

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 ManagerContact 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  | 24/4/20 |  |  |
| Determine superannuation option  | Email to LCALCA 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 processJOBKEEEPER FN01JOBKEEEPER 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 | TerminationNew hirePastor transferEmail to 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 |  |  |