

YOUR JOBKEEPER CHEATSHEET



Everything you need to know about applying for and receiving JobKeeper payments:

- + JobKeeper is a wage subsidy scheme developed to help businesses impacted by COVID-19
- + It means eligible businesses will be able to access a subsidy from the government to continue paying employees
- + It will reimburse eligible employers \$1500 per fortnight for each employee, if they have paid the full amount to their employees
- + From the first week in May, JobKeeper payments will go to eligible employers who have [registered for the scheme](#) by the 31 May deadline
- + The payment period commenced Monday 30 March, and goes for 13 full fortnights until 27 September
- + [Single Touch Payroll \(STP\)](#) is the preferred method to notify the ATO of employees eligible to receive the payment
- + For up to date information visit the [ATO website](#)

KEY DATES TO PUT IN YOUR DIARY

When	What	How
From 30 March	Express interest in JobKeeper	On the ATO website
From 20 April, by 31 May	Enrol for JobKeeper	Via the ATO Business Portal
By 8 May	Pay your employees the minimum \$1,500 per JobKeeper fortnight. Notify the ATO of the JobKeeper fortnight start date for each employee through STP	Pay your employees using MYOB software and notify the ATO via the ATO employee notification form . Don't have MYOB Software?
4 May & onwards	Notify the ATO of your monthly turnover by submitting your current month's turnover and an estimate of the next month.	Via the ATO Business Portal
31 May	Last day for employees to notify the ATO and declare turnover to receive JobKeeper payments for the April Period	Via the ATO Business Portal

WE'RE HERE TO HELP

At MYOB, our mission is to help businesses start, survive and succeed. That's why we're here to help through every step of the way

- + Check out our [COVID-19 Business Centre](#) for helpful information on [JobKeeper](#) payments
- + Learn how to manage JobKeeper payments in [AccountRight](#), and [Essentials](#) Help Pages
- + Sign up to our [Small Business newsletter](#) for the latest COVID-19 updates and tips
- + Discover how to help your business survive with our [regular webinars for SMEs and Partners](#)

	Start and finish fortnights in the Payroll Reporting Centre	JobKeeper top up
All products	<ul style="list-style-type: none">+ We're constantly continuing to improve our products to help Small Businesses – especially during this time.	
Essentials (NEW) Released March 2020	<ul style="list-style-type: none">+ Start and finish fortnights for employees can be set up through the Payroll Reporting Centre with the correct coding prefilled+ Simply select the employee and the start and finish fortnights where applicable	<ul style="list-style-type: none">+ When you create a new wage / earning pay item, a prefilled checkbox will appear+ Essentials (new) released March 2020 also features IPMs to show you to exclude the payment from Super Guarantee
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AccountRight	<ul style="list-style-type: none">+ Start and finish fortnights for employees can be set up through the Payroll Reporting Centre with the correct coding prefilled+ Simply select the employee and the start and finish fortnights where applicable	<ul style="list-style-type: none">+ Customers will need to set this up themselves+ We will support you with help content and guide you on how to top up