

JobKeeper Extension – Job Keeper 2.0



MYOB Advanced People

MYOB Exo Employer Services



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

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- Key Dates

KEY DATES

Extension Period 1 (Job Keeper 2.0)	28 th September 2020 to 3 rd January 2021
Extension Period 2 (Job Keeper 3.0)	4 th January 2021 to 28 th March 2021
31 st 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 14 th day of each month	The Monthly Business Declaration must be made before the 14 th day each month to receive the Job Keeper reimbursement for payments made to employees in the prior month

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- 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

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- 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)

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- 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

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- 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: 1 st March 2020, or 1 st 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: 1 st March 2020, or 1 st July 2020 (average of less than 20 hour per week)	JK-TIER2	\$750	\$650

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- 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

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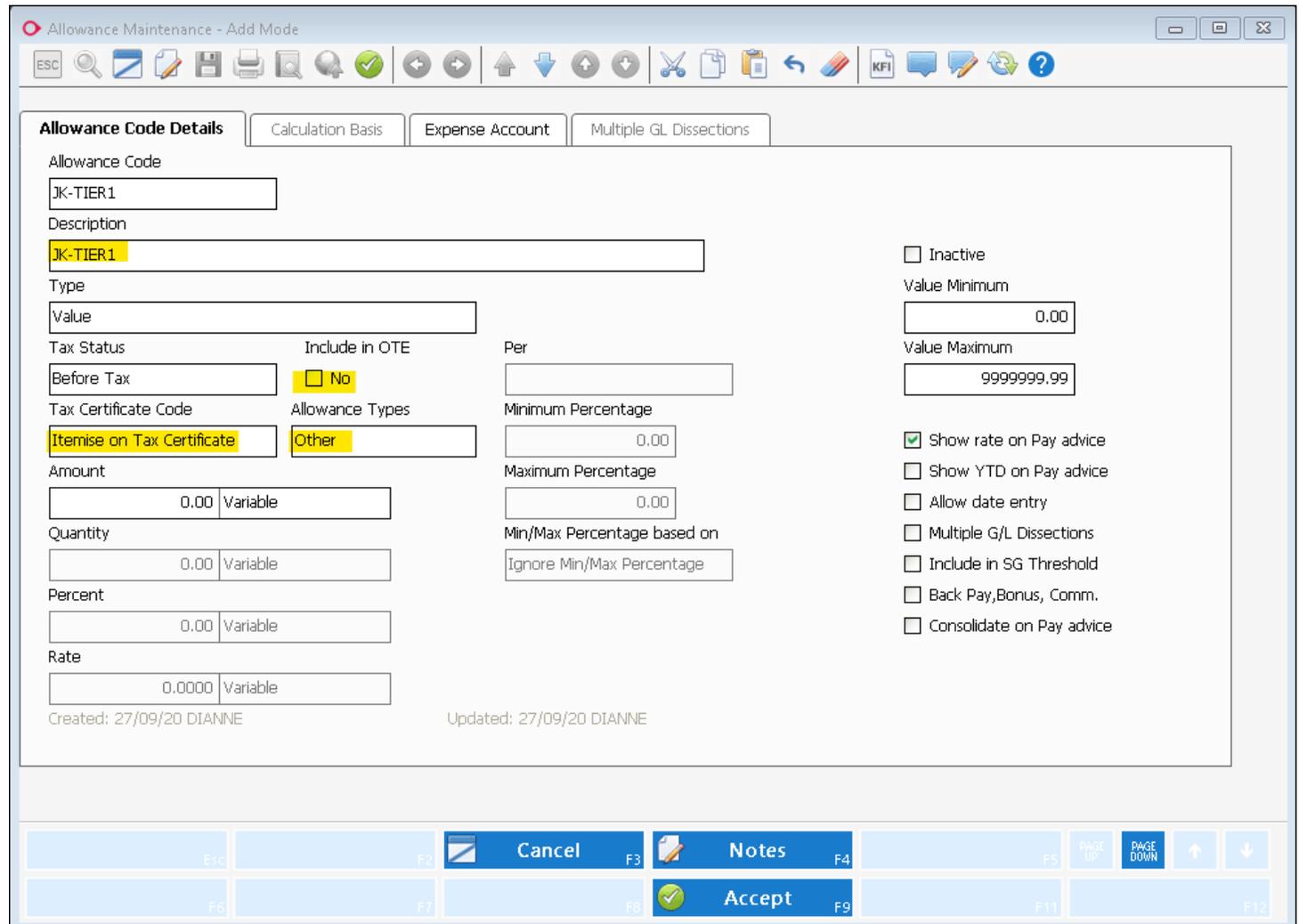
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- access attaché payroll

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



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- 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.

