3.** What is the best report to get the list of Members who have worked within the selected period to be able to provide us Member Name, Employee ID & Gross Income?

**A3.** Payroll History Report in the EntireHR Finance system will produce you the above-mentioned data. It is accessible under Reports -> Payroll -> Payroll History Report -> Summary -> Export to Excel



## Report Filter

Payroll History Report

Payroll Report Option

☒ Summary ☐ Detail ☐ All Staff

Date Period

From \* 01/01/2020 To \* 21/02/2020


State & Office


State ----SELECT----


Office ----SELECT----

Member

Member Name ----SELECT----

 Export To Excel

 Report

 Close

\* Marked Fields are Mandatory