



**LAW
MASTER[®]**

Law Practice Technology

LawMaster and JobKeeper Payments

Getting Started Guide

Upgrade.

A MASTRIN CREATION

Document Revisions

Version Number	Owner	Updates
V1.0 (21/01/2020)	KLF	First release

About this Guide

The JobKeeper Payment is open to eligible employers so they can continue to pay their eligible employees and restart quickly when the crisis is over.

This guide is intended for system and payroll administrators to identify and maintain eligible employees for the JobKeeper Payment if STP Reporting is configured within LawMaster.

Contents

Contents

JobKeeper Payment	2
What is JobKeeper?.....	2
Getting Ready for JobKeeper Payments	2
Key Dates	2
Identify and Maintain Eligible Employees	2
Allowance Parameters.....	3
Setup Allowance Codes Manually	3
Load Pre-defined Allowance Codes	8
Identify your Eligible Employees.....	10
Regular Pay Run with JobKeeper Top Up	15
Back Pay JobKeeper TopUp	16
Monthly Reporting	21
JobKeeper Finish Fortnight	21
JobKeeper Fortnight Calendar	21
JobKeeper Resources.....	21

JobKeeper Payment

What is JobKeeper?

The Government has announced a \$130 billion JobKeeper payment to help keep more Australians in jobs and support businesses affected by the significant economic impact caused by the Coronavirus.

The JobKeeper payment is open to all eligible employers, sole traders, and other entities to enable them to pay their eligible employees' salary or wages of at least \$1,500.00 per fortnight.

Getting Ready for JobKeeper Payments

1. Check if your business meets the [eligibility](#) requirements.
2. Provide your eligible employees with a [JobKeeper employee nomination notice](#).
3. Enrol your business in the JobKeeper payment scheme with the ATO. [ATO Enrolment](#).
4. Identify and maintain your eligible employees. If STP Reporting through LawMaster has been configured, this can be done through the Payroll module, details of which are provided below. If STP Reporting has not been enabled in your LawMaster instance, please contact Helpdesk as soon as possible.
5. Report your pay runs to the ATO via STP, including the JobKeeper TopUp payments where applicable.
6. Complete your monthly declaration with the ATO. [Monthly Declarations](#)

Key Dates

- ❖ From 20th April, enrol for the JobKeeper Payment via the ATO Business Portal.
- ❖ By 30th April, enrol and pay your employees any top-up amounts to claim JobKeeper payments for April for weekly or fortnightly pay periods.
- ❖ From 4th May onwards, submit a monthly declaration via the ATO Business Portal.
- ❖ 31st May is the last day for employers to notify the ATO and declare turnover to receive JobKeeper payments for the April period.

Identify and Maintain Eligible Employees

Once an Employer has identified eligible employees, they can use STP Reporting to notify the ATO. To indicate the first JobKeeper fortnightly period for which the subsidy is payable for eligible

employees, an Allowance Code will need to be created and assigned for \$0.00 with the description of **JOBKEEPER-START-FNXX** where **XX** refers to the fortnightly period from which the payment first started. For example, **JOBKEEPER-START-FN01** indicates the payment applies from the 1st (30/3 to 12/4) of the 13 JobKeeper fortnights. Further details regarding the setup of these parameters are outlined below.

Those eligible employees who are paid less than \$1,500.00 per fortnight must be paid a Top Up amount to bring their taxable gross to \$1,500.00 per fortnight for pay days within the JobKeeper fortnightly periods. These Top Up amounts must be reported as an Allowance Code with the description of **JOBKEEPER-TOPUP**.

To indicate the exit of eligibility or termination of the employee from the JobKeeper subsidy, an Allowance Code will need to be created and assigned for \$0.00 with the description **JOBKEEPER-FINISH-FNXX** where **XX** indicates the final fortnightly period to which the payment applies. For example, **JOBKEEPER-FINISH-FN05** indicates the 5th of 13 JobKeeper fortnights was the final payment for which the subsidy may be reimbursed to the employer.

