JobKeeper Extension – Job Keeper 2.0

Acacia
Business Software Solutions

access attaché Payroll

MYOB Advanced People

MYOB Exo Employer Services

Australian Government
The Treasury

Australian Government
Australian Taxation Office

Presentation 29/9/2020

JobKeeper Extension – Job Keeper 2.0 - Key Facts

KEY FACTS
• You must assess your business to determine if you have had a downturn of 30% or more, compared to the same BAS period last year. Eg July – September 2019 compared to July – September 2020.
• If your organisation is in Job Keeper 1.0, you aren't required to re-enrol in Job Keeper 2.0. The Tier codes will enrol in Job Keeper 2.0
• If your organisation has not experienced the required 30% downturn and is exiting Job Keeper, you don't have to send a Job Keeper Finish code for each employee.
• The payroll steps remain the same, mostly.
• You must identify which Tier your employees fall into - more about this later
• If you organisation qualifies for Job Keeper, you must not exclude any employee from the Job Keeper Scheme
• If you are unsure you should seek advice from the ATO or your BAS Agent
• Acacia Consulting Services is not a BAS Agent, therefore we are limited to advising you how to use the software

JobKeeper Extension – Job Keeper 2.0 - Key Dates

KEY DATES	
Extension Period 1 (Job Keeper 2.0)	28th September 2020 to 3rd January 2021
Extension Period 2 (Job Keeper 3.0)	4th January 2021 to 28th March 2021
31st of October	Ensure employee tiers and the correct payment has been made for fortnights 14 and 15, and reported to the ATO via STP
Before 14th day of each month	The Monthly Business Declaration must be made before the 14th day each month to receive the Job Keeper re-imbursement for payments made to employees in the prior month

JobKeeper Extension – Job Keeper 2.0 - Key Dates

JobKeeper Fortnight	Period relating to each JobKeeper Fortnight	Employees are paid on or before
12	31 August – 13 September	13 September
13	14 September – 27 September	27 September
14	28 September – 11 October	31 October
15	12 October – 25 October	31 October
16	26 October – 8 November	8 November
17	9 November – 22 November	22 November
18	23 November – 6 December	6 December
19	7 December – 20 December	20 December
20	21 December – 3 January 2021	3 January 2021

JobKeeper Extension – Job Keeper 2.0 - Key Actions

KEY THINGS YOU NEED TO DO:
Review all employees, you can not exclude any employee. You must have a signed JobKeeper Employee Nomination Notice for each employee.
Review the hours worked by each employee to determine which Tier the eligible employees fall into.
Employees must stay at the same tier for the whole six month extension, and it must be the highest Tier that applies to them.
Report (via STP) the Tier for each employee, using the descriptions as defined by the ATO. You only need to do this once.
Adjust the payment to each employee, each pay cycle, depending upon their Tier.
Advise your employees what Tier you have reported to the ATO. (This could be a comment or allowance description on their pay slip)

JobKeeper Extension – Job Keeper 2.0 - Assessing 80 Hours

WHAT HOURS ARE INCLUDED IN ASSESSING 80 HOURS?	
Review the hours worked by each employee in the 4 weeks prior to 1/3/2020 (and for newer employees - 1/7/2020). Assess if the employee worked more than an average of 20 hours per week for the 4 weeks. Retain these records.	

Included	• Actual hours they worked (include all overtime)
	• Hours on paid leave
	  • Personal or Sick Leave
	  • Annual Leave
	  • Long Service Leave
	  • Employer Paid Parental Leave
	  • Any other leave

Excluded	• Stand Down Hours • Unpaid Leave • Government Paid Parental Leave • Works Compensation Leave

JobKeeper Extension – Job Keeper 2.0 - The Tiers

Tier	Description	Allowance Description	Period 1 (Job Keeper 2.0) 28/9/2020 to 3/1/2021	Period 2 (Job Keeper 3.0) 4/1/2021 to 28/3/2021
1	Eligible employees who worked **80 hours or more** in the 4 weeks (28 days) prior to: 1st March 2020, or 1st July 2020 (average of 20 or more hours per week)	JK-TIER1	$1,200	$1,000
2	Eligible employees who worked **less than 80 hours** in the 4 weeks (28 days) prior to: 1st March 2020, or 1st July 2020 (average of less than 20 hour per week)	JK-TIER2	$750	$650

JobKeeper Extension – Job Keeper 2.0 - Other Notes

OTHER NOTES:	
Each employee stays on the same tier for the entire extension period. There should be no need to change an employees tier.	
However, if you inadvertently indicated an employee is TIER 2 and they should be TIER 1, then establish new allowance codes to stop that Tier (X), and enter an Adjustment Pay.	
Adjustment Pay	• Use allowance JK-TIER2X – this takes them out of Tier 2 • AND allowance JK-TIER1 – this indicates they are now a Tier 1 employee

Have we missed any of your main issues?

