

COVID-19 wage subsidy (JobKeeper) payments

AccountRight Plus and Premier, Australia only

We know that there's a lot to take in when it comes to JobKeeper and your business so we're doing everything we can to make it easier.

Information and updates are coming through thick and fast, and our help content is being updated with the latest information all the time, so check back regularly.

JobKeeper is a government scheme to help businesses continue paying their employees. Eligible employers will be reimbursed a fixed amount of \$1500 per fortnight (before tax) for each eligible employee.

To be eligible for the JobKeeper payment, employers and their employees must meet a range of criteria. For eligibility criteria for you and your employees, and all the details on the JobKeeper scheme, visit [the ATO website](#).

For the latest information about ATO measures and the support available for your business, visit ato.gov.au/coronavirus

Key dates

Date	Step	Action
Set up for JobKeeper with ATO		
from 30 March	1. EOI	<i>Express interest in JobKeeper</i>
from 20 April	2. Enrol	Enrol for JobKeeper with the ATO.
Set up JobKeeper in MYOB		
by 30 April	3. Notify	Report start fortnight for eligible employees. See steps below.

from 4 May	4. Declare	Submit pay via STP. See steps below.
Ongoing tasks		
by 31 May	April deadline	Deadline for reporting pay for April JobKeeper payments

Setting up JobKeeper payments in AccountRight

Once you've completed the enrollment process, you can set up the following in AccountRight:

- a new income account - for receiving JobKeeper payments from the government
- two new payroll wage (allowance) categories - to report your employees JobKeeper payments via Single Touch Payroll.

Our examples are based on simple scenarios.

There are lots of different agreements and awards specifying employee conditions and entitlements. If our approach doesn't suit your business needs, get in touch with an [MYOB Partner](#) or accounting advisor.

Let's step you through it.

1. Set up an income account to receive JobKeeper payments

We'll start by creating an income account for the JobKeeper payments you receive.

1. Go to the **Accounts** command centre and click **Accounts List**.
2. Click the **Income** tab.
3. Click **New**. The **Account Information** window appears.
4. Enter an **Account Number** which suits your accounts list.
5. Enter the **Account Name** as **JOBKEEPER SUBSIDY (NO GST)**.

Here's our example:

Account Information

New Budgets

Help for this window

Current Balance:

Profile Details Banking History

☐ Header Account ☒ Detail Account ☐ Inactive Account

Account Classification: Income

Account Type: Income

Account Number: 4 - 5600

Account Name: JOBKEEPER SUBSIDY (NO GST)

Opening Balance: \$0.00

OK Cancel

6. Click the **Details** tab and choose N-T as the Tax Code.

7. Click OK.

2. Set up the JobKeeper wage (allowance) categories

You can now set up the required payroll wage categories to ensure JobKeeper payments are reported correctly to the ATO.

You'll need to set up a payroll wage category for:

- **JobKeeper top-up** - this is for employees earning less than the JobKeeper payment amount, or they've been stood down, who must be paid a top-up to bring their taxable gross to \$1,500 per fortnight.
- **JobKeeper start** - this is for all employees to let the ATO know when you've started paying an employee JobKeeper payments. You'll only use this once for each employee to indicate when their JobKeeper payments started.

You only need to set up these wage categories once.

Make sure you name these wage categories exactly as described below. It's critical to enter the names exactly as defined by the ATO. Any changes may delay reimbursements.

To set up the JOBKEEPER-TOPUP wage category

1. Go to the Payroll command centre and click Payroll Categories.
2. On the Wages tab, click New. The Wages Information window appears.
3. For the Wages Name, enter this exact name: JOBKEEPER-TOPUP. The wage category name *must* match this (all capitals, with a hyphen and no spaces) to ensure it's accepted by the ATO for Single Touch Payroll reporting.
4. For the Type of Wages, select the Salary option (regardless of whether your employees are salaried or hourly based).
5. For the ATO Reporting Category, choose Allowance - Other. This is required by the ATO to ensure the payments are reported correctly through Single Touch Payroll reporting.

