



# JobKeeper Extension Payment V1

For digital service providers

## Extension of the JobKeeper Payment

The Government is extending the JobKeeper Payment by a further six months to March 2021. Support will be targeted to businesses and not-for-profits that continue to be significantly impacted by the Coronavirus.

The payment rate will be reduced, and a lower payment rate will be introduced for those who work fewer hours. Other eligibility rules remain unchanged.

### Employer guidance

Employers may seek guidance about employer and employee eligibility from the JobKeeper Payment for business website:

[ato.gov.au/jobkeeperextension](http://ato.gov.au/jobkeeperextension)

### DSP guidance

The payment will be administered by the ATO, supported by Single Touch Payroll data. DSPs are requested to assist the ATO with streamlining this process to support impacted businesses.

## Overview

### Subsidy duration

The JobKeeper Payment, which was originally due to run until 27 September 2020, will now continue to be available to eligible businesses (including the self-employed) and not-for-profits until 28 March 2021.

The extension of the scheme applies over the subsequent 2 Quarters, introducing both lower payment rates per quarter than the initial JobKeeper Payment rate and a tiered-rate approach to workers, based upon average hours worked per week in a reference period (see below), rather than a flat rate for all workers.

Quarter 3 (28 September 2020 to 3 January 2021) comprises 7 fortnights of:

- **Tier 1** - \$1,200 per fortnight for those working 80 hours or more in any reference period; and
- **Tier 2** - \$750 per fortnight for those working fewer than 80 hours in any reference period

Quarter 4 (4 January 2021 to 28 March 2021) comprises 6 fortnights of:

- **Tier 1** - \$1,000 per fortnight for those working 80 hours or more in any reference period; and
- **Tier 2** - \$650 per fortnight for those working fewer than 80 hours in any reference period

### Tier Levels – Average Hours Per Week

Tier level is determined on hours worked per week in a reference period. For employees, the reference period is either the four weeks ending at the end of the most recent pay cycle before 1 March 2020, or before 1 July 2020. The ATO is also establishing alternative reference periods that can be used where the standard periods are not appropriate. The reference period is a historical period, so an employee's tier will not change unless it was incorrectly determined.

	M	T	W	T	F	S	S
October	Fortnight 14 (28 September – 11 October)						
	28	29	30	1	2	3	4
	5	6	7	8	9	10	11
	Fortnight 15 (12 October – 25 October)						
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	Fortnight 16 (26 October – 08 November)						
	26	27	28	29	30	31	1
November	2	3	4	5	6	7	8
	Fortnight 17 (09 November – 22 November)						
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	Fortnight 18 (23 November to 06 December)						
	23	24	25	26	27	28	29
	30	1	2	3	4	5	6
	December	Fortnight 19 (07 December to 20 December)					
7		8	9	10	11	12	13
14		15	16	17	18	19	20
Fortnight 20 (21 December to 03 January)							
21		22	23	24	25	26	27
28		29	30	31	1	2	3
Fortnight 21 (04 January to 17 January)							
4		5	6	7	8	9	10
January	11	12	13	14	15	16	17
	Fortnight 22 (18 January to 31 January)						
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
	Fortnight 23 (01 February to 14 February)						
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	Fortnight 24 (15 February to 28 February)						
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
February	Fortnight 25 (01 March to 14 March)						
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	Fortnight 26 (15 March to 28 March)						
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	End of subsidy fortnights						
	29	30	31	1	2	3	4
March							

#### Legend

- Last day of 2 full fortnights in the month
- Last day of 3 full fortnights in the month
- Quarter 3: \$1,200 f/n (T1) and \$750 f/n (T2)
- Quarter 4: \$1,000 f/n (T1) and \$650 f/n (T2)