Question time……..

https://www.ato.gov.au/misc/downloads/pdf/qc62125.pdf

https://treasury.gov.au/sites/default/files/2020-07/Fact_sheet-JobKeeper_Payment_extension.pdf

JobKeeper Extension – Job Keeper 2.0

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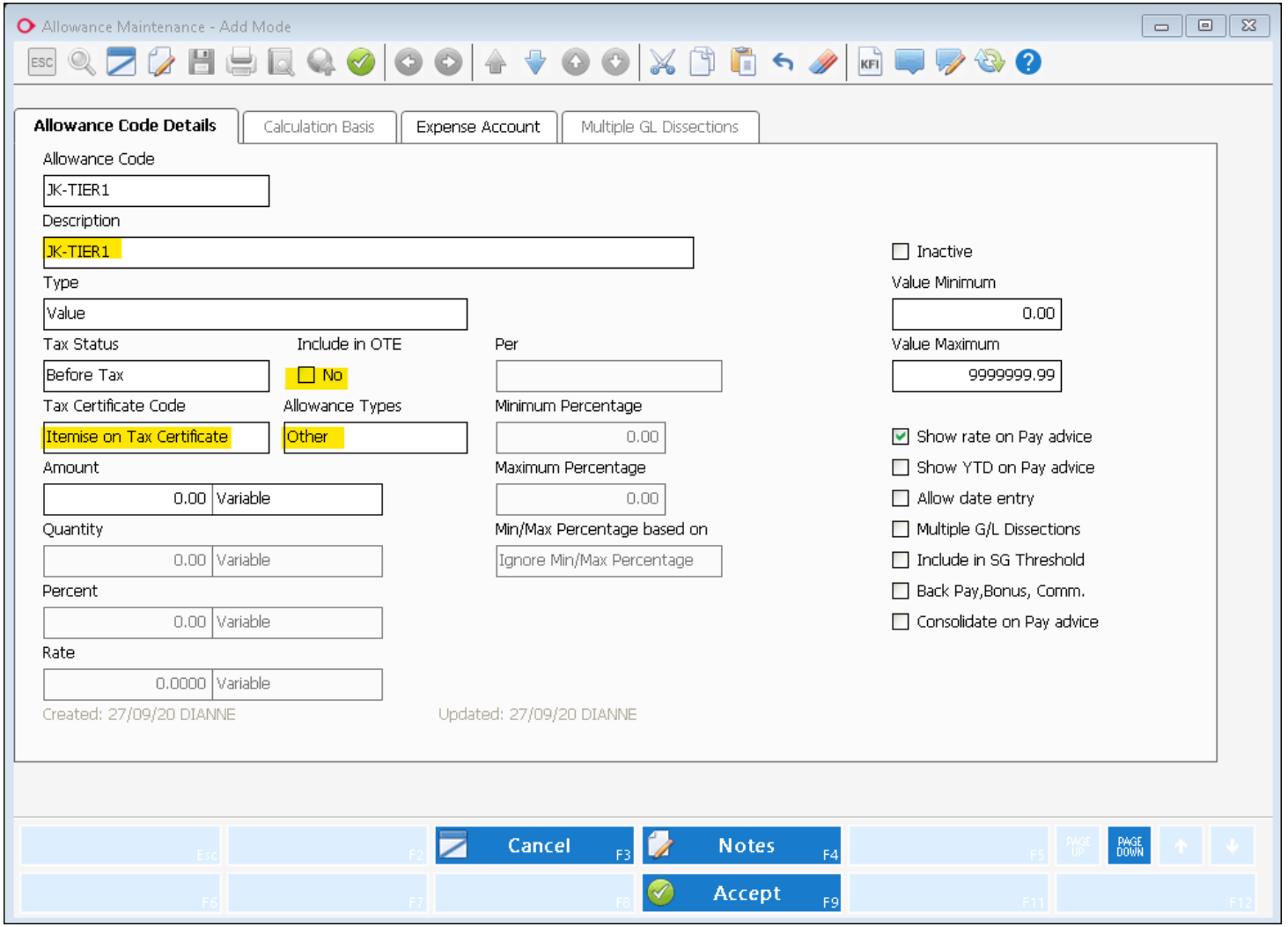
Setup Allowances for JK-TIER1 and JK-TIER2.

Remember, with Attaché the Description is important for the upload to the ATO.