Here's our example:

Optional expense account

If you want to account for your JobKeeper top-up payments separately, you can [create an expense account](#). You can then select the option **Override Employees' Wage Expense Account** in the wage category and choose the new expense account. Check with your [MYOB Partner](#) or accounting advisor if you're not sure if this is suitable for your business.

6. Click **Employee**, select the employees you'll be paying during the JobKeeper scheme, then click **OK**.

- Click OK to save the wage category.

To set up the JOBKEEPER-START-FNxx wage category

- Go to the **Payroll** command centre and click **Payroll Categories**.
- On the **Wages** tab, click **New**. The **Wages Information** window appears.
- For the **Wages Name**, enter this exact name: JOBKEEPER-START-FNxx, where xx refers to the fortnightly period during which you start making JobKeeper payments.

For example, if you're paying your employee their first JobKeeper payment on 11 April, use JOBKEEPER-START-FN01 as the wages name (as the pay date falls within the ATO's fortnightly period).

The wage category name **must** match this (all capitals, with hyphens and no spaces) to ensure it's accepted by the ATO for Single Touch Payroll reporting. See the following table for help.

FN	If your pay date falls within	The Wages Name must be this
01	30/03/2020 - 12/04/2020	JOBKEEPER-START-FN01
02	13/04/2020 - 26/04/2020	JOBKEEPER-START-FN02
03	27/04/2020 - 10/05/2020	JOBKEEPER-START-FN03
04	11/05/2020 - 24/05/2020	JOBKEEPER-START-FN04
05	25/05/2020 - 07/06/2020	JOBKEEPER-START-FN05
06	08/06/2020 - 21/06/2020	JOBKEEPER-START-FN06
07	22/06/2020 - 05/07/2020	JOBKEEPER-START-FN07
08	06/07/2020 - 19/07/2020	JOBKEEPER-START-FN08
09	20/07/2020 - 02/08/2020	JOBKEEPER-START-FN09
10	03/08/2020 - 16/08/2020	JOBKEEPER-START-FN10
11	17/08/2020 - 30/08/2020	JOBKEEPER-START-FN11
12	31/08/2020 - 13/09/2020	JOBKEEPER-START-FN12
13	14/09/2020 - 27/09/2020	JOBKEEPER-START-FN13

4. For the **Type of Wages**, select the **Salary** option (regardless of whether your employees are salaried or hourly based).
5. For the **ATO Reporting Category**, choose **Allowance - Other**.

Here's our example:

AR Wages Information

NewEmployeeExempt

Help for this window

Wages Name:JOBKEEPER-START-FN01

Type of Wages:

Salary

Hourly

ATO Reporting Category:Allowance - Other

Select the ATO reporting category if you're using Single Touch Payroll. [Learn how](#)

Wages Information

Optional Account: ☐ Override Employees' Wage Expense Account

OK

Cancel

6. Click **Employee**, select the employees who will be paid the JobKeeper payments, then click **OK**.
7. Click **OK** to save the wage category.

If an employee becomes **ineligible** during the JobKeeper scheme, you'll need to create a new wage category to inform the ATO. See the FAQs below for details.

3. Exempt the JobKeeper topup category from accruing super

This task is only applicable if you're **not** paying super on JobKeeper top-up payments. If you will be paying super on these payments you can skip this task.