## JobKeeper STP arrangements

- The arrangements for reporting through STP include the following components:
  - Employee eligibility** – identifying the JobKeeper fortnight where the employee commenced eligibility to participate in the JobKeeper scheme and the fortnight where the employee was no longer eligible to participate in the JobKeeper scheme.
  - Payment** – reporting the payments made to the employee that satisfied the wage condition of a specific amount per JobKeeper fortnight. For those employees who are paid less than the specified amount per JobKeeper fortnight, their payment must be topped up to that value.
  - Reporting** – the eligibility start and finish JobKeeper fortnights must be reported as Other Allowances, specifying the fixed description to indicate the relevant JobKeeper fortnight. Any top-up payments are to be reported as Other Allowances, specifying the additional amount of salary or wages paid to bring the total payments the specified amount per JobKeeper fortnight.
- The details outlined in the [JobKeeper DSP Factsheet V3](#) on the [software developers site](#), under [controlled information](#) are still valid and apply to the extension of the JobKeeper scheme.
- You must report any new employee eligibility start fortnights, if their eligibility commences or re-commences in Quarter 3 or Quarter 4 but are not required to repeat any historically reported JobKeeper start fortnights that still apply.
- You must report any new employee eligibility finish fortnights, if their eligibility finishes in Quarter 3 or Quarter 4 but are not required to repeat any historically reported JobKeeper finish fortnights that still apply.
- There are additional STP requirements for the extension of the JobKeeper scheme:

## STP reporting of tier level

Employers may use STP to report the Tier level to which they have assessed and assigned eligible employees. The Tier level must be reported as **Other Allowances** using the specific text descriptions only:

- JK-TIER1** – for those employees who worked 80 hours or more in any reference period. In Quarter 3, they must be paid at least \$1,200 per JobKeeper fortnight. In Quarter 4, they must be paid at least \$1,000 per JobKeeper fortnight. If these employees are paid less than these amounts, a top-up payment must be made to the specified amounts and reported, as per the current reporting arrangements for JobKeeper top-up payments.
- JK-TIER2** - for those employees who worked fewer than 80 hours in any reference period. In Quarter 3, they must be paid at least \$750 per JobKeeper fortnight. In Quarter 4, they must be paid at least \$650 per JobKeeper fortnight. If these employees are paid less than these amounts, a top-up payment must be made to the specified amounts and reported, as per the current reporting arrangements for JobKeeper top-up payments.
- Variations to the exact 8-char codes in all CAPITALS may prevent or significantly delay the ATO reimbursement process.

## Alternate short forms

Some DSPs have advised that they cannot accommodate the character length of the existing JobKeeper start and finish fortnights. An alternative approved short form for the start and end fortnights is permitted that define the JobKeeper extension fortnights.

**Other Allowance** descriptions:

- Short form (start fortnight)** – To indicate the first JobKeeper fortnightly period for which the subsidy is payable, report the Other Allowance Type description as exactly: **JK-ST-FNXX** where “XX” refers to the fortnightly periods from which the payment first started.
- For example, **JK-ST-FN01** to indicate the payment applies from the 1st (30/03/2020 to 12/04/2020) of the 13 original JobKeeper fortnights.
- This changes the original 20-character text description to a 10-character text description.
- Short form (finish fortnight)** – To indicate any exit of eligibility or termination of the employee, report the Other Allowance Type description as exactly: **JK-FI-FNXX** where “XX” refers to the first fortnightly period to which the payment no longer applies.
- For example, if an employee ceases working on 30/10/2020, then **JK-FI-FN17** indicates the 17th of 26 JobKeeper fortnights was the first fortnight for which the subsidy will not be reimbursed to the employer.
- This changes the original 21-character text description to a 10-character text description.
- Short form (top up) – JK-TOPUP**  
This changes the original 15-character text description to an 8-character text description.
- The existing Other Allowance descriptions for start and finish fortnights can continue to be reported, there is no need to change the description if your software can report it. This alternative is offered only as an alternative to those who cannot report the current approved long form descriptions
- Deviations from this exact description, including all CAPITAL letters or failure to use 2-characters to indicate the period number, may significantly delay or prevent reimbursement.
- The allowance amount should be reported as zero. However, if your software does not support reporting of zero YTD amounts, then report an amount of 0.01 instead.

Approved formats:

J	O	B	K	E	E	P	E	R	-	F	I	N	I	S	H	-	F	N	X	X
										o	r									
J	K	-	F	I	-	F	N	X	X											
J	O	B	K	E	E	P	E	R	-	S	T	A	R	T	-	F	N	X	X	
										o	r									
J	K	-	S	T	-	F	N	X	X											

# JobKeeper Extension Fortnights

The JK-ST-FNXX codes are:

FN	Dates	Allowance description
14	28/09/2020 – 11/10/2020	JK-ST-FN14
15	12/10/2020 – 25/10/2020	JK-ST-FN15
16	26/10/2020 – 08/11/2020	JK-ST-FN16
17	09/11/2020 – 22/11/2020	JK-ST-FN17
18	23/11/2020 – 06/12/2020	JK-ST-FN18
19	07/12/2020 – 20/12/2020	JK-ST-FN19
20	21/12/2020 – 03/01/2021	JK-ST-FN20
21	04/01/2021 – 17/01/2021	JK-ST-FN21
22	18/01/2021 – 31/01/2021	JK-ST-FN22
23	01/02/2021 – 14/02/2021	JK-ST-FN23
24	15/02/2021 – 28/02/2021	JK-ST-FN24
25	01/03/2021 – 14/03/2021	JK-ST-FN25
26	15/03/2021 – 28/03/2021	JK-ST-FN26

The JK-FI-FNXX codes are:

FN	Dates	Allowance description
14	28/09/2020 – 11/10/2020	JK-FI-FN14
15	12/10/2020 – 25/10/2020	JK-FI-FN15
16	26/10/2020 – 08/11/2020	JK-FI-FN16
17	09/11/2020 – 22/11/2020	JK-FI-FN17
18	23/11/2020 – 06/12/2020	JK-FI-FN18
19	07/12/2020 – 20/12/2020	JK-FI-FN19
20	21/12/2020 – 03/01/2021	JK-FI-FN20
21	04/01/2021 – 17/01/2021	JK-FI-FN21
22	18/01/2021 – 31/01/2021	JK-FI-FN22
23	01/02/2021 – 14/02/2021	JK-FI-FN23
24	15/02/2021 – 28/02/2021	JK-FI-FN24
25	01/03/2021 – 14/03/2021	JK-FI-FN25
26	15/03/2021 – 28/03/2021	JK-FI-FN26

## JobKeeper corrections

The ATO acknowledges that sometimes mistakes are made in payroll that must be corrected. Given the swift timing of delivering the JobKeeper extension solution, it is possible for a range of corrections required:

### JobKeeper Tier levels

If an employee is assigned and reported with an incorrect Tier level, then the following actions should be taken to correct the Tier level:

- **Reported JK-TIER1 in error** – for those employees who were incorrectly reported as Tier 1, but should be Tier 2, then:
  - Cease reporting the **JK-TIER1** description and report **JK-TIER2** description instead. This will alert the ATO that the

reimbursement amount will align with the new Tier level.

- If your software cannot cease reporting an allowance, then report a correction Other Allowance with description: **JK-TIER1X** to indicate that the Tier 1 level is incorrect. Report **JK-TIER2** description as a new Other Allowance. This option will result in the reporting of 3 different Other Allowances:
  - JK-TIER1
  - JK-TIER1X
  - JK-TIER2
- **Reported JK-TIER2 in error** – for those employees who were incorrectly reported as Tier 1, but should be Tier 2, then:
  - Cease reporting the **JK-TIER2** description and report **JK-TIER1** description instead. This will alert the ATO that the reimbursement amount will align with the new Tier level.
  - If your software cannot cease reporting an allowance, then report a correction Other Allowance with description: **JK-TIER2X** to indicate that the Tier 1 level is incorrect. Report **JK-TIER1** description as a new Other Allowance. This option will result in the reporting of 3 different Other Allowances:
    - JK-TIER2
    - JK-TIER2X
    - JK-TIER1

This design does not support multiple corrections, so extreme caution should be taken to ensure accuracy of originally reported JobKeeper extension data. This critical detail is used to determine the reimbursement amount to the employer.

## Reporting of zero amounts

Some payroll software will support reporting of zero YTD amounts in the Pay Event. The JobKeeper Start and Finish Fortnights and JobKeeper Tiers should report amounts as zero, as the description has the relevance for JobKeeper payments.

However, some software does not support reporting of zero YTD amounts and will remove them from the XML payload. If that is the case, then report an amount of 0.01 instead.

## Salary Sacrifice of JobKeeper

If eligible employees had an approved salary sacrifice arrangement on 1 March or 1 July 2020 that has, in this financial year, resulted in negative YTD Payee Gross in the pay event due to the payment of salary and wages via the separately itemised JobKeeper top-up payment, then:

- Transfer the negative YTD Payee Gross to reduce the JOBKEEPER-TOP-UP YTD amount
- If the approved salary sacrifice arrangement included other separately itemised allowances, reduce those reported amounts by the remaining negative balance
- Reported income must be zero or greater – you cannot report negative YTD amounts
- Salary sacrifice arrangements that exceed payments to employees must be adjusted for the changed covid-19 circumstances