You may also need a new JobKeeper Start Code,
JK-ST-FN14

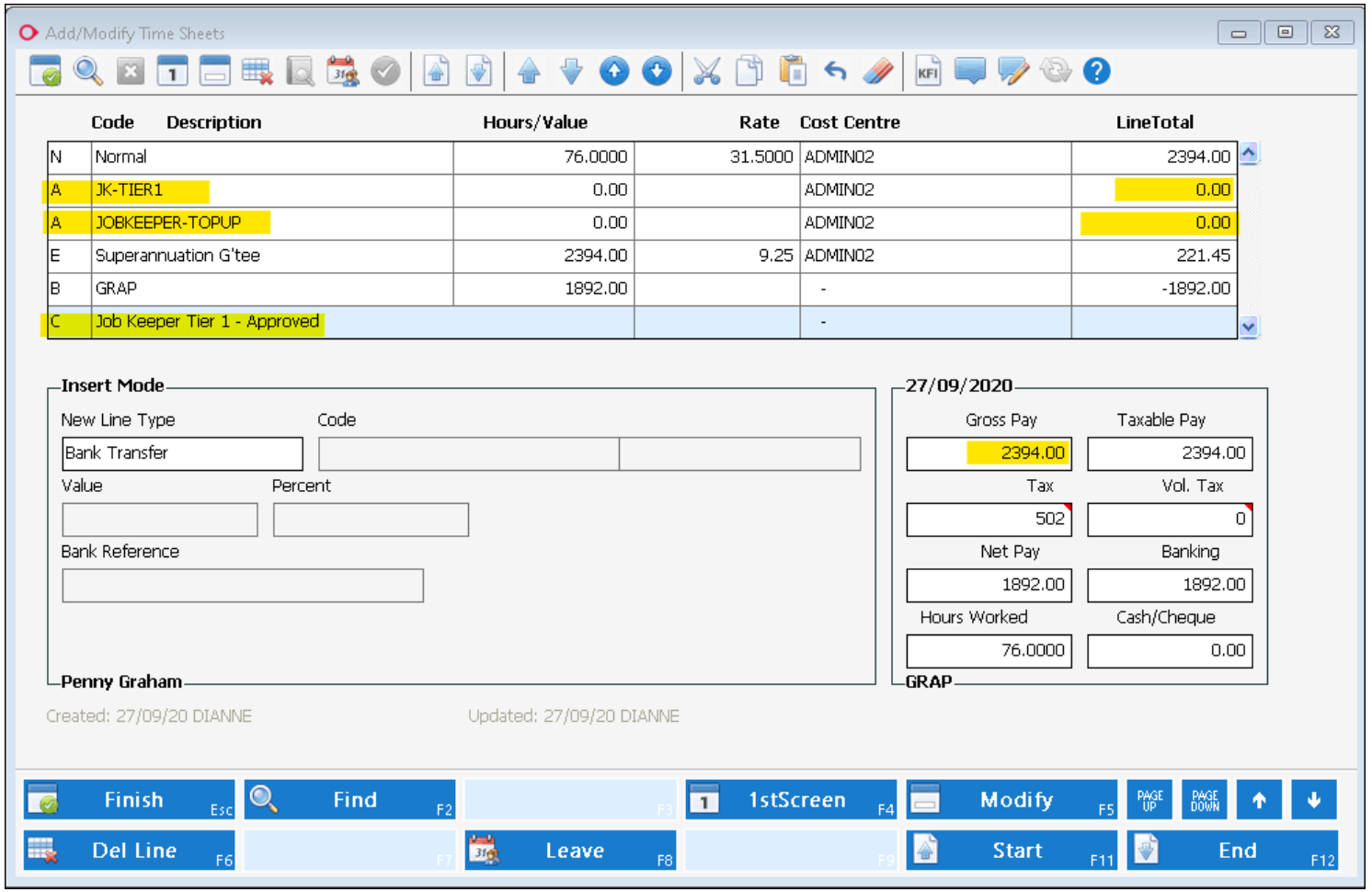


JobKeeper Extension – Job Keeper 2.0 - access attaché payroll – Tier 1

Sample timesheet. Confirm Gross pay is more than $1,200.

Enter the JK-TIER1 Allowance Code in one pay prior to 31/10/2020.

