



JobKeeper Tips and Quick links

NON-GOVERNMENT SCHOOLS MAY 2020

Enrolment

Extended until 31 May 2020

- [Eligible employers](#)
- [Monthly or quarterly turnover period](#)
- [Calculating turnover](#)
- [Cash or accruals method](#)
- [Law Companion Ruling LCR 2020/1 JobKeeper payment](#)
- [Amount of JobKeeper payment](#)

Identification and nomination of eligible employees

- [Eligible employees](#)
- [Notifying and nominating eligible employees](#)
- [Paying eligible employees](#)

Monthly reporting obligations

Each month you need to make a [monthly declaration](#)

- Your declaration will reconfirm your business and employee eligibility, and
- your business' current and projected GST turnover

Compliance

Keep good records of determination of eligibility, including:

- methods used to calculate decline in turnover in line with ATO advice
- employees claimed for were eligible at relevant dates
- significant impact of external operating
- [Practical compliance guideline \(PCG 2020/4 Schemes in relation to JobKeeper\)](#)

JobKeeper

Key dates

- **From 20 April** enrol for JobKeeper payment
- **4 May onwards** identify your employees
- **By 8 May** pay your employees \$1,500 for each fortnight to claim JobKeeper payments for April
- **31 May** final date to enrol to claim for JobKeeper fortnights in April and May
- **Each month** reconfirm eligibility

Set-up your system to enrol for JobKeeper and make your monthly business declaration

- Choose whether to use [ATO online services](#) or the [Business Portal](#)
- To use the Business Portal you will need a myGovID linked to your ABN in *Relationship Authorisation Manager (RAM)*. You can find out how to set this up at ato.gov.au/mygovid

More information

- See the [JobKeeper video](#) to find out more about the payment scheme
- Refer to the [JobKeeper Guides](#) for a high level summary of the JobKeeper Payment Scheme
- Frequently asked questions – [employers](#) and [employees](#)