Australian Government
Australian Taxation Office

JobKeeper guide - employers reporting through STP

- https://www.ato.gov.au/General/JobKeeper-Payment/In-detail/JobKeeper-guide---employers-reporting-through-STP/
- Last modified: 14 Aug 2020
- QC 62205

JobKeeper guide – employers reporting through STP

You can create a PDF or print this guide using the buttons at the top-right of your screen.

Find out how to enrol and get JobKeeper payments:

- Key dates
- Before you enrol
- Step 1: Enrol for the JobKeeper payment
- Step 2: Identify your eligible employees
- Step 3: Make a business monthly declaration

Key dates

- By the 14th of each month: complete Step 3: Make a business monthly declaration to claim JobKeeper payments for the previous month.
- You should also make any updates to your employees' eligibility using the Maintain function as part of your business monthly declaration.
- From 20 July: approved providers of child care services are no longer eligible for JobKeeper payments. If you operate a child care business, refer to Approved providers of child care services – changes to eligibility.

Before you enrol

- Check your business is eligible
- Eligible employees
- Eligible business participant
- Set up your systems

- Get advice if you need it

Check your business is eligible

- Check your business or not-for-profit organisation meets the eligibility requirements, including the turnover test. The turnover calculation is based on GST turnover. This applies even if an entity is not registered for GST.
- You can use the basic test to determine your fall in turnover. If you don't meet the basic turnover test, alternative tests are available for some cases when turnover periods are not appropriately comparable.

Eligible employees

- Check your employees meet the eligibility requirements and for which JobKeeper fortnights. You must pay your eligible employees at least $1,500 (before tax) per JobKeeper fortnight period to claim the JobKeeper payment for that period.
- If you want to claim the JobKeeper payment for employees you let go or stood down, you need to re-hire or re-engage them and pay them.
- Notify all your eligible employees that you are intending to claim the JobKeeper payment on their behalf. Check with them that they aren't claiming the JobKeeper payment through another employer or business.
- Send the JobKeeper employee nomination notice to all your eligible employees. They need to complete and return it to you before you claim JobKeeper payments for them. You can:
    - use our JobKeeper employee nomination notice
    - create your own employee nomination notice if it is not practical to have each employee complete and return the ATO version to you. This will allow you to use your own portal or communication channel to get this information.

- Make sure you keep the completed notices on file.

Eligible business participant

- Consider whether you will nominate an eligible business participant. This may be a director or a shareholder of a company, a partner in a partnership or an adult beneficiary of a trust.
- Download the JobKeeper eligible business participant nomination notice (excluding sole trader) form. Ensure the eligible business participant completes the nomination notice and returns it to you. You do not need to send this form to us but you must keep it for your records.

Set up your systems

- To use the Business Portal, you will need a myGovID linked to your ABN in Relationship Authorisation Manager (RAM). You can find out how to set this up at Accessing online services with myGovID and RAM.
- If you are having trouble linking your myGovID, see:
    - RAM help

- o [myGovID help](#)ᵣ.

Get advice if you need it

- Get advice from your registered tax or BAS agent if you need help. They can enrol, identify and declare for JobKeeper on your behalf using Online service for agents.
- If you find it difficult to interact with us online and don't use a registered tax or BAS agent, you can phone us for assistance.

Next step:

- [Step 1: Enrol for the JobKeeper payment](#)

Step 1: Enrol for the JobKeeper payment

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- You only need to enrol once.
- Log in to the [Business Portal](#)ᵣ using myGovID.
- View the COVID-19 screen and select Step 1 Enrol business for JobKeeper wage subsidies.
- Fill in the JobKeeper enrolment form by completing the required fields listed below.

Important: You cannot save the form while you are working on it and you cannot edit it once it is submitted. Read the instructions carefully to make sure you have all the information you need.

Use the Print friendly function to capture your successful JobKeeper enrolment details in PDF format. We recommend you save this information, including your JobKeeper receipt number, for your records.