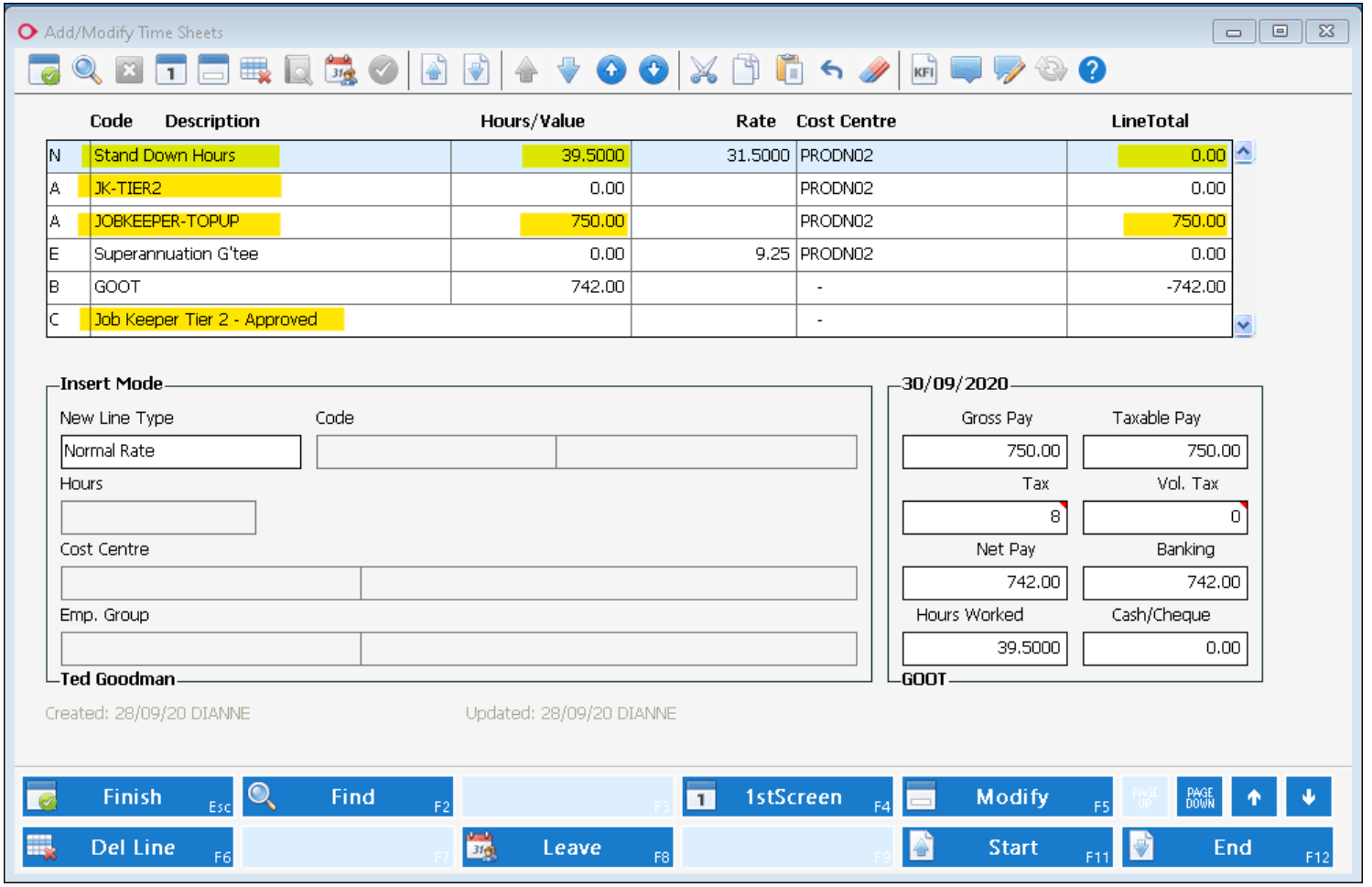
You could include a comment to notify the employee of their Tier.



JobKeeper Extension – Job Keeper 2.0 - access attaché payroll – Tier 2

Sample timesheet. The employee has been Stood Down – confirm the Gross Pay is $750.

Include a comment to notify the employee of their Tier.



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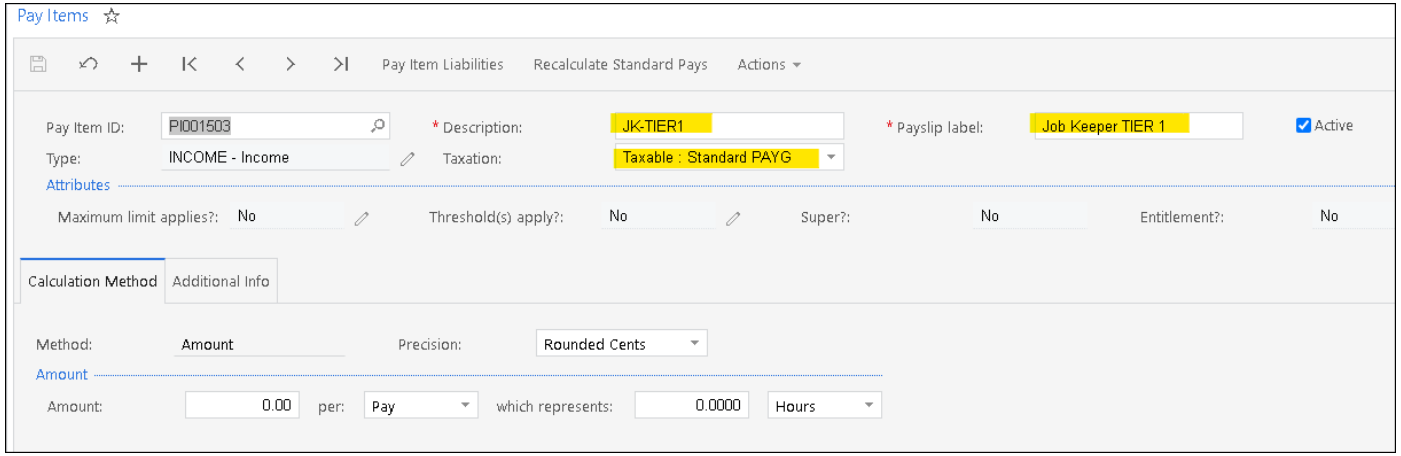
MYOB Advanced People

