

BULLETIN

Industrial Relations



Reference No: JobKeeper/tp-04-20

Date issued: 20/04/2020

Dear Members

Enrolments for the JobKeeper Payment open today, Monday 20 April using the via [Business Portal](#) using [myGovID](#).

From 4 May 2020 you will need to apply to claim the JobKeeper payment by logging into [ATO online services](#) via logging into [ATO online services](#) or the [Business Portal](#) using [myGovID](#). Your registered tax professional can also enrol on your behalf using Online services for agents.

Each month, you will need to complete your monthly JobKeeper declaration report where you need to confirm that your reported eligible employees have not changed. You do not need to retest your reported fall in turnover, but you will need to provide some information as to your current and projected turnover.

Key dates

- **From 20 April:** enrol for JobKeeper payment
- **By 30 April:** enrol and pay your employees to claim JobKeeper payments for April
- **4 May onwards:** identify your employees
- **Each month:** reconfirm eligibility
- If you need more time, you have until the end of May to enrol and identify your employees.

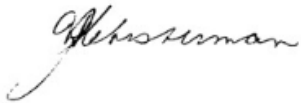
There are a number of steps you need to follow as part of the enrolment process, as well as effectively consulting and communicating with your employees. You need to ensure certain requirements are met, including ensuring employees complete the [Employee Nomination Notice](#), confirming in writing that you intend to participate in the JobKeeper scheme and ensure you have the agreement of each eligible employee to be nominated for the scheme.

VACC has also developed a summary document on JobKeeper Payments. Attached please find the [Practical Guide on JobKeeper Payments](#) for your information. It provides all the information and links to assist you through this process.

JobKeeper Enrolment Checklist

- Register for JobKeeper with the Australian Tax Office (ATO)
- Check that your business and employees meet the eligibility criteria
- Establish which of your employees are eligible and prepare details of eligible employees
- Enrol for the JobKeeper payment via the ATO's business portal, by the end of April (if you intend to claim Job Keeper for April)
- Advise your employees that you have registered for JobKeeper on their behalf
- Ensure you can pay your eligible employees at least \$1,500 (before tax) per fortnight for the 2 pay periods in April (30 March – 12 April and 13 April – 26 April). Alternatively, you can pay them a combined amount of at least \$3,000 (before tax) before the end of April
- Provide a copy of the JobKeeper [Employee Nomination Notice](#) to your employees and ask them to complete and return this form to you by the end of April (if you plan to claim JobKeeper for April)

- From 4 May, you can apply to claim for and receive the JobKeeper payment your eligible employees.



W J Chesterman

Manager

Industrial Relations & OHSE Department

VACC

Level 7 | 464 St Kilda Road | Melbourne Vic 3004

P: 03 9829 1123 | E: bchesterman@vacc.com.au | W: vacc.com.au