Required fields

- [Month](#)
- [A fall in turnover](#)
- [Expected number of eligible employees](#)
- [Eligible business participant](#)
- [Contact and financial institution details](#)

1. Month

The month from which your business experienced a fall in turnover or expects to experience a fall in turnover.

For which month in 2020 have you experienced or likely to experience a reduction in turnover?*

March ⌄

2. A fall in turnover

- Select Yes if your business has experienced, or is likely to experience, a fall in turnover of at least:
    - 30% if your turnover is $1 billion or less
    - 50% if your turnover is more than $1 billion
    - 15% if you are an ACNC-registered charity other than a school or university.

Has your turnover for the entity for the selected month (or the quarter including the selected month) fallen, or is it likely to fall, by **30% or more**?*

● Yes   ○ No

Has your turnover for the entity for the selected month (or the quarter including the selected month) fallen, or is it likely to fall, by **50% or more**?*

● Yes   ○ No

Has your turnover for the entity for the selected month (or the quarter including the selected month) fallen, or is it likely to fall, by **15% or more**?*

● Yes   ○ No

3. Expected number of eligible employees

- This section will only display if you selected 'March' or 'April' for the month from which your business experienced the fall in turnover.
- Enter the number of eligible employees you expect to claim for, for each JobKeeper fortnight.
- If your business doesn't have any employees, leave these fields as '0'.
- If an employee is eligible, and you have paid them for each fortnight, count them twice – once in each field.
- If your business is a partnership, trust or company, your number of eligible employees must not include the eligible business participant.
- Notify all your eligible employees you have nominated them.

Number of eligible employees who have been or will be remunerated $1,500 or more (this may include wages, tax and salary-sacrificed super) for each JobKeeper fortnight:

JobKeeper fortnight one **(30 March - 12 April)***

| 0 | employees |

JobKeeper fortnight two **(13 - 26 April)***

| 0 | employees |

4. Eligible business participant

- Select Yes if you are enrolling an eligible business participant to receive the JobKeeper payment.
- You can nominate an eligible business participant for a partnership, trust or company.
- This question will not appear for ACNC-registered charities as they are not entitled to claim an eligible business participant.

Are you intending to register an eligible business participant?* ❓

(●) Yes   (○) No

Does the entity's business participant **meet all** of the following?*

> relevant individual is not employed by the entity at any time in the fortnight
> relevant individual is actively engaged in the entity's business
> relevant individual aged 16 or over (or 18 years if beneficiary in the case of the Trust)
> relevant individual is not currently receiving parental leave pay, dad and partner pay
> relevant individual is not currently totally incapacitated for work and receiving payments under an Australian workers' compensation law in respect of their total incapacity to work
> relevant individual is an Australian resident (within the meaning of section 7 of the *Social Security Act 1991*), or a resident for income tax purposes and were the holder of a special category (Subclass 444) visa
> relevant individual is not an employee (other than a casual employee) of another entity

(○) Yes   (○) No

5. Contact and financial institution details

- Enter the employing entity's financial institution and contact details for receiving JobKeeper payments.

Financial institution details for employing entity

> ⚠ **Do not provide agency trust account information**
> Ensure you enter the financial institution details for the employing entity.

Account name*

[   ]

BSB*

[   ]

Account number*

[   ]

☐ I have checked the account details are for the employing entity and confirmed these are correct.

Tips:

- Check your summary section is correct before you submit.
- Use the Print friendly function to capture your successful JobKeeper enrolment details in PDF format. We recommend you save this information, including your JobKeeper receipt number, for your records.

Next step:

- Step 2: Identify your eligible employees

Step 2: Identify your eligible employees

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You, or your registered tax or BAS agent, must identify each eligible employee and the eligible business participant that you will claim the JobKeeper Payment for.

You only need to complete this step once. Ensure you include:

- all employees who are eligible or have the potential to be eligible for JobKeeper in coming months
- the business participant (if eligible).