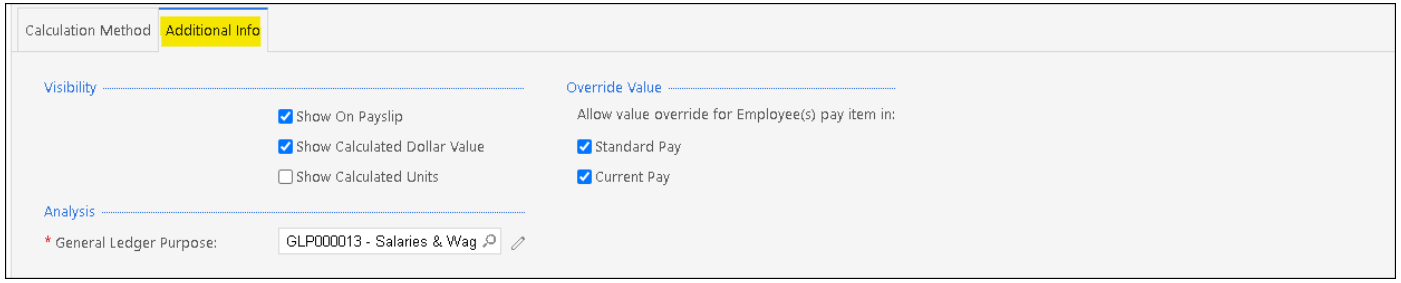
JobKeeper Extension – Job Keeper 2.0 - MYOB Advanced People payroll

Establish Allowances
JK-TIER1 and
JK-TIER2.

Remember the Description is important for the upload to the ATO.

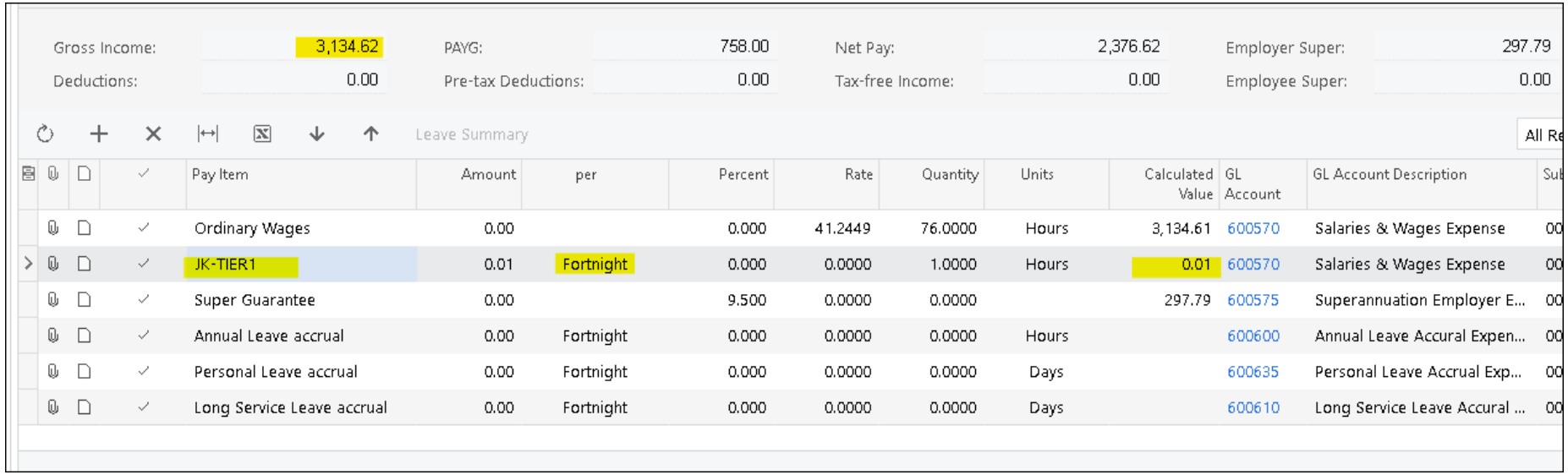
You may also need a new JobKeeper Start Code, for the newer employees, JK-ST-FN14





JobKeeper Extension – Job Keeper 2.0 - MYOB Advanced People payroll

Sample timesheet.
Confirm the Gross Income is more than $1,200.
Enter the Job Keeper Tier1 Allowance, in one pay, before 31/10/2020



Gross Income:	3,134.62	PAYG:	758.00	Net Pay:	2,376.62	Employer Super:	297.79
Deductions:	0.00	Pre-tax Deductions:	0.00	Tax-free Income:	0.00	Employee Super:	0.00

