

JobKeeper Payment: Key Information for Employers

Following is key information employers need to be aware of for the JobKeeper Payment scheme.

KEY DATES

1 March 2020	Key date for eligibility to JobKeeper payments for employers & employees.
30 March 2020	First day of the first JobKeeper fortnight (30 March 2020 – 12 April 2020).
20 April 2020	Employers able to elect to be a part of the JobKeeper scheme. Must be completed by end of April 2020 for April payments.
04 May 2020	Australian Taxation Office (ATO) confirmation of eligible employees (April registrants). JobKeeper payments able to be lodged – employers must notify employees that they have been nominated within 7 days of lodgement.
27 September 2020	Last day of last JobKeeper fortnight

KEY STEPS FOR EMPLOYERS

To be eligible for JobKeeper from the April inception month (after assessed eligibility for employer & employee), you will need to follow these steps:

Step 1 – Lodge an expression of interest with the Australian Taxation Office (ATO) if you haven't already.

Step 2 – Send each eligible employee an [ATO nomination form](#) to complete & return to you. Keep it on file and provide our office with a copy.

Step 3 – After an employee's completed ATO nomination form is returned, send a [letter to the employee](#) confirming they are in the JobKeeper scheme.

Step 4 – On 20 April 2020, the ATO will release application forms to be completed & submitted over the ATO portal. You must do this by the end of April to claim JobKeeper payments for April.

Step 5 – There are transition rules for the month of April. You can catch up payment from earlier JobKeeper payment periods but you must ensure you have paid all eligible employees \$3000 by end of April 2020.

Step 6 – Apply to the ATO for JobKeeper payments from 04 May – 07 May 2020 & complete reporting requirements.

Step 7 – ATO will make payments to employers 14 days after the end of each month.