What to do:

- Before you start
- How to identify your eligible employees

Before you start

- Make sure you have completed Step 1: Enrol for the JobKeeper payment.
- Make sure you meet the eligibility requirements.
- Make sure you have the name, tax file number (TFN) and date of birth details for the eligible business participant and any additional eligible employees you want to add.
- Eligible employees must have completed and returned a JobKeeper employee nomination notice.
- If you are adding an eligible business participant, they must have completed an eligible business participant nomination notice.
- If you want your registered tax or BAS agents to do this step for you, talk to them and nominate them to act on behalf of your business.

Important: You cannot save the form while you are working on it and you cannot edit it once it is submitted. Read the instructions carefully to make sure you have all the information you need.

Identify your eligible employees

How you identify your eligible employees depends on your payroll software and your number of employees:

- Your STP-enabled payroll software has JobKeeper functionality
- Your STP-enabled payroll software doesn't have JobKeeper functionality and you have 200 employees or less
- Your STP-enabled payroll software doesn't have JobKeeper functionality and you have more than 200 employees

Note: If you aren't using STP-enabled software, use our guide JobKeeper guide – employers not reporting through STP.

Your STP-enabled payroll software has JobKeeper functionality

If you use STP-enabled payroll software updated with JobKeeper functionality you can identify your employees directly in your payroll software. Follow these steps:

- Update each eligible employee in your payroll software and submit
- Log in to the Business Portal
- Confirm eligible business participant
- Confirm your number of eligible employees

1. Update each eligible employee in your payroll software and submit

- Update each eligible employee and lodge via your payroll software.
- Use the 'STP pay event' to submit your information and notify us of your eligible employees.
- Payments made to eligible employees must be included in the STP pay event.
- Use this guide or speak to your software provider if you need more help.

2. Log in to the Business Portal

- Log in to the Business Portal using myGovID.
- View the COVID-19 screen and select Step 2 – Identify and maintain

employees eligible for JobKeeper wage subsidies.
- Fill in the JobKeeper identify form by completing the fields.

JobKeeper

Step 1 | Enrol business for JobKeeper wage subsidies
Enrol an eligible business that has been significantly affected

Enrolled ✓

Step 2 | Identify and maintain employees eligible for JobKeeper wage subsidies

> Employers and eligible employees must complete a JobKeeper employee nomination notice ☐

> If adding a business participant, employers and eligible business participants must complete a eligible business participant nomination notice ☐

Identify

ⓘ **Required actions**

> If you are a business using STP enabled payroll software with JobKeeper functionality:
Ensure eligible employees are identified and lodged via your software.

> If you are a business that doesn't have STP enabled payroll software with JobKeeper functionality, and has more than 40 employees:
Ensure eligible employees are identified and lodged via File transfer.

> All other businesses, visit Help.

Step 3 | Business monthly declaration for JobKeeper payment
Confirm eligible employees and turnover each month

3. Confirm eligible business participant

- Select No if you are not identifying an eligible business participant.
- Select Yes if you want to identify an eligible business participant.
- Enter the eligible business participant's tax file number (TFN) and date of birth.
- Select Confirm then Save.
- Select the eligible JobKeeper status for the business participant. The JobKeeper status field identifies the JobKeeper fortnights (FN) that you're claiming for the eligible business participant.

Do you want to identify a business participant?*

◉ Yes   ◯ No

Business participant details

⚠ **Excluded**
You must not enter a business participant if:
> the entity is a not-for-profit organisation, or
> the relevant individual is in the eligible employee list, or employed by you

TFN	**Date of birth**
123 123 123	DD/MM/YYYY
Last name	**Given name**
Howard	Terrence

JobKeeper status* ❓

Claim FN 1 and 2 ⌄

Examples of available JobKeeper status for your eligible business participant:

- Not claiming yet – the business participant is eligible but is not yet claiming for

this month's JobKeeper fortnights.

