

JobKeeper processes and checklist

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| Action item | How to determine | Due Date | Complete by employer (Treasurer)  (document detail/by whom) | Complete by HRS |
| Enrol in the RAM\* with myGovID if you have not already done so.  Relationship Authorisation Manager Contact your District Administrator for assistance | For employers who are still completing paper based BAS returns.  <https://authorisationmanager.gov.au/#/login> | 24/4/20 |  |  |
| Assess your eligibility;  LCA QLD /LCA NSW Districts  These are completed at the District Office level. All others required by individual employers | Demonstrate 15% less “giving” income in the April to September time range. Use your bank statement or accounting system to verify and keep records for 5 years to ensure evidence of compliance. | 24/4/20 |  |  |
| Enrol as an employer | Upload completed form  <https://www.ato.gov.au/general/jobkeeper-payment/In-detail/JobKeeper-guide---employers-reporting-through-STP/> | 24/4/20 |  |  |
| Request employees compete the nomination form | Your HRS journal will identify all your staff; You need to confirm who is eligible with the employee and the rules. | 22/4/20 | Completed nomination form to be returned to employer and kept for 5 years.  Advise LCA HRS of eligibility |  |
| Advise LCA HRS which employees are included | By email to [JobKeeper.HRS@lca.org.au](mailto:JobKeeper.HRS@lca.org.au) | 24/4/20 |  |  |
| Determine superannuation option | Email to LCA  LCA Advice: payable on hours worked in period. | 24/4/20 |  |  |
| Upload JobKeeper start dates for eligible staff | HRS/Preceda process | 27/4/20 |  | LCA HRS |
| Complete off cycle payrun for April TOP UP payments | HRS/Preceda process  JOBKEEEPER FN01  JOBKEEEPER FN02 | 27/4/20 |  | LCA HRS |
| Ensure sufficient funds are available for top up payments |  | 27/4/20 |  |  |
| Complete sweep for off cycle JobKeeper 01 and 02 | HRS Process | 27/4/20 |  | LCA HRS |
| Claim funds from ATO monthly | Login to ATO site using RAM and MyGOVID |  |  |  |
| Advise of any changes to eligibility of staff member | Termination  New hire  Pastor transfer  Email to [hrs@lca.org.au](mailto:hrs@lca.org.au) | 24/4/20 (JKNF 1&2)  27/4/20 (JKFN3)  11/5/20(JKFN4)  25/5/20(JKFN5)  8/6/20(JKFN6)  22/6/20(JKFN7)  6/7/20(JKFN8)  20/7/20(JKFN9)  3/8/20(JKFN10)  17/8/20(JKFN11)  31/8/20(JKFN12)  14/9/20(JKFN13) |  |  |
| Process any changes advised by employers | Email from employer | Pay run due date |  |  |