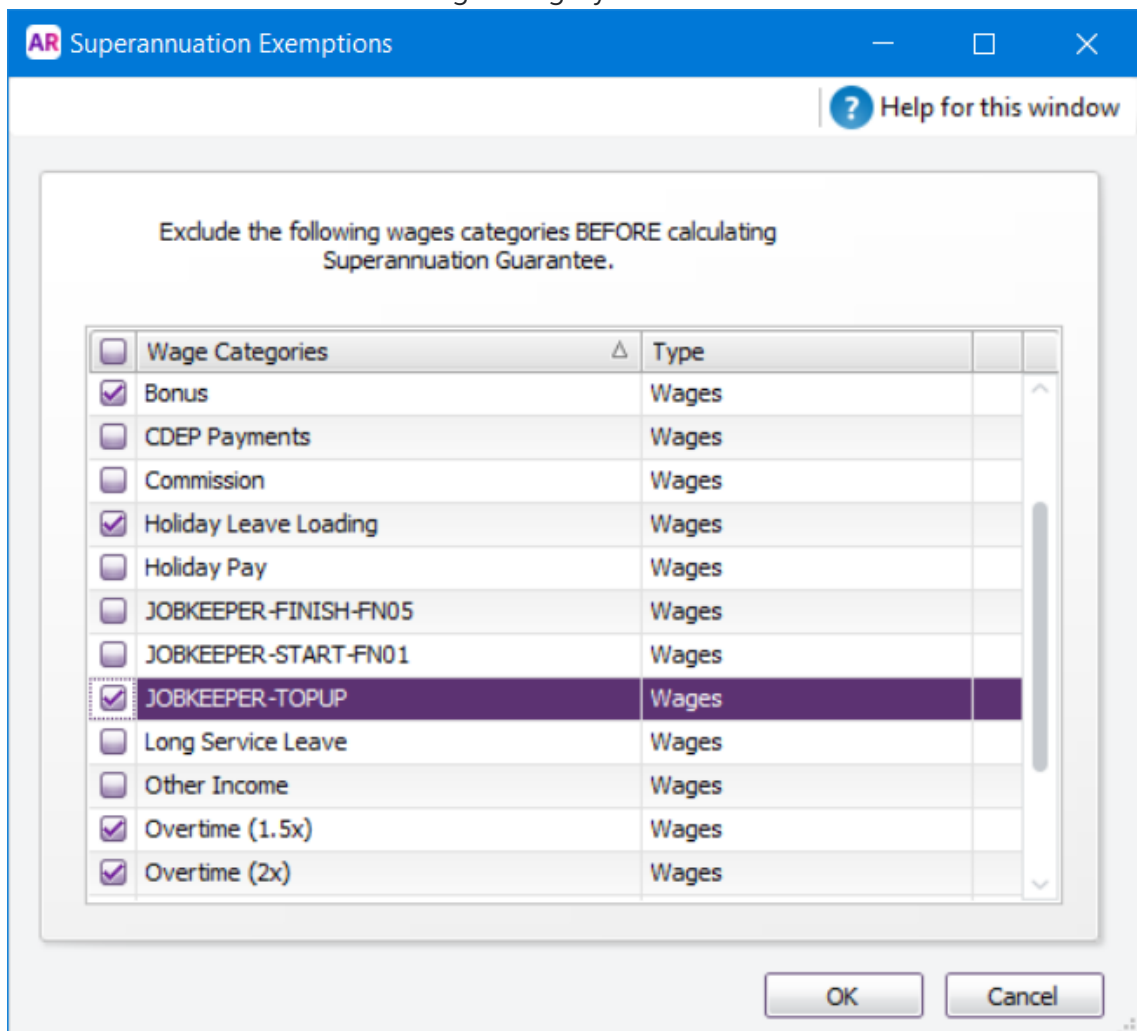
Take a look at these fortnightly pay examples to see what super is typically paid on:

Regular fortnightly income	Fortnightly income with JobKeeper	Super is paid on	You can choose to pay super on
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Regular fortnightly income	Fortnightly income with JobKeeper	Super is paid on	You can choose to pay super on
\$1000	\$1500	\$1000	\$500
\$1500	\$1500	\$1500	N/A
\$3000	\$3000	\$3000	N/A

To stop super calculating on the JobKeeper top-up wage category

1. Go to the **Payroll** command centre and click **Payroll Categories**.
2. Click the **Superannuation** tab.
3. Click to open the **Superannuation Guarantee** category.
4. Click **Exempt**.
5. Select the **JOBKEEPER-TOPUP** wage category.



6. Click **OK**, then click **OK** again to save these changes.

4. Do your first JobKeeper pay


The first pay you complete under the JobKeeper scheme will look quite similar to any other pay day, but with these changes:

- You'll enter **\$0.01** against the **JOBKEEPER-START-FNxx** wage category for each employee you're paying.
- You'll increase the **PAYG Withholding** by 1 cent to balance the pay.
- If you're paying an employee who's earned less than the JobKeeper payment, or the employee has been stood down, you'll enter a value against the **JOBKEEPER-TOPUP** wage category.