- Claim FN 1 and 2 – the business participant is claiming both JobKeeper fortnights in this month.
- Claim only FN 1 – the business participant is claiming fortnight one only. They are not eligible to claim fortnight two.
- Claim from FN 2 – the business participant is claiming fortnight two only. They are not eligible to claim fortnight one.

4. Confirm your number of eligible employees

- The number of eligible employees is pre-filled based on your lodged STP pay report.
- Check it shows the correct number of eligible employees for each JobKeeper fortnight.
- You will not be able to edit the numbers via this form. If the number is incorrect, lodge an updated STP pay report before returning to this form to complete Step 2 online.

> ⓘ **Review eligible employee numbers**
>
> To update the number of eligible employees:
> > submit these details via your STP payroll software with JobKeeper functionality, or
> > visit JobKeeper guide ⧉ to find out how
>
> If you have submitted these details to us in the last 72 hours we may still be processing your file. Return and complete this form then.

Eligible employees per JobKeeper fortnight

Fortnight 5 (25 May – 7 June)
190

Fortnight 6 (8 June – 21 June)
150

Tips:

- Check your summary section is correct before you submit.
- Use the Print friendly function to capture your successful JobKeeper identification details in PDF format. We recommend you save this information, including your JobKeeper receipt number, for your records.
- You need to make any future changes to eligible employees in your software.

Next step:

- Step 3: Make a business monthly declaration

Your STP-enabled payroll software doesn't have JobKeeper functionality and you have 200 employees or less

If you have 200 employees or less and your STP-enabled payroll software doesn't have JobKeeper functionality, log in to the Business Portal and we will provide you with a list of your employees to confirm using information from an earlier STP pay report. Follow these steps:

- Log in

- [Confirm eligible business participant](#)
- [Identify your eligible employees](#)
- [Add any additional eligible employees](#)

1. Log in

- Log into the Business Portal using myGovID.
- View the COVID-19 screen and select Step 2 – Identify and maintain employees eligible for JobKeeper wage subsidies.
- Fill in the JobKeeper identify form by completing the fields.

JobKeeper

Step 1 | Enrol business for JobKeeper wage subsidies
Enrol an eligible business that has been significantly affected

Enrolled ✔

Step 2 | Identify and maintain employees eligible for JobKeeper wage subsidies

[Identify]

> Employers and eligible employees must complete a JobKeeper employee nomination notice ⏷
> If adding a business participant, employers and eligible business participants must complete a eligible business participant nomination notice ⏷

ⓘ **Required actions**

> If you are a business using STP enabled payroll software with JobKeeper functionality:
Ensure eligible employees are identified and lodged via your software.

> If you are a business that doesn't have STP enabled payroll software with JobKeeper functionality, and has more than 40 employees:
Ensure eligible employees are identified and lodged via File transfer.

> All other businesses, visit Help.

Step 3 | Business monthly declaration for JobKeeper payment
Confirm eligible employees and turnover each month

2. Confirm eligible business participant

- Select No if you are not identifying an eligible business participant.
- Select Yes if you want to identify an eligible business participant.
- Enter the eligible business participant's tax file number (TFN) and date of birth.
- Select Confirm then Save.
- Then select the eligible JobKeeper status for the business participant. The JobKeeper status field identifies the JobKeeper fortnights (FN) that you're claiming for the eligible business participant.

Do you want to identify a business participant?*

(●) Yes   ( ) No

Business participant details

(!) **Excluded**

You must not enter a business participant if:
> the entity is a not-for-profit organisation, or
> the relevant individual is in the eligible employee list, or employed by you

TFN
123 123 123

Date of birth
DD/MM/YYYY

Last name
Howard

Given name
Terrence

JobKeeper status* (?)