Allowance Parameters

If you are currently STP Reporting from LawMaster, the Allowance Codes for the Start Fortnights, Finish Fortnights, and Top-Up payments can be added to the Payroll Payment and Deduction Codes either manually or loaded in bulk using the xml file provided by LawMaster. The description of the Allowance Codes **must** be the same as that described below and any deviation may cause significant delay or prevent reimbursement.

Setup Allowance Codes Manually

1. For each **starting** fortnight to be notified to the ATO for eligible Employees, add the following Parameter/s. You will only need to add an Allowance Code for the starting fortnights you require.
 MenuBar → Parameters → Set Parameters → Payroll → Payroll Payment and Deduction Codes

Payroll Code	Description	Settings
AJKS01	JOBKEEPER-START-FN01	Normal Pay: Unticked After Tax: Unticked

		Exclude from EGS: Unticked Exclude on PAYG: Unticked Allowance Code: Other
AJKS02	JOBKEEPER-START-FN02	As above
AJKS03	JOBKEEPER-START-FN03	As above
AJKS04	JOBKEEPER-START-FN04	As above
AJKS05	JOBKEEPER-START-FN05	As above
AJKS06	JOBKEEPER-START-FN06	As above
AJKS07	JOBKEEPER-START-FN07	As above
AJKS08	JOBKEEPER-START-FN08	As above
AJKS09	JOBKEEPER-START-FN09	As above
AJKS10	JOBKEEPER-START-FN10	As above
AJKS11	JOBKEEPER-START-FN11	As above
AJKS12	JOBKEEPER-START-FN12	As above
AJKS13	JOBKEEPER-START-FN13	As above

Payroll Processing Options

Payroll Code:

Description:

Normal Pay?

Scale Factor:

Flat Rate/Amount:

After Tax?

Exclude from EGS

Exclude on PAYG

Payee Id:

Allowance Code:

Super Fund Manager:

Visible?

OK Cancel

2. For each **finishing** fortnight to be notified to the ATO for eligible Employees, add the following Parameter/s. You will only need to add an Allowance Code for the finishing fortnights you require.

MenuBar → Parameters → Set Parameters → Payroll → Payroll Payment and Deduction Codes

Payroll Code	Description	Allowance Code
AJKF01	JOBKEEPER-FINISH-FN01	Normal Pay: Unticked After Tax: Unticked Exclude from EGS: Unticked Exclude on PAYG: Unticked Allowance Code: Other
AJKF02	JOBKEEPER- FINISH -FN02	As above
AJKF03	JOBKEEPER- FINISH -FN03	As above
AJKF04	JOBKEEPER- FINISH -FN04	As above
AJKF05	JOBKEEPER- FINISH -FN05	As above
AJKF06	JOBKEEPER- FINISH -FN06	As above
AJKF07	JOBKEEPER- FINISH -FN07	As above
AJKF08	JOBKEEPER- FINISH -FN08	As above
AJKF09	JOBKEEPER- FINISH -FN09	As above
AJKF10	JOBKEEPER- FINISH -FN10	As above
AJKF11	JOBKEEPER- FINISH -FN11	As above
AJKF12	JOBKEEPER- FINISH -FN12	As above
AJKF13	JOBKEEPER- FINISH -FN13	As above

1. Payroll Processing Options ✕

Payroll Code

Description

Normal Pay?

Scale Factor

Flat Rate/Amount

After Tax?

Exclude from EGS

Exclude on PAYG

Payee Id

Allowance Code

Super Fund Manager

Visible?

3. Add an Allowance Code for any Top-Up payments you make to Employees who currently receive less than \$1,500.00 gross per fortnight. The description must be **JOBKEEPER-TOPUP**. As the Top-Up payment is NOT subject to Super, the **Normal Pay** checkbox must be unticked, the **After Tax** checkbox must be unticked, and the **Allowance Code** must be set to Other.
 MenuBar → Parameters → Set Parameters → Payroll → Payroll Payment and Deduction Codes

Payroll Processing Options

Payroll Code

Description

Normal Pay?

Scale Factor

Flat Rate/Amount

After Tax?

Exclude from EGS

Exclude on PAYG

Payee Id

Allowance Code

Super Fund Manager

Visible?