Also, let's establish the JobKeeper payment amounts you'll need to pay (before tax) based on an employee's pay frequency:

Pay frequency	JobKeeper payment amount	Calculation
Weekly	\$750	1500 / 2
Fortnightly	\$1500	1500 x 1
Twice a Month	\$1625	1500 x 26 / 24
Monthly (average)	\$3250	1500 x 26 / 12

Now, let's take you through it:

1. Go to the **Payroll** command centre and click **Process Payroll**.
2. Choose who you're paying and the pay dates, then click **Next**.
3. Click the zoom  arrow to open an employee's pay.
4. Take note of the amount shown against **Base Salary** or **Base hourly wage** category. This is typically the employee's regular income and will help you work out how to record the JobKeeper payment.
5. Enter **\$0.01** against the **JOBKEEPER-START** wage category. You only do this the first time you process a JobKeeper pay for each employee. You need to do this because it won't submit to the ATO if it has a zero dollar value.
6. Enter the employee's pay.

If an employee is	Do this
being paid less than the JobKeeper payment	<ol style="list-style-type: none"> a. Enter the hours or amount for the work they've done against the relevant wage categories, such as Base Salary or Base Hourly. b. Enter the top-up amount (to bring their pay up to the required JobKeeper payment amount) against the JOBKEEPER-TOPUP wage category. Only enter the amount, not hours. This ensures leave won't accrue on the JobKeeper top-up. c. Increase the PAYG Withholding by 1 cent. This will balance out the 1 cent you entered against the JOBKEEPER-START wage category.

If an employee is	Do this
being paid more than the JobKeeper payment	<p>a. Enter their pay as you normally would against the relevant wage categories, such as Base Salary or Base Hourly.</p> <p>b. Increase the PAYG Withholding by 1 cent. This will balance out the 1 cent you entered against the JOBKEEPER-START wage category.</p>
stood down	<p>a. Enter the full JobKeeper payment against the JOBKEEPER-TOPUP wage category. Leave may be required to be accrued on this payment (see the FAQ below for more details).</p> <p>b. Increase the PAYG Withholding by 1 cent. This will balance out the 1 cent you entered against the JOBKEEPER-START wage category.</p>

Here are some examples:

Example 1: Employee paid less than \$750 per week

Here's an example of a casual employee who works 20 hours per week and whose pay is less than the JobKeeper amount (\$750). For their 20 hours they earn \$576.92 a week. Under JobKeeper, they'll now earn \$750 a week so we've put their extra \$173.08 against the **JOBKEEPER-TOPUP** wage category ($\$576.92 + \$173.08 = \$750$).

Because this is their first JobKeeper payment, we also need to enter \$0.01 against the **JOBKEEPER-START** wage category. To balance the pay, we also increase the **PAYG Withholding** by 1 cent ($-\$96.00 - \$0.01 = -\$96.01$).

Payroll Category	Hours	Account	Amount	...
Wages, Deductions and Taxes				
Base Hourly	20.00	6-5100 Wages & Salaries	\$576.92	
Holiday Pay	0.00	6-5100 Wages & Salaries	\$0.00	
Sick Pay	0.00	6-5100 Wages & Salaries	\$0.00	
JOBKEEPER-START-FN01		6-5100 Wages & Salaries	\$0.01	
JOBKEEPER-TOPUP		6-5100 Wages & Salaries	\$173.08	
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$96.01	

Example 2: Employee paid more than \$1500 per fortnight

Here's an employee whose fortnightly pay is more than the fortnightly JobKeeper amount (\$1500). They normally earn \$1742.31 a fortnight. Under JobKeeper, they'll still be paid the same.

So we'll enter their pay as we normally would and record their pay against the relevant wage category, in this case **Base Salary**.

But because it's the first pay they're receiving under the JobKeeper scheme, we'll enter \$0.01 against the **JOBKEEPER-START** wage category. To balance the pay, also increase the **PAYG Withholding** by 1 cent ($-\$276.00 - \$0.01 = -\$276.01$).