Add/Modify Time Sheets

Code	Description	Hours/Value	Rate	Cost Centre	LineTotal
N	Normal	76.0000	31.5000	ADMIN02	2394.00
A	JK-TIER1	0.00		ADMIN02	0.00
A	JOBKEEPER-TOPUP	0.00		ADMIN02	0.00
E	Superannuation G'tee	2394.00	9.25	ADMIN02	221.45
B	GRAP	1892.00		-	-1892.00
C	Job Keeper Tier 1 - Approved			-	

Insert Mode

New Line Type: Code:

Value: Percent:

Bank Reference:

Penny Graham

27/09/2020

Gross Pay	Taxable Pay
2394.00	2394.00
Tax	Vol. Tax
502	0
Net Pay	Banking
1892.00	1892.00
Hours Worked	Cash/Cheque
76.0000	0.00

GRAP

Created: 27/09/20 DIANNE Updated: 27/09/20 DIANNE

Finish Esc
Find F2
1stScreen F4
Modify F5
PAGE UP
PAGE DOWN
↑
↓

Del Line F6
Leave F8
Start F11
End F12

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- 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.

Add/Modify Time Sheets

Code	Description	Hours/Value	Rate	Cost Centre	LineTotal
N	Stand Down Hours	39.5000	31.5000	PROD02	0.00
A	JK-TIER2	0.00		PROD02	0.00
A	JOBKEEPER-TOPUP	750.00		PROD02	750.00
E	Superannuation G'tee	0.00	9.25	PROD02	0.00
B	GOOT	742.00		-	-742.00
C	Job Keeper Tier 2 - Approved			-	

Insert Mode

New Line Type: Code:

Hours:

Cost Centre:

Emp. Group:

Ted Goodman

Created: 28/09/20 DIANNE Updated: 28/09/20 DIANNE

30/09/2020

Gross Pay	Taxable Pay
750.00	750.00
Tax	Vol. Tax
8	0
Net Pay	Banking
742.00	742.00
Hours Worked	Cash/Cheque
39.5000	0.00

GOOT

Finish Esc
Find F2
1stScreen F4
Modify F5
Del Line F6
Leave F8
Start F11
End F12

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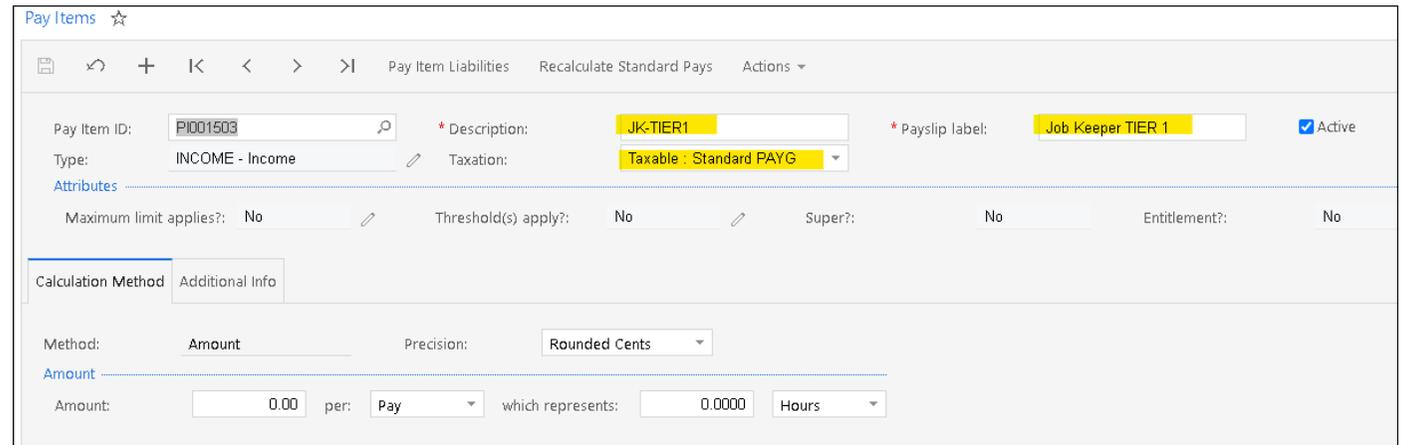
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Establish Allowances

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



Pay Items ☆

Pay Item ID: P1001503 * Description: JK-TIER1 * Payslip label: Job Keeper TIER 1 Active

Type: INCOME - Income Taxation: Taxable - Standard PAYG

Attributes

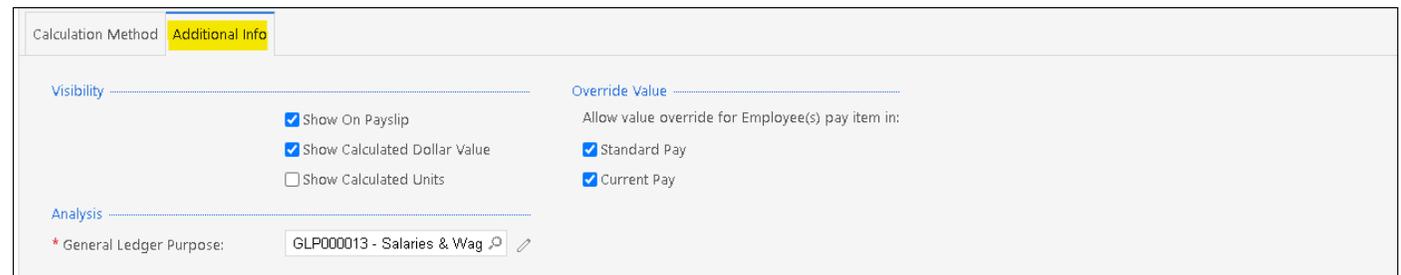
Maximum limit applies?: No Threshold(s) apply?: No Super?: No Entitlement?: No