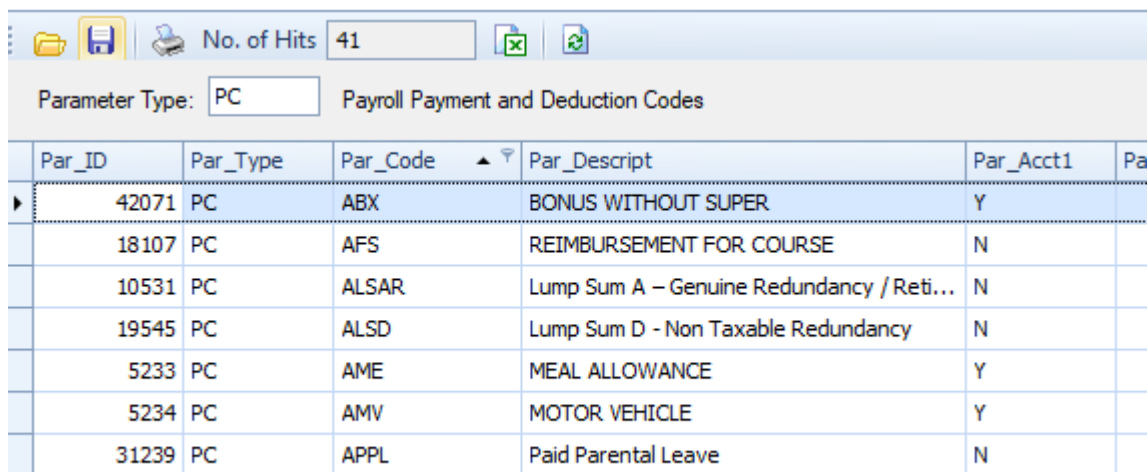
OK

Cancel

Load Pre-defined Allowance Codes

JobKeeper Allowance Codes that have already been defined by LawMaster can be loaded in bulk by using the file made available from HelpDesk using the following instructions. Please contact HelpDesk direct for a copy of the file if required.

1. Save the JobKeeperParameters.xml file to your desktop.
2. Check that there are no existing PC Parameters with a Par_Code within the range AJKF01 to AJKTU. In the screenshot below we have sorted the Par_Code column in alphabetical order to ensure the upload will not delete any existing Allowance Codes within that range.
Menu Bar → Parameters → Payroll → Payroll Payment and Deduction Codes



Par_ID	Par_Type	Par_Code	Par_Descript	Par_Acct1	Pa
42071	PC	ABX	BONUS WITHOUT SUPER	Y	
18107	PC	AFS	REIMBURSEMENT FOR COURSE	N	
10531	PC	ALSAR	Lump Sum A – Genuine Redundancy / Reti...	N	
19545	PC	ALSD	Lump Sum D - Non Taxable Redundancy	N	
5233	PC	AME	MEAL ALLOWANCE	Y	
5234	PC	AMV	MOTOR VEHICLE	Y	
31239	PC	APPL	Paid Parental Leave	N	

3. Select **Load** from the Context Menu and update the fields as noted in the screenshot below. The Input File location will be where you saved the JobKeeperParameters.xml file in step 1.

No. of Hits 41

Parameter Type: PC Payroll Payment and Deduction Codes

Par_ID	Par_Type	Par_Code	Par_Descript	Par_Acct1	Par_Num1	Par_Num2	Par_Flag
42071	PC	ABX	BONUS WITHOUT SUPER	Y	0.0000	0	Y
18107	PC	AFS	REIMBURSEMENT FOR COURSE	N	0.0000	0	Y
10531	PC	ALSAR	Lump Sum A - Genuine Redundancy / Reti...	N	0.0000	0	Y
19545	PC	ALSD	Lump Sum D - Non Taxable Redundancy	N	0.0000	0	Y
5233	PC	AME	MEAL ALLOWANCE	Y	0.0000	0	N
5234	PC	AMV	MOTOR VEHICLE	Y	0.0000	0	Y
31239	PC	APPL	Paid Parental Leave	N	0.0000	0	N

- Add Ctrl+A
- Modify Ctrl+M
- Delete Ctrl+D
- View Audit Trail
- Configure Tree
- Bulk Delete
- Dump
- Load
- Summary

Load Parameters

Type: PC

From: AJKF01

To: AJKTU

Input File: C:\Users\kif\Desktop\JobKeeperParame ...