Claim FN 1 and 2   ∨

Examples of available JobKeeper status options for your eligible business participant:

- Not claiming yet – the business participant is eligible but is not yet claiming for this month's JobKeeper fortnights.
- Claim FN 1 and 2 – the business participant is claiming both JobKeeper fortnights in this month.
- Claim only FN 1 – the business participant is claiming fortnight one only. They are not eligible to claim fortnight two.
- Claim from FN 2 – the business participant is claiming fortnight two only. They are not eligible to claim fortnight one.

3. Identify your eligible employees

- Select eligible employees from a list of employees pre-filled from your STP pay report.
- Select a JobKeeper status for each of your eligible employees to identify the JobKeeper fortnights you're claiming for them.

Potentially eligible employees

119 employees
Reported to ATO via STP 1 March 2020

Last name ⬍	Given name ⬍	TFN	Date of birth	JobKeeper status* (?) ⬍
Jiang	Teng	123456789	DD/MM/YYYY	– Select an option – ∨ ∨
Brata	Bansilal	123456789	DD/MM/YYYY	– Select an option –
Ogbonna	Uche	123456789	DD/MM/YYYY	Never eligible
Thompson	Yvonne	123456789	DD/MM/YYYY	Not claiming yet
Wen	Zeng	123456789	DD/MM/YYYY	Claim FN 1 and 2
Tantasatityanon	Tum	123456789	DD/MM/YYYY	Claim only FN 1
Yeo-Jin	Maeng	123456789	DD/MM/YYYY	Claim from FN 2
				– Select an option – ∨ ∨
Illescas	Maria	123456789	DD/MM/YYYY	– Select an option – ∨ ∨
Jesus	Miriam	123456789	DD/MM/YYYY	– Select an option – ∨ ∨

Examples of available JobKeeper status options:

- Never eligible – the employee is not eligible and you will never be able to claim for them. After you lodge, these employees will be removed as potentially eligible employees.
- Not claiming yet – you are not claiming for the employee now, but may claim later. For example they are on maternity leave and will be returning to work in June.
- Claim FN 1 and 2 – you have paid the minimum $1,500 to this employee in both fortnights and are claiming those fortnights.
- Claim only FN 1 – you have paid the minimum $1,500 to this employee in the first fortnight only and are claiming fortnight one.
- Claim from FN 2 – you have paid the minimum $1,500 to this employee in the second fortnight only and are claiming fortnight two.

4. Add any additional eligible employees

If you have additional eligible employees who are not in your pre-filled list:

- Select Yes if you want to add any additional employees who are eligible or have the potential to be eligible later.
- Add up to 40 additional employees using their tax file number (TFN) and date of birth.
- Select Confirm then Save for your eligible employee to be added to the list.
- Select a JobKeeper status for each of your additional eligible employees to identify the JobKeeper fortnights you're claiming for them.

Add all other eligible employees

Include any additional employees who are eligible or have the potential to be eligible for JobKeeper wage subsidy in coming months.

Do you want to add other employees?*

(•) Yes   ( ) No

Other employees				Add ⊕
0 employees listed				
Last name ⇕	Given name ⇕	TFN ⇕	Date of birth	JobKeeper status* ⇕

Employee details

Tax file number (TFN)*   Date of birth*

[_____]   [dd/mm/yyyy]   [Confirm]

[Cancel]   [Save]

Tips:

- This list of identified eligible employees will appear as a pre-filled list in future months. You will not be able to add additional employees online once you complete Step 2.
- Any future changes must be made through your STP-enabled payroll software.
- Check your summary page is correct before you submit.

- Use the Print friendly function to capture your successful JobKeeper identification details in PDF format. You may want to save this information, including your JobKeeper receipt number, for your records.

