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| Dear employers and approving managersThank you once again for your assistance and cooperation as we work through the complexities of the Australian Government’s stimulus packages in response to COVID-19.The huge volume of work faced by the Australian Tax Office, payroll system providers, and those people processing payroll has been very challenging.  We apologise to those of you in entities where mistakes have been made – with people paid top up who were not eligible for the JobKeeper scheme or when expected top ups were not made.The LCA HRS team is working to resolve all those issues as quickly as possible.**JobKeeper enrolment date extended by ATO**It is still possible to **enrol for the initial JobKeeper periods** (30 March to 26 April [2 fortnights in April] and 27 April to 24 May [2 fortnights in May]) **until 31 May 2020.  Payments of at least $1,500 per fortnight for fortnights in April and the 1st fortnight in May must have been made to eligible employees by 8 May.**  This has changed from the situation last week! **Next JobKeeper top up payment batch**Please forward any additional requests to have JobKeeper Top ups paid to individuals to JobKeeper.HRS@lca.org.au for April claim by **Wednesday 6 May, 12pm (CST).** Please advise any changes to JobKeeper eligible staff (includes pastors)* for eligible April payments by Wednesday 6 May, 12pm (CST)(for payment on 7 May); and
* for eligible May payments by Monday 11 May, 10am (CST)(for payment on 13 May).

The next pay period (May 27) will fall into the June payment schedule.Please send details to JobKeeper.hrs@lca.org.au**Monthly reconfirmations**Entities that have enrolled must complete their monthly reporting requirements with the ATO (using the ATO online services [https://www.ato.gov.au/General/Online-services/](https://lutheranchurchofaustralia.cmail20.com/t/t-l-plkljly-vpdduddy-j/)  or the Business Portal [https://www.ato.gov.au/Business/Business-Portal/](https://lutheranchurchofaustralia.cmail20.com/t/t-l-plkljly-vpdduddy-t/) ) by 8 May to confirm your employee numbers who have agreed to be supported by the JobKeeper package.  The Single Touch payroll (STP) files from HRS have now been uploaded for the top up payments made to date.You will also need to include your April GST actual income (include any GST free income\*) and your May budgets (include your GST free income\*). Your income eligibility **test** does not need to be resubmitted each month.Entities will not receive monies from the Government until the reporting requirements have been completed.  The current timeline is for these monies to be released in mid-May as long as the reconfirmation has been completed on time.**Assistance**Please remember that the District Offices can support you with this process.  For most congregations and parishes in the Queensland and NSW/ACT districts the reporting will be done by the District Administrator as the District is the employer. If you are not the individual responsible for employment and financial matters please forward to the person that has this responsibility in your entity.  If you are an approving manager in ALC, ALWS, the Churchwide or a District Office you don’t need to take any action.Thank you again for your understanding and hard work as we work together to facilitate the ongoing ministry of the LCA.If you have any queries please contact Debbie or Chris as below.May God’s peace be with you and your family at this time and always, |
| Debbie VenzLCA Business Managerdebbie.venz@lca.org.au\*GST free income includes giving, and other donations. | Chris MaterneManager, Church Worker Supportchristine.materne@lca.org.au    |

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