OK Cancel

4. The following 27 JobKeeper parameters should now be displayed for the PC Parameter.

Par_ID	Par_Type	Par_Code	Par_Descript	Par_Acct1	par_details_3	Par_Num1	Par_Num2	Par_Flag
47137	PC	AJKF01	JOBKEEPER-FINISH-FN01	N	Other	0.0000	0	N
47138	PC	AJKF02	JOBKEEPER-FINISH-FN02	N	Other	0.0000	0	N
47139	PC	AJKF03	JOBKEEPER-FINISH-FN03	N	Other	0.0000	0	N
47140	PC	AJKF04	JOBKEEPER-FINISH-FN04	N	Other	0.0000	0	N
47141	PC	AJKF05	JOBKEEPER-FINISH-FN05	N	Other	0.0000	0	N
47142	PC	AJKF06	JOBKEEPER-FINISH-FN06	N	Other	0.0000	0	N
47143	PC	AJKF07	JOBKEEPER-FINISH-FN07	N	Other	0.0000	0	N
47144	PC	AJKF08	JOBKEEPER-FINISH-FN08	N	Other	0.0000	0	N
47145	PC	AJKF09	JOBKEEPER-FINISH-FN09	N	Other	0.0000	0	N
47146	PC	AJKF10	JOBKEEPER-FINISH-FN10	N	Other	0.0000	0	N
47147	PC	AJKF11	JOBKEEPER-FINISH-FN11	N	Other	0.0000	0	N
47148	PC	AJKF12	JOBKEEPER-FINISH-FN12	N	Other	0.0000	0	N
47149	PC	AJKF13	JOBKEEPER-FINISH-FN13	N	Other	0.0000	0	N
47150	PC	AJKS01	JOBKEEPER-START-FN01	N	Other	0.0000	0	N
47151	PC	AJKS02	JOBKEEPER-START-FN02	N	Other	0.0000	0	N
47152	PC	AJKS03	JOBKEEPER-START-FN03	N	Other	0.0000	0	N
47153	PC	AJKS04	JOBKEEPER-START-FN04	N	Other	0.0000	0	N
47154	PC	AJKS05	JOBKEEPER-START-FN05	N	Other	0.0000	0	N
47155	PC	AJKS06	JOBKEEPER-START-FN06	N	Other	0.0000	0	N
47156	PC	AJKS07	JOBKEEPER-START-FN07	N	Other	0.0000	0	N
47157	PC	AJKS08	JOBKEEPER-START-FN08	N	Other	0.0000	0	N
47158	PC	AJKS09	JOBKEEPER-START-FN09	N	Other	0.0000	0	N
47159	PC	AJKS10	JOBKEEPER-START-FN10	N	Other	0.0000	0	N
47160	PC	AJKS11	JOBKEEPER-START-FN11	N	Other	0.0000	0	N
47161	PC	AJKS12	JOBKEEPER-START-FN12	N	Other	0.0000	0	N
47162	PC	AJKS13	JOBKEEPER-START-FN13	N	Other	0.0000	0	N
47163	PC	AJKTU	JOBKEEPER-TOPUP	N	Other	0.0000	0	N

Identify your Eligible Employees

Once the Start Allowance Codes are available, you can enrol eligible employees for the JobKeeper Payment by nominating the starting fortnight using the appropriate Allowance Code. The starting fortnight is determined by the Pay Date of the pay run when the employee becomes eligible for JobKeeper. For example, if your usual pay run had a pay date of 11/04/2020, then you would nominate FN01 as the starting fortnight. A schedule of the fortnightly dates has been annexed to the end of this document.

For each of your eligible employees, enter an Adjustment Pay Run, assigning an Allowance Code of the appropriate starting fortnight with a \$0.00 amount, and lodge with the ATO.