Next step:

- [Step 3: Make a business monthly declaration](#)

Your STP-enabled payroll software doesn't have JobKeeper functionality and you have more than 200 employees

If you use STP-enabled payroll software that does not offer JobKeeper functionality, and you have more than 200 employees, you can choose any one of these methods to identify your employees. Follow these steps:

- Identify your eligible employees by either
  - [Manually creating a JobKeeper allowance in your STP-enabled payroll software](#)
  - [Asking us for a pre-filled JobKeeper report and send it using file transfer](#)
  - [Producing your own JobKeeper report and send it using file transfer](#)

- [Log in](#)
- [Confirm eligible business participant](#)
- [Confirm your number of eligible employees](#)

1. Identify your eligible employees

First, do one of the following:

Manually create a JobKeeper allowance in your STP-enabled payroll software and submit

- Manually create a JobKeeper allowance in your STP-enabled payroll software and lodge a pay report to the ATO using your software.
- Speak to your software provider to find out how to do this.
- Allow three days for the information to process before you log in.
- Go to [Log in](#) below.

Ask us for a pre-filled JobKeeper report and send it using file transfer

- You can ask us for a pre-filled JobKeeper report which we will send you using the Business Portal File transfer functionality.
- Identify your eligible employees in this report. Then return the report to us by uploading it through the Business Portal File transfer function.
- Allow three days for the report to process before you log in again.
- Go to [Log in](#) below.

Produce your own JobKeeper report and send it to us

- Use the [JobKeeper Payment guide (DOCX, 271KB)](#) ⬇ to create your own JobKeeper report.
- Download and use the blank file – [Blank file (XLS, 11KB)](#) ⬇ . You can download the [Example file (XLS, 11KB)](#) ⬇ to see an example of how to do this.

- Return the report to us by uploading it though the Business Portal File transfer function.
- Allow three days for the report to process before you log in again.
- Go to Log in below.

2. Log in

- Log into the Business Portal using myGovID.
- View the COVID-19 screen and select Step 2 – Identify and maintain employees eligible for JobKeeper wage subsidies.
- Fill in the JobKeeper identify form by completing the required fields.

JobKeeper

Step 1 | Enrol business for JobKeeper wage subsidies
Enrol an eligible business that has been significantly affected

Enrolled ✔

Step 2 | Identify and maintain employees eligible for JobKeeper wage subsidies

> Employers and eligible employees must complete a JobKeeper employee nomination notice ⌐

> If adding a business participant, employers and eligible business participants must complete a eligible business participant nomination notice ⌐

Identify

(i) Required actions

> If you are a business using STP enabled payroll software with JobKeeper functionality:
Ensure eligible employees are identified and lodged via your software.

> If you are a business that doesn't have STP enabled payroll software with JobKeeper functionality, and has more than 40 employees:
Ensure eligible employees are identified and lodged via File transfer.

> All other businesses, visit Help.

Step 3 | Business monthly declaration for JobKeeper payment
Confirm eligible employees and turnover each month

3. Confirm eligible business participant

- Select No if you are not identifying an eligible business participant.
- Select Yes if you want to identify an eligible business participant
- Enter the eligible business participant's tax file number (TFN) and date of birth.
- Select Confirm then Save.
- Select the eligible JobKeeper status for the business participant. The JobKeeper status field identifies the JobKeeper fortnights (FN) that you're claiming for the eligible business participant.

Do you want to identify a business participant?*

☑ Yes   ☐ No

Business participant details

> ⓘ **Excluded**
> You must not enter a business participant if:
> › the entity is a not-for-profit organisation, or
> › the relevant individual is in the eligible employee list, or employed by you

TFN	**Date of birth**
123 123 123	DD/MM/YYYY
Last name	**Given name**
Howard	Terrence

JobKeeper status* ⓘ

Claim FN 1 and 2 ⌄

Examples of available JobKeeper status options for your eligible business participant:

- Not claiming yet – the business participant is eligible but is not yet claiming for this month's JobKeeper fortnights.
- Claim FN 1 and 2 – the business participant is claiming both JobKeeper fortnights in this month.
- Claim only FN 1 – the business participant is claiming fortnight one only. They are not eligible to claim fortnight two.
- Claim from FN 2 – the business participant is claiming fortnight two only. They are not eligible to claim fortnight one.

