

APM COVID-19 UPDATE_ 29 APRIL 2020

Job keeper Payment Extension of Time

The ATO have extended the due date for the first two Job Keeper payments to 8 May 2020. For the first two fortnights (30 March – 12 April, 13 April – 26 April), the ATO will accept the minimum \$1,500 payment for each fortnight has been paid by you even if it has been paid late, provided it is paid by you by **8 May**. This means that you can make two fortnightly payments of at least \$1,500 per fortnight by 8 May, or a combined payment of at least \$3,000.

Please find further information on the link below.

<https://www.ato.gov.au/General/JobKeeper-Payment/Employers/Paying-your-eligible-employees/>

'One in, all in' principle strengthened

The controversial 'one in, all in' principle is being strengthened. Where an employer has agreed to be a part of the Job Keeper scheme and the employee has agreed to be nominated, employers cannot select which employees will participate in the scheme. Basically, once you have opted to participate in the Job keeper grant you have to offer the program to all of your fulltime & Part time employees & casual that have been with you longer than 12 months, and if they choose to participate they need to complete the employee declaration form.

<https://www.ato.gov.au/Forms/JobKeeper-payment---employee-nomination-notice/>

Identifying your eligible employees

If you use STP enabled payroll software updated with Job Keeper functionality, update each eligible employee in your payroll software and lodge via your payroll software by 30 April 2020.

If you've filed your STP pay runs for April before completing these steps (nominating employees for Job Keeper through STP), you'll need to submit an updated Job Keeper STP file (i.e. a nil pay run with all earnings zeroed out) to qualify for Job Keeper funding.

Links below for assistance with Xero or MYOB or please do not hesitate to contact our office for assistance.

MYOB AccountRight: <https://help.myob.com/wiki/display/ar/COVID-19+wage+subsidy+%28JobKeeper%29+payments>

MYOB Essentials: [https://help.myob.com/wiki/display/ea/COVID-19+wage+subsidy+\(JobKeeper\)+payments](https://help.myob.com/wiki/display/ea/COVID-19+wage+subsidy+(JobKeeper)+payments)

XERO: <https://central.xero.com/s/article/Account-for-COVID-19-government-support-in-Xero-AU>

Working from home

As per our Client update email on 9 April we would like to remind everyone of the importance of keeping a record of the hours that you are working from home. This record will be very important in calculating your tax claim when lodging your yearend tax return.

Records that you will need to keep if you are now working from home as follows:

Records you must keep

- Diary entries of the hours you work from home for a representative four-week period to show your usual pattern of working from at home during the COVID-19 disruption
- Receipts or other written evidence, including for depreciating assets you have purchased
- Itemised calls you have made from either the land line or your mobile
- Note usage (hrs) of internet use

The following link is to the ATO website and provides further information about working from home.

<https://www.ato.gov.au/General/COVID-19/Support-for-individuals-and-employees/Employees-working-from-home/>

Budgets/Cash Flow Statements

In these uncertain times it will be more and more important that you maintain and project detail budgets/cash flow statements than ever before. Please do not hesitate to contact our office if you require assistance with forecasting or budgeting needs.

From the team at APM we wish you all good health; stay safe, stay sane and stay happy!

Please contact our office if you have any queries or concerns, we are here to help.