1. Go to **Input and Review Timesheets**, and enter an Adjustment transaction for each eligible employee as follows:

a. Select Employee and set Pay Method to Adjustment:

Review Timesheet - Add Header

Select pay periods to process: 1 2 M

Bank: 11 BK11 Leibmann Smythe General Ac

Employee: 1ATC COLLINS, Anthony

Branch/Dept:

Date: 22/04/2020

Pay Method: Adjustment Weeks: 2 Cheque No:

Override Tax? Tax: \$0.00

Pay From: To:

OK Cancel

b. Remove any Pay Items from the Pay tab:

Timesheet - Pay item input

Bank: 11 Pay No: 2598

Employee: 1ATC

Branch/Dept:

Date: 22/04/2020

Pay Method: Adjustment Weeks: 2 Cheque No: 0

Override Tax? Tax: \$0.00 Modify Header

Drag a column header here to group by that column

Bank No	Pay No	Pay Code	GL Account	Units	Rate
					0.00

Pay Allowances Deductions Matter Costing

Add Pay Add Allowance Add Deduction Delete Item OK Cancel

- c. Remove any existing Allowances in the Allowances tab and Add a JobKeeper Start Allowance for the correct fortnight. For example, up to the 26th April, this would be FN01 or FN02. Ensure the Rate and Amount are kept at \$0.00 select OK.

Timesheet: Add Allowances [Close]

Bank No: 11

Pay No: 2598

GL Account: 1112025 ... Staff Salaries

Pay Code: AJKS01 ... JOBKEEPER-START-FN01

Rate: \$0.00

Units: 0.0000

Gross Amount: \$0.00

Date From: [] Date To: []

Remarks: []

[OK] [Cancel] [Apply]

Timesheet - Pay item input [Close]

Bank: 11 Pay No: 2598

Employee: 1ATC

Branch/Dept: []

Date: 22/04/2020

Pay Method: Adjustment Weeks: 2 Cheque No: 0

Override Tax? Tax: \$0.00 [Modify Header]

Drag a column header here to group by that column

Bank No	Pay No	Pay Code	GL Account	Gross	Tax Flag
> 11	2598	AJKS01	1112025	\$0.00	[]

[] \$0.00

[Pay] [Allowances] [Deductions] [Matter Costing]

[Add Pay] [Add Allowance] [Add Deduction] [Delete Item] [OK] [Cancel]

- d. Remove any existing Deductions from the Deductions tab:

Timesheet - Pay item input

Bank: 11 Pay No: 2598

Employee: IATC

Branch/Dept:

Date: 22/04/2020

Pay Method: Adjustment Weeks: 2 Cheque No: 0

Override Tax? Tax: \$0.00 Modify Header

Drag a column header here to group by that column

Bank No	Pay No	Deduction Code	Deduction Amount	Tax Flag	Ref N
			\$0.00		

Pay Allowances Deductions Matter Costing

Add Pay Add Allowance Add Deduction Delete Item OK Cancel

- e. Continue adding employees that are eligible for JobKeeper Payments until they have all been enrolled. You should have a list of employees with \$0.00 in all currency fields of the Review Timesheets grid.

Bank: 11 BK11 Leibmann Smythe General Ac Pay No: 0 Search

GREY: Pay Calculated, YELLOW: ETP, Orange: ETP (Pay Calculated)

Drag a column header here to group by that column

Pay No	Pay Date	Employee Number	Lastname	Firstname	Pay Method	Cheque No	Processed Code	Pay Period	Ordinary Pay	Overtime Pay	Other Pay	Gross	Tax	Deductions
2598	22/04/2020	IATC	Collins	Anthony	A	0		2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
No. of pays: 1									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Drag a column header here to group by that column

Type	Pay Item Code	Description	GL Account	Units	Rate	Pay Amount	Deduction Amount	Tax Flag	Last Updated	Last Updated By	Remarks
Payments	AJKS01	JOBKEEPER STA...	1112025		0.00	\$0.00	\$0.00	<input type="checkbox"/>	22/04/2020	HLF	

- f. Once you have assigned the JobKeeper Payment Start Fortnight to all eligible employees, select **Audit Payroll Transactions > Audit Pays**:

Employee No	Pay No	Pay Date	Pay Method	Cheque No	Date From	Date To	Pay Period	Gross	Tax	Deductions	Nett
Company: 1 (Count=1)											
STP Type: UPDATE (Count=1)											
1ATC	2598	22/04/2020	A		0		2	\$0.00	\$0.00	\$0.00	\$0.00
								\$0.00	\$0.00	\$0.00	\$0.00
								\$0.00	\$0.00	\$0.00	\$0.00

Audit Payroll Transactions

This module audits all payroll transactions for the selected Company which have been fully processed ie pays calculated and cheques / direct deposit payments generated. If STP is enabled, a report will be submitted to the ATO for the audited pay transactions. Normal pay transactions will be sent to the ATO using a Pay Event that reports the Gross Salary (W1) and PAYG Withholding (W2) for pre-fill of the Employer's Activity Statement. Pay transactions entered as an Adjustment payment method will be sent to the ATO in an Update Event.

Accrual %:

Code	Company Name	STP Type	Count	Gross	Tax
1	Leibmann Smythe General Account	UPDATE	1	\$0.00	\$0.00

I am notifying the ATO that

- MessageXchange provides my business with lodgement transaction services; and
- My business, for the purposes of its transactions with the ATO via the SBR channel, sends (and receives) those transactions to (and from) the ATO via MessageXchange.

I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.

Tick this box to sign the declaration with the credentials you used to login and to authorise lodgement with MessageXchange's AUSkey.

Declarer:

- g. Review the **STP Reconciliation Report** to ensure eligible employees now have the Allowance Code of **Other – JOBKEEPER-START-FNXX** allocated:

Company:	1	Leibmann Smythe General Account					
Year:	This Year	1/07/2019 - 30/06/2020					
No. of Hits 10							
Reconciliation Report Validation Errors							
Employee...	Name	INB - Gross	INB - PAYG	Allowances	Deductions	Lump Sum A Type	L
>	1ATC	Anthony Collins	\$1,000.00	\$72.00	\$0.00	\$0.00	
Allowances and Deductions							
Item	Type	Description	Amount				
>	Allowance	Other	JOBKEEPER-START-FN01	\$0.00			

h. Review the **STP Report** to ensure the Update Event receives a Report Status of Success

Regular Pay Run with JobKeeper Top Up

Where an eligible employee is paid less than \$1,500.00 per fortnight, they must be paid a Top-Up amount to bring their taxable gross to \$1,500.00 per fortnight for Pay Days within the JobKeeper fortnightly period. These Top-Up amounts must be reported as an Allowance item of Other with a Description of **JOBKEEPER—TOPUP**. The Allowance Code parameter detailed above is set to record no superannuation on the Top-Up component.

For example, where an employee receives \$1,200.00 per fortnight with a Pay Day of 22/04/2020 a further **JOBKEEPER-TOPUP** allowance of \$300.00 is required to bring the Gross to \$1,500.00. Add the Employee Pay Details in the Input and Review Timesheets module and include the Allowance of **JOBKEEPER-TOPUP** for the balance of \$300.00. Calculate Gross and Tax on the full \$1,500.00, Generate the Payroll Payment and Audit Payroll Transactions.

Input and Review Timesheets

Bank: 11	BK11 Leibmann Smythe General Ac	Pay No: 0	Search										
GREY: Pay Calculated, YELLOW: ETP, Orange: ETP (Pay Calculated)													
Drag a column header here to group by that column													
Pay No	Pay Date	Employee Number	Lastname	Firstname	Pay Method	Cheque No	Processed Code	Pay Period	Ordinary Pay	Overtime Pay	Other Pay	Gross	Tax
>	2600	22/04/2020	1ATC	Collins	Anthony	8	0 T	2	\$1,200.00	\$0.00	\$300.00	\$1,500.00	\$192.00
No. of pays: 1									\$1,200.00	\$0.00	\$300.00	\$1,500.00	\$192.00
Drag a column header here to group by that column													
Type	Pay Item Code	Description	GL Account	Units	Rate	Pay Amount	Deduction Amount	Tax Flag	Last Updated	Last Updated By	Remarks		
>	Payments	AJKTU	JOBKEEPER-TOPUP	1112025	1.00	\$300.00	\$300.00	\$0.00	<input type="checkbox"/>	22/04/2020	KLF		
	Payments	HO	ORDINARY TIME	1112025	60.00	\$20.00	\$1,200.00	\$0.00	<input type="checkbox"/>	22/04/2020	KLF	ORDINARY TIME	