4. Confirm your number of eligible employees

- The number of eligible employees is pre-filled from the data you supply us when you identify your employees
    - the STP pay report you lodged with us via your software
    - the pre-filled JobKeeper report we provided and you returned to us
    - the JobKeeper report you produced and returned to us.

- Check it shows the correct number of eligible employees for each JobKeeper fortnight.
- You will not be able to edit the numbers via this form. If the number is incorrect, lodge an updated STP pay report or JobKeeper report before returning to this form to complete Step 2 online.

> **(i) Review eligible employee numbers**
>
> To update the number of eligible employees:
> > submit these details via your STP payroll software with JobKeeper functionality, or
> > visit JobKeeper guide⬚ to find out how
>
> If you have submitted these details to us in the last 72 hours we may still be processing your file. Return and complete this form then.

Eligible employees per JobKeeper fortnight

Fortnight 5 (25 May – 7 June)
190

Fortnight 6 (8 June – 21 June)
150

Tips:

- Future changes to your eligible employees can be actioned in your software or using JobKeeper reports through File transfer.
- Check your summary page is correct before you submit.
- Use the Print friendly function to capture your successful JobKeeper identification details in PDF format. We recommend you save this information, including your JobKeeper receipt number, for your records.

Next step:

- Step 3: Make a business monthly declaration

Step 3: Make a business monthly declaration

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Each month you must complete a business monthly declaration to keep claiming JobKeeper payments. You must do this in the first 14 days after the month you are claiming for. Your tax or BAS agent can also make the business monthly declaration for you.

We will ask you to re-confirm the business participant details and your eligible employees. You will also need to provide us with information about your GST turnover for the reported month and projected GST turnover for the following month.

The information you provide us on your turnover is not a re-test of your eligibility. We ask for this information to see how your business is progressing under the JobKeeper Payment scheme.

If any of your eligible employees change or leave employment, you will need to update this employee information through your monthly declaration.

If you want to stop receiving JobKeeper payments, you will:

- need to change the status for all employees and the business participant to 'not claiming yet'
- do this by following the same process set out below for updating details for employees and the business participant
- notify all employees and the business participant that you are no longer receiving JobKeeper payments.

Note: this change to your employees and/or business participant status to 'not claiming yet' has no impact on eligibility for prior fortnights or any JobKeeper payments you have previously received.

The rule changes relating to JobKeeper payments for child care providers have been confirmed. Refer to Approved providers of child care services – changes to eligibility.

Before you make your declaration

- Make sure you have worked out your GST turnover for the reported month and projected GST turnover for the following month.
- Make sure you have paid each eligible employee at least $1,500 (before tax) for each JobKeeper fortnight you are claiming for.
- If you need to make changes to your eligible employees, use the same method you used in Step 2 – Identify your eligible employees:
  - Make the changes in your STP pay event report and lodge and allow three days for the changes to process.
  - Lodge an updated JobKeeper report using the Business Portal File transfer function and allow three days for the report to process.
  - Have any updates to your eligible employees' information – including those that are newly eligible, ready to enter into the Business Portal.

Make your declaration by the 14th of each month

- Log in to the Business Portal using myGovID.
- View the COVD-19 screen and select Step 3 – Business monthly declaration for JobKeeper payment.
- Re-confirm your reported eligible employees and business participant (if you have them).
- If you need to update details for eligible employees or the eligible business participant, or add newly eligible employees select Maintain employees.
- Provide your business' GST turnover for the month you are declaring and following month's projected month GST turnover.
- Re-confirm your financial institution details for receiving JobKeeper payments.

Tip:

- Use the Print friendly function to capture your successful JobKeeper monthly declaration in PDF format. We recommend you save this information, including your JobKeeper receipt number, for your records.

Update details for eligible employees and business participant or add newly eligible employees

If your eligible employees change or leave your employment, or you need to add newly eligible employees, you need to update this information in your business declaration each month.