Leave Summary

Pay Item	Amount	per	Percent	Rate	Quantity	Units	Calculated Value	GL Account	GL Account Description	Sub
Ordinary Wages	0.00		0.000	41.2449	76.0000	Hours	3,134.61	600570	Salaries & Wages Expense	00
JK-TIER1	0.01	Fortnight	0.000	0.0000	1.0000	Hours	0.01	600570	Salaries & Wages Expense	00
Super Guarantee	0.00		9.500	0.0000	0.0000		297.79	600575	Superannuation Employer E...	00
Annual Leave accrual	0.00	Fortnight	0.000	0.0000	0.0000	Hours		600600	Annual Leave Accural Expen...	00
Personal Leave accrual	0.00	Fortnight	0.000	0.0000	0.0000	Days		600635	Personal Leave Accrual Exp...	00
Long Service Leave accrual	0.00	Fortnight	0.000	0.0000	0.0000	Days		600610	Long Service Leave Accural ...	00

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Sample timesheet:

Include a comment to notify the employee of JK-TIER2.

The employee worked less than 80 hours in the 4 weeks prior to 1/3/2020 – confirm the Gross Income is less than $750 before calculating the Job Keeper TopUp.

Gross Income:	750.00	PAYG:	8.00	Net Pay:	742.00	Employer Super:	
Deductions:	0.00	Pre-tax Deductions:	0.00	Tax-free Income:	0.00	Employee Super:	

Leave Summary

Pay Item	Amoun	per	Rate	Quantity	Units	Calculated Value	GL Account	GL Account Description	Sub
Ordinary Wages	0.00		19.9899	30.4000	Hours	607.69	600570	Salaries & Wages Expense	00
JK-TIER2	0.01	Fortnight	0.0000	1.0000	Hours	0.01	600570	Salaries & Wages Expense	00
JOBKEEPER-TOPUP	142.30	Fortnight	0.0000	1.0000	Hours	142.30	600570	Salaries & Wages Expense	00
Super Guarantee	0.00		0.0000	0.0000		57.73	600575	Superannuation Employer Ex...	00
Annual Leave accrual	0.00	Fortnight	0.0000	0.0000	Hours		600600	Annual Leave Accural Expense	00
Personal Leave accrual	0.00	Fortnight	0.0000	0.0000	Days		600635	Personal Leave Accrual Expe...	00
Long Service Leave accrual	0.00	Fortnight	0.0000	0.0000	Days		600610	Long Service Leave Accural E...	00

JobKeeper Extension – Job Keeper 2.0

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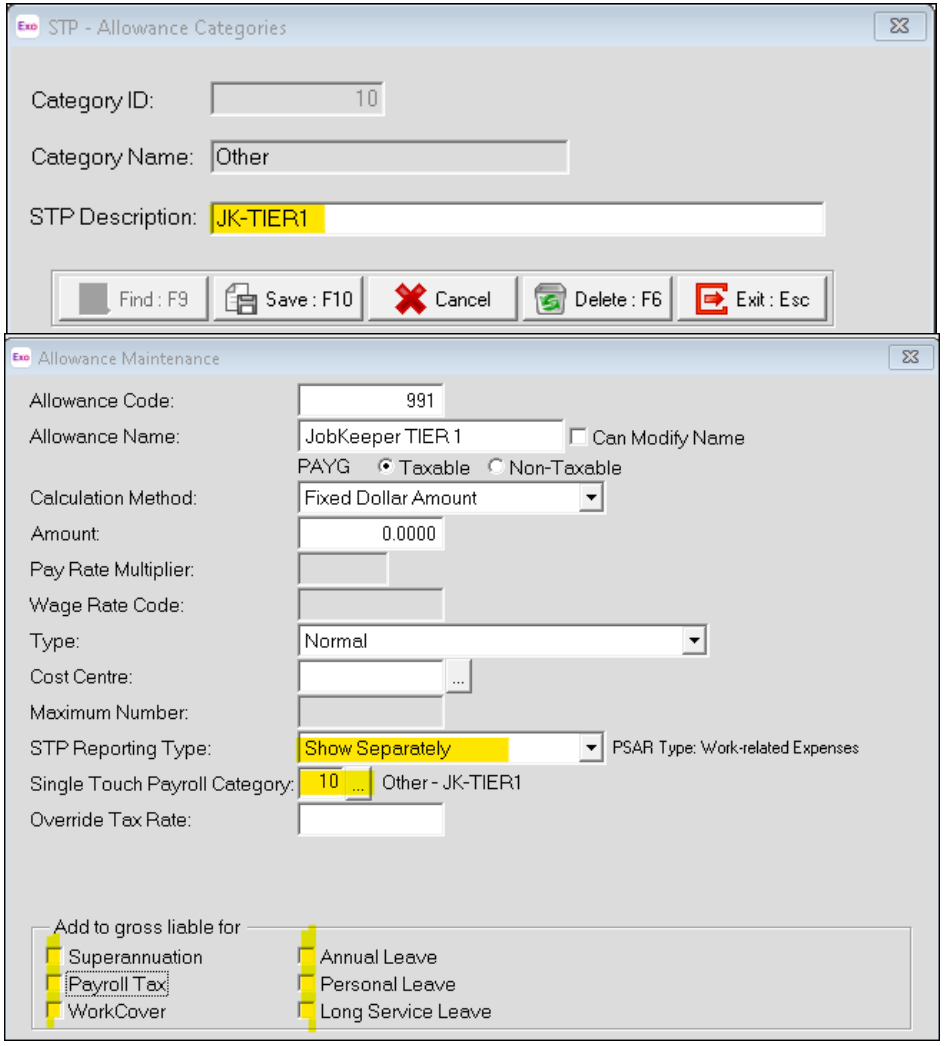
Establish Allowances