Audit Payroll Transactions

Employee No	Pay No	Pay Date	Pay Method	Cheque No	Date From	Date To	Pay Period	Gross	Tax	Deductions	Nett
Company: 1 (Count=1)											
STP Type: PAY (Count=1)											
1ATC	2600	22/04/2020	B	1980013135	09/04/2020	22/04/2020	2	\$1,500.00	\$192.00	\$0.00	\$1,308.00
								\$1,500.00	\$192.00	\$0.00	\$1,308.00
								\$1,500.00	\$192.00	\$0.00	\$1,308.00

STP Reconciliation

Employee...	Name	INB - Gross	Allowances	INB - PAYG	Pay Date To	Last STP Report Sent
1ATC	Anthony Collins	\$2,200.00	\$300.00	\$264.00	22/04/2020	22/04/2020

Allowances and Deductions				
Item	Type	Description	Amount	
Allowance	Other	JOBKEEPER-START-FN01	\$0.00	
Allowance	Other	JOBKEEPER-TOPUP	\$300.00	

Employee Super Transactions

Super will only be recorded against the \$1,200.00, not the JobKeeper TopUp.

Drag a column header here to group by that column

Date	Reference No	Transaction Narrative	Amount	Ordinary Pay	Audit No	Employee I...	YBD
22/04/2020	SYSTEM	Payroll run.	\$114.00	\$1,200.00	21884	E	1/07/2019

Back Pay JobKeeper TopUp

If you need to back pay an eligible employee JobKeeper TopUp to qualify for the JobKeeper subsidy where eligible employees have been paid less than \$1,500.00 per fortnight, you will need to enter an out of cycle payment using the Allowance item of Other with a Description of **JOBKEEPER—TOPUP**. The ATO have advised this must be done by the end of April to qualify for the April period, we suggest the TopUp payments have a Pay Date of no later than the 26th April to ensure it is attributed to fortnight 2.

For example, where an employer was eligible for JobKeeper Payments starting from fortnight 1 and the eligible employee has received \$2,000.00 gross for April, a further **JOBKEEPER-TOPUP** allowance of \$1,000.00 is required to bring the gross to \$3,000.00 (\$1,500.00 x 2) for the month of April. Add the Employee in the Input and Review Timesheets module, ensure the Pay tab is blank, then add to the Allowances tab the Allowance of **JOBKEEPER-TOPUP** for the amount of \$1,000.00.

You will need to Override the Tax to calculate the correct amount based on the Gross of \$1,500.00, Generate the Payroll Payment, and Audit Payroll Transactions.

STP Reconciliation - before Top Up applied

Employee...	Name	INB - Gross	INB - PAYG	Pay Date To	Allowances	Deductions
> 1BAD	Barry Donaldson	\$2,000.00	\$144.00	20/04/2020	\$0.00	\$0.00

Allowances and Deductions			
Item	Type	Description	Amount
▶ Allowance	Other	JOBKEEPER-START-FN01	\$0.00

Calculate Tax Difference between \$1,500.00 and \$1,000.00

You will need to manually calculate the tax difference payable for \$1,500.00 per fortnight as opposed to \$1,000.00 per fortnight before you input the TopUp Allowance into LawMaster. You can use the **Test Tax Calculations** module from Main Menu → Payroll and Personnel → Administration or run the amounts through the ATO Tax Calculator online. In this example there is an additional tax component of \$120.00 per fortnight and because we are paying the TopUp for two fortnights the total tax is \$240.00.

Run - Test Tax Calculations

Title: Test Tax Calculations

This module outputs tax calculations for given scales and taxable amounts.