Payroll Category	Hours	Account	Amount	...
Holiday Pay	0.00	6-5100 Wages & Salaries	\$0.00	
Sick Pay	0.00	6-5100 Wages & Salaries	\$0.00	
Base Salary		6-5100 Wages & Salaries	\$1,742.31	
JOBKEEPER-START-FN01		6-5100 Wages & Salaries	\$0.01	
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$276.01	

Example 3: Employee who is stood down

Here's an employee who has been stood down. Regardless of what they were earning while working, they'll now receive the full JobKeeper payment.

So in their fortnightly pay we'll enter \$1500 against the JOBKEEPER-TOPUP wage category.

And because it's the first pay they're receiving under the JobKeeper scheme, we'll enter \$0.01 against the JOBKEEPER-START wage category. To balance the pay, also increase the PAYG Withholding by 1 cent (-\$192.00 - \$0.01 = -\$192.01)

Payroll Category	Hours	Account	Amount	Job
Sick Pay	0.00	6-5100 Wages & Salaries	\$0.00	
Base Salary		6-5100 Wages & Salaries	\$0.00	
JOBKEEPER-START-FN01		6-5100 Wages & Salaries	\$0.01	
JOBKEEPER-TOPUP		6-5100 Wages & Salaries	\$1,500.00	
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$192.01	

- When you're done, click OK.
- Repeat steps 3 - 8 for each employee.
- Finish your pays as you normally would. [Need a refresher?](#)

After an employee's first JobKeeper pay

If you've submitted the employee's first JobKeeper pay to the ATO via Single Touch Payroll reporting, you can remove the JOBKEEPER-START wage category from them.

Like this:

- Go to the **Payroll** command centre and click **Payroll Categories**.
- On the **Wages** tab, click the **JOBKEEPER-START** wage category.
- Click **Employee**.
- Deselect the employees you've paid under the JobKeeper scheme.
- Click **OK**, then click **OK** again to save your changes.

You will now be able to process subsequent pays in a similar way to the first pay, but without using the JOBKEEPER-START wage category.

5. Receive the JobKeeper payments from the government

The JobKeeper reimbursements from the government will be deposited into your nominated bank account. Here's how to record those payments in AccountRight.

If you use bank feeds

The payments from the government will appear in AccountRight when your bank feed transactions appear.

- If you've already recorded a **Receive Money** transaction for the deposit (as described below), you can [match the bank feed transaction](#) to it.

- If you haven't already recorded a **Receive Money** transaction for the deposit, you can do so straight from the **Bank Feeds** window. When creating the **Receive Money** transaction, allocate the deposit to the income account we set up earlier (the steps below will show you what this means).

For details about how to work with bank feed transactions, see [Approving a bank feed](#).

If you don't use bank feeds, you'll need to manually record a **Receive Money** transaction.

To manually record a Receive Money transaction

1. Go to the **Banking** command centre and click **Receive Money**. The **Receive Money** window is displayed.
2. In the **Deposit to Account** field, choose the bank account the payment went into.
3. If you've set up a card for the ATO or Australian Government (for example), choose this card in the **Payor** field.
4. In the **Amount** field, enter the payment amount.
5. Enter a **Memo** to describe this transaction. This'll make it easier to identify the transaction later.
6. In the **Acct No.** field on the first line, choose the income account we created earlier. The **Name** and **Amount** will appear.

Here's our example:

The screenshot shows the 'Receive Money' window in MYOB AccountRight. The 'Deposit to Account' is set to '1-1110 General Cheque Account 1'. The 'Payor' is 'ATO'. The 'Amount' is '\$15,000.00'. The 'Date' is '16/06/2020'. The 'Memo' is 'JobKeeper reimbursement for May'. The 'Tax Inclusive' checkbox is checked. Below the form, there is a table with the following data:

Acct No.	Name	Amount	Job	Memo	Tax
4-5600	JOBKEEPER SUBSIDY (NO GST)	\$15,000.00			N-T

At the bottom right, the summary shows: Total Allocated: \$15,000.00, Tax: \$0.00, Total Received: \$15,000.00, Out of Balance: \$0.00. There are buttons for 'Save as Recurring', 'Use Recurring', 'Record', and 'Cancel'.

The **Tax** code will be based on the one you specified when creating the income account, so you shouldn't need to change this.