Create the STP Categories first, these are used to upload to the ATO.

When establishing the new allowances, select the new category on the allowance for the upload to the ATO.

You may also need a new JobKeeper Start Code, depending upon if you are just entering the Job Keeper Program.

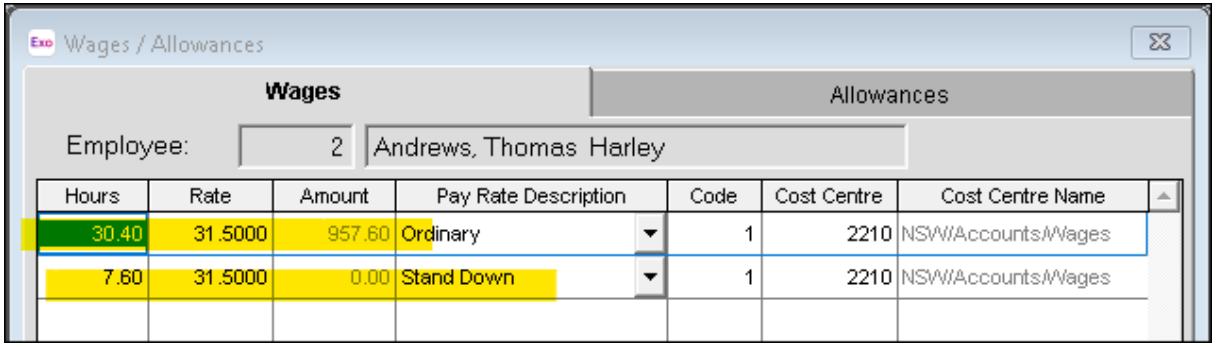


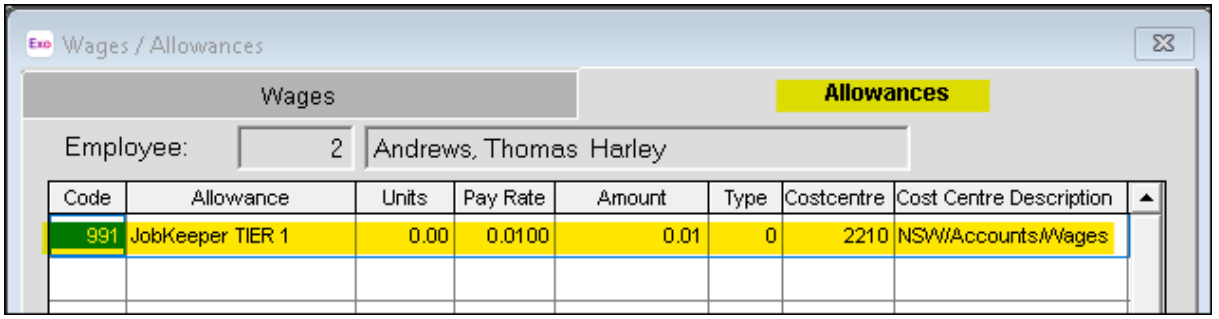
JobKeeper Extension – Job Keeper 2.0 - MYOB Exo Tier 1 – Weekly pay

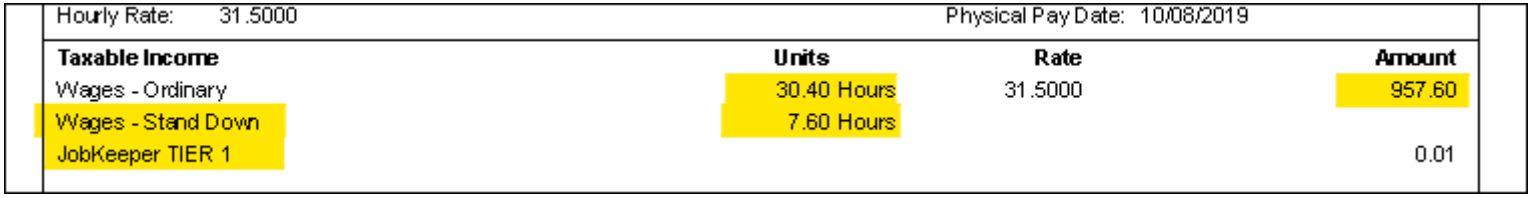
Sample Timesheet.
This is a WEEKLY PAY.