Pay date: 20/04/2020

Scale: 2

Pay Frequency: 2 Weeks

No. of Dependents: N

Zone Allowance: 0

Dep Allowance: 0

Amounts: 1500,1000

OK Cancel

Test Results

Drag a column header here to group by that column

	Earnings	PAYG	HELP pre 1/7/19	STSL	Zone Allow	Dep Allow	MLA	Tax
>	\$1,500.00	\$192.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$192.00
	\$1,000.00	\$72.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72.00

Input and Review Timesheets - Add Timesheet

1. Select Override Tax?
2. Pay From and To fields should be updated to the last fortnight paid
3. Enter Tax difference calculated earlier
4. Select OK

Review Timesheet - Modify Header

Bank: 11 Pay No: 2603

Employee: 1BAD

Branch/Dept:

Date: 23/04/2020

Pay Method: Bank Deposit Weeks: 2 Cheque No: 0

Override Tax? Tax: \$240.00

Pay From: 07/04/2020 To: 20/04/2020

OK Cancel

Input and Review Timesheets – Input JobKeeper TopUp Allowance

1. Remove items from the Pay tab
2. Remove items from the Allowances tab
3. Add the JobKeeper TopUp amount of \$1,000.00 for the two fortnights to be back paid. The rate field does not allow the user to enter \$1,000.00, so you will need to add the TopUp component in an easily dividable multiple, e.g., \$500.00 x 2 units.
4. Remove items from the Deductions tab

Timesheet: Add Allowances

Bank No: 11

Pay No: 2603

GL Account: 1112025 ... Staff Salaries

Pay Code: AJKTU ... JOBKEEPER-TOPUP

Rate: \$500.00

Units: 2

Gross Amount: \$1,000.00

Date From: Date To:

Remarks:

OK Cancel Apply

Timesheet - Pay item input [X]

Bank: 11 Pay No: 2603

Employee: 1BAD

Branch/Dept: []

Date: 23/04/2020

Pay Method: Bank Deposit Weeks: 2 Cheque No: 0

Override Tax? Tax: \$0.00 [Modify Header]

Drag a column header here to group by that column

Bank No	Pay No	Pay Code	GL Account	Gross	Tax F
> 11	2603	AJKTU	1112025	\$1,000.00	

\$1,000.00

Pay Allowances Deductions Matter Costing

Add Pay Add Allowance Add Deduction Delete Item OK Cancel

Input and Review Timesheets – Calculate Pay

Even though the tax amount has been overridden, the Calculate Pay module still needs to be run, but there should be no change in the figures displayed on the Review Timesheets module.

STP Reconciliation - after Top Up applied

Employee...	Name	INB - Gross	Allowances	INB - PAYG	Pay Date To	Deductions
> 1BAD	Barry Donaldson	\$2,000.00	\$1,000.00	\$384.00	23/04/2020	\$0.00

Allowances and Deductions				
Item	Type	Description	Amount	
▶ Allowance	Other	JOBKEEPER-START-FN01	\$0.00	
▶ Allowance	Other	JOBKEEPER-TOPUP	\$1,000.00	

Monthly Reporting

Each month, employers must reconfirm eligibility of their business and the reported eligible employees. This can be done through the Business Portal or with your registered tax or BAS agent after the 4th May. Because this triggers the reimbursement process, it is very important that employers do this as soon as the module is made available by the ATO.

JobKeeper Finish Fortnight

The ATO must also be informed when an employee is no longer eligible for the JobKeeper payment. To indicate an exit of eligibility or termination of the employee, report the relevant JobKeeper fortnight using the Other Allowance Code of **JOBKEEPER-FINISH-FNXX** where **XX** is the fortnight from which the JobKeeper payment no longer applies. You cannot select a fortnight in the future, only a current or past fortnight.

JobKeeper Fortnight Calendar

Fortnight	Pay Date From	Pay Date To
01	30/03/2020	12/04/2020
02	13/04/2020	26/04/2020
03	27/04/2020	10/05/2020
04	11/05/2020	24/05/2020
05	25/05/2020	07/06/2020
06	08/06/2020	21/06/2020
07	22/06/2020	05/07/2020
08	06/07/2020	19/07/2020
09	20/07/2020	02/08/2020
10	03/08/2020	16/08/2020
11	17/08/2020	30/08/2020
12	31/08/2020	13/09/2020
13	14/09/2020	27/09/2020

JobKeeper Resources

Australian Government – [JobKeeper Payment](#)

Australian Taxation Office – [JobKeeper Payment](#)