Calculation Method Additional Info

Method: Amount Precision: Rounded Cents

Amount

Amount: 0.00 per: Pay which represents: 0.0000 Hours



Calculation Method Additional Info

Visibility

Show On Payslip Show Calculated Dollar Value Show Calculated Units

Override Value

Allow value override for Employee(s) pay item in:

Standard Pay Current Pay

Analysis

* General Ledger Purpose: GLP000013 - Salaries & Wag

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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

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

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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:					
<div style="display: flex; align-items: center;"> ↻ + × ↔ ☒ ↓ ↑ Leave Summary </div>												
☰	📄	☑	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 Accrual 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 Accrual E...	00

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- MYOB Exo Payroll

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.

The image shows two overlapping windows from the MYOB Exo software. The top window is titled "STP - Allowance Categories" and contains the following fields: "Category ID" with the value "10", "Category Name" with the value "Other", and "STP Description" with the value "JK-TIER1". Below these fields is a toolbar with buttons for "Find : F9", "Save : F10", "Cancel", "Delete : F6", and "Exit : Esc".

The bottom window is titled "Allowance Maintenance" and contains the following fields: "Allowance Code" with the value "991", "Allowance Name" with the value "JobKeeper TIER 1" and a "Can Modify Name" checkbox, "PAYG" with radio buttons for "Taxable" (selected) and "Non-Taxable", "Calculation Method" with a dropdown menu set to "Fixed Dollar Amount", "Amount" with the value "0.0000", "Pay Rate Multiplier" (empty), "Wage Rate Code" (empty), "Type" with a dropdown menu set to "Normal", "Cost Centre" (empty), "Maximum Number" (empty), "STP Reporting Type" with a dropdown menu set to "Show Separately" and "PSAR Type: Work-related Expenses", "Single Touch Payroll Category" with a dropdown menu set to "10" and the text "Other - JK-TIER1", and "Override Tax Rate" (empty).

At the bottom of the "Allowance Maintenance" window, there is a section titled "Add to gross liable for" with a list of checkboxes: "Superannuation", "Payroll Tax", "WorkCover", "Annual Leave", "Personal Leave", and "Long Service Leave". The "Payroll Tax" checkbox is currently checked.

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- 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.

Exo Wages / Allowances

Wages				Allowances		
Hours	Rate	Amount	Pay Rate Description	Code	Cost Centre	Cost Centre Name
30.40	31.5000	957.60	Ordinary	1	2210	NSW/Accounts/Wages
7.60	31.5000	0.00	Stand Down	1	2210	NSW/Accounts/Wages

Exo Wages / Allowances

Wages				Allowances			
Code	Allowance	Units	Pay Rate	Amount	Type	Costcentre	Cost Centre Description
991	JobKeeper TIER 1	0.00	0.0100	0.01	0	2210	NSW/Accounts/Wages

Hourly Rate:	31.5000	Physical Pay Date: 10/08/2019	
Taxable Income	Units	Rate	Amount
Wages - Ordinary	30.40 Hours	31.5000	957.60
Wages - Stand Down	7.60 Hours		
JobKeeper TIER 1			0.01

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- 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.

Wages / Allowances

Employee: 3 Houghton, Jannet Faye

Hours	Rate	Amount	Pay Rate Description	Code	Cost Centre	Cost Centre Name
15.20	21.0000	319.20	Ordinary	1	2110	NSW/Admin/Wages
22.80	21.0000	0.00	Stand Down	1	2110	NSW/Admin/Wages

Wages / Allowances

Employee: 3 Houghton, Jannet Faye

Code	Allowance	Units	Pay Rate	Amount	Type	Costcentre	Cost Centre Description
992	JobKeeper TIER 2	0.00	0.0100	0.01	0	2110	NSW/Admin/Wages
995	JobKeeper TOPUP	0.00	0.0000	105.79	0	2110	NSW/Admin/Wages

Allowances	Salary:	0.00
Hourly Rates	Allowance Taxable:	105.80
Salary	Deduction Pre-Tax:	50.00
Deductions	Leave:	0.00
Non-Cash Benefits	Gross Taxable:	375.00
Superannuation	PAYG: <input type="checkbox"/> Override	4.00
Leave Management		0.00

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.

Acacia

Business Software Solutions

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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.**