On the employee's Current Pay record the Ordinary Hours and any Stand Down Hours.

Add the Job Keeper Tier 1 Allowance.
The Pay Slip will show as follows.







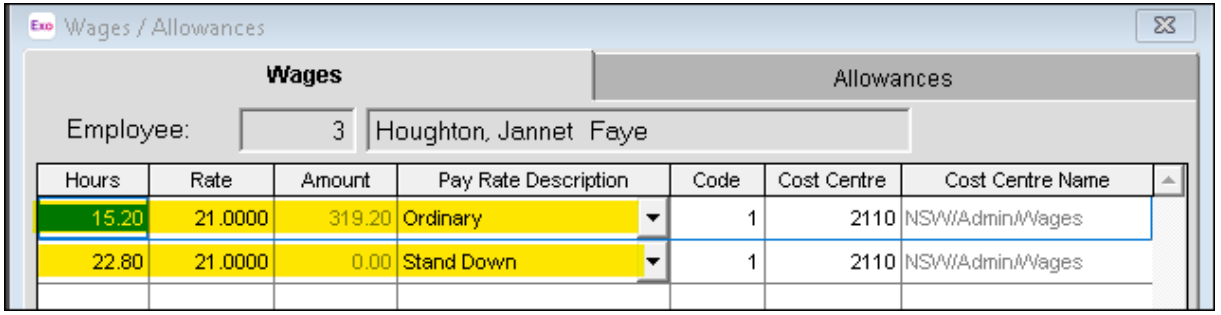
JobKeeper Extension – Job Keeper 2.0 - MYOB Exo Tier 2 – Weekly pay

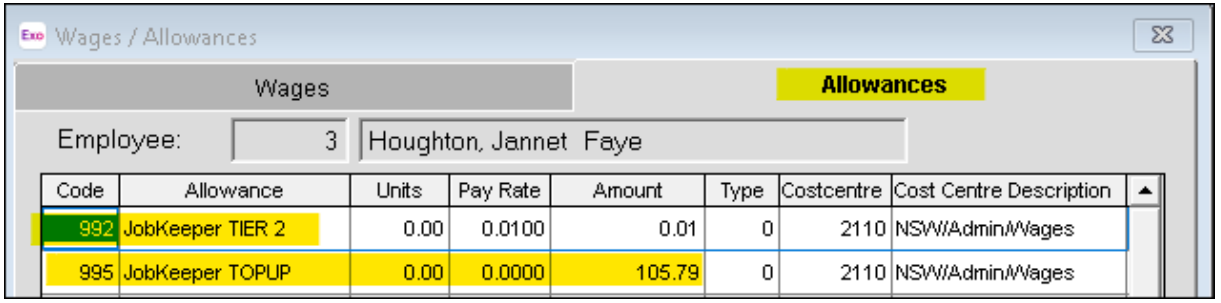
Sample Timesheet.
This is a WEEKLY PAY.

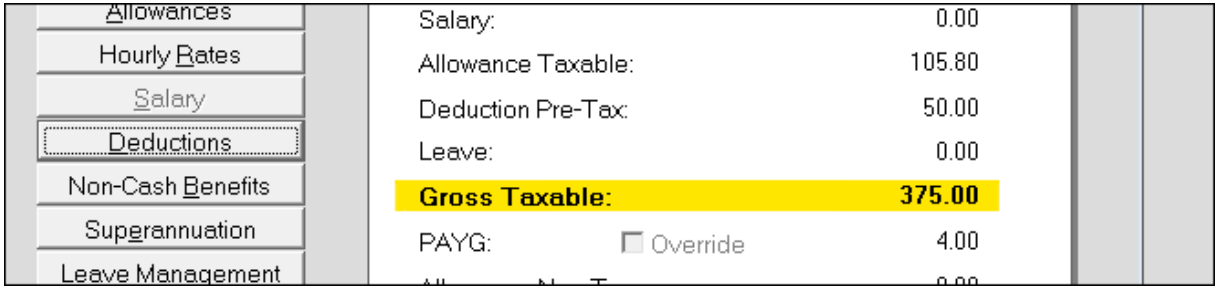
On the employee's Current Pay record the Ordinary Hours and any Stand Down Hours.

Add the Job Keeper Tier 2 Allowance.

Check the Gross Taxable, add Job Keeper TopUp if required.







Have we missed any of your main issues?

Attaché have excellent help file which can be accessed in from within the software.

Both MYOB Advanced and MYOB Exo have released White Papers which we will email to you.

……and this comes with our usual disclaimer that we are not BAS Agents and you should check you concerns with the ATO or your BAS Agent.

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Our professionals are charged by a passion for our clients and the work that we do with them; driven by our desire to help them be the best that they can be. **Its that simple**.

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