Depending on how you completed Step 2 – Identify your eligible employees, you will need to make these changes either:

- directly into the Business Portal using myGovID
- in your STP payroll software or in an updated JobKeeper report before you make your business monthly declaration.

Log in to the Business Portal

In your business monthly declaration form:

- Select Maintain employee.
- Change the JobKeeper status for the eligible business participant if they become ineligible.
- You can add an eligible business participant to claim JobKeeper payments for them if one was not identified in Step 2 – Identify your eligible employees.
- If you have newly eligible employees you can add them to the list.
- Change the JobKeeper status for employees if
    - they have left your employment
    - you have not paid them for all JobKeeper fortnights
    - they become ineligible
    - they became eligible in the relevant fortnights.

- Select Save and continue to return to and finalise your business monthly declaration.

In your STP payroll software or JobKeeper report

- Update your employees' eligibility in your STP-enabled payroll software or JobKeeper report by using the JobKeeper codes to show their changed eligibility.
- Submit your STP pay event through your payroll software or submit your JobKeeper report through the Business Portal File transfer function.
- Leave up to three days for your changes to be processed by us before making your monthly business declaration in the Business Portal.

Approved providers of child care services – changes to eligibility

- https://www.ato.gov.au/General/JobKeeper-Payment/In-detail/JobKeeper-guide---employers-reporting-through-STP/?page=5
- Last modified: 14 Aug 2020
- QC 62205

The rule changes relating to JobKeeper payments for approved child care providers have been confirmed. Eligibility for JobKeeper payments will stop from 20 July for both employees and business participant.

Approved providers of child care services cannot claim JobKeeper payments for themselves or their employees whose ordinary duties relate principally to the operation of the child care service.

Family Day Care educators (that are not approved providers of a child care service) may still meet eligibility requirements for JobKeeper.

Approved providers of child care services that also run other businesses (mixed business) will remain eligible for JobKeeper for employees of the other businesses whose ordinary duties do not relate principally to the operation of approved child care services.

See also:

- Eligible employees

Follow these steps to stop receiving JobKeeper payments:

Complete your monthly business declaration in August

- Between 1–14 August, log into the Business Portal using myGovID.
- View the COVID-19 screen and select Step 3 – Business monthly declaration for JobKeeper payment.
- Complete and submit your declaration for JobKeeper fortnights 7 and 8 as normal.

Mixed businesses need to notify us of ineligible employees

If you are a mixed business, you may still have eligible employees after JobKeeper fortnight 8. You need to assess which of your employees are no longer eligible for JobKeeper before you complete the next steps.

Next steps depend on your payroll software and your number of employees:

- Your STP-enabled payroll software has JobKeeper functionality or you have 240 or more employees
- Your STP-enabled payroll software doesn't have JobKeeper functionality and you have less than 240 employees
- If you don't use STP-enabled software, see the JobKeeper guide – employers not reporting through STP.

Your STP-enabled payroll software has JobKeeper functionality or you have 240 or more employees

- After you have submitted your declaration in August, notify us of all ineligible employees as at the end of JobKeeper fortnight 8 (19 July) by either
  - lodging an updated STP pay event report
  - sending an updated JobKeeper report using the Business Portal File transfer function.

- If you did not claim for a business participant in August, you have completed all actions needed to stop receiving JobKeeper payments.
- If you claimed for a business participant in August, you will also need to complete a declaration in September. When completing your declaration between 1–14 September 2020, remember to
  - select the Maintain employees button in the Wage subsidy summary section
  - change the JobKeeper status for the business participant to 'Not claiming yet'.

Your STP-enabled payroll software doesn't have JobKeeper functionality and you have less than 240 employees

- Between 1–14 September, log into the Business Portal using myGovID.
- View the COVID-19 screen and select Step 3 – Business monthly declaration for JobKeeper payment.
- Select Maintain employees to change the JobKeeper status for all ineligible employees and the business participant to 'Not claiming yet'.
- Complete and submit your declaration.

Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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