7. Click **Record**.

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MYOB Academy

FAQs

How are leave accruals affected by JobKeeper?

Typically, an eligible employee's leave entitlements will not change under JobKeeper. So the amount of leave they were accruing *before* JobKeeper, will continue to accrue *during* JobKeeper. For more information, visit this [Fair Work website](#).

If you need to record leave accruals for employees receiving JobKeeper, for example a stood down employee, you'll need to use a new wage category for this.

This new category will only be used to calculate leave accruals and will have no dollar amount against it. Therefore, it won't need to be reported to the ATO.

Let's step you through it:

1. Go to the **Payroll** command centre and click **Payroll Categories**.
2. On the **Wages** tab, click **New**. The **Wages Information** window appears.
3. For the **Wages Name**, enter a name that's easy to identify, such as **Leave Accrual - Stand Down**.
4. For the **Type of Wages**, select the **Hourly** option (regardless of whether your employees are salaried or hourly based).
5. For the **ATO Reporting Category** choose **Not Reportable**.
6. For the **Pay Rate**, select **Fixed Hourly Rate of** and leave the value as **\$0.0000**.

Here's our example:

AR Wages Information

New Employee Exempt Help for this window

Wages Name: Type of Wages: ☐ Salary ☒ Hourly

ATO Reporting Category:

Select the ATO reporting category if you're using Single Touch Payroll. [Learn how](#)

Wages Information

Pay Rate: ☐ Regular Rate Multiplied by: ☐ Fixed Hourly Rate of:

Optional Account: ☐ Override Employees' Wage Expense Account

☐ Automatically Adjust Base Hourly or Base Salary Details

OK Cancel

7. Click **Employee**, select the employees who will be paid the JobKeeper payments, then click **OK**.

8. Click **OK** to save the wage category.

When you pay the employee, enter the amount of hours they need to accrue leave on.

Example: An employee who has been stood down and is currently being paid \$1500 per fortnight as part of JobKeeper.

We've entered the following:

- 76 hours against the Leave Accruals - Stand Down category (this has a \$0.00 amount).
- \$1500 against the JOBKEEPER-TOPUP category.

Notice the Holiday Leave Accrual and Sick Leave Accrual amounts have been automatically calculated.

Payroll Category	Hours	Account	Amount	...
Wages, Deductions and Taxes				
Holiday Pay	0.00	6-5100 Wages & Salaries	\$0.00	
Leave Accruals - Stand Down	76.00	6-5100 Wages & Salaries	\$0.00	
Sick Pay	0.00	6-5100 Wages & Salaries	\$0.00	
Base Salary		6-5100 Wages & Salaries	\$0.00	
JOBKEEPER-TOPUP		6-5100 Wages & Salaries	\$1,500.00	
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$192.00	
Entitlements				
Holiday Leave Accrual	5.846	6-5100 Wages & Salaries	\$0.00	
Sick Leave Accrual	2.338	6-5100 Wages & Salaries	\$0.00	

Need help with this? [Contact us](#) or speak to an [MYOB Partner](#).

What if I've already paid my employees since 30 March before setting up AccountRight for JobKeeper payments?

No problem, there's no need to change the pays you've already done. Just set up for JobKeeper as described above and include the JOBKEEPER-START-FNxx wage category on the next pay run (see *Do your first JobKeeper pay* above for details).

When setting up the JOBKEEPER-START-FNxx wage category, make sure the name includes the applicable code indicating when you started making JobKeeper payments. For example, if you've already paid employees during the period 30/03/2020 - 12/04/2020, you'd name the wage category JOBKEEPER-START-FN01.

Use this table as a guide.

FN	If your first pay date was within	The Wages Name for the wage category must be this
01	30/03/2020 - 12/04/2020	JOBKEEPER-START-FN01
02	13/04/2020 - 26/04/2020	JOBKEEPER-START-FN02
03	27/04/2020 - 10/05/2020	JOBKEEPER-START-FN03
04	11/05/2020 - 24/05/2020	JOBKEEPER-START-FN04
05	25/05/2020 - 07/06/2020	JOBKEEPER-START-FN05
06	08/06/2020 - 21/06/2020	JOBKEEPER-START-FN06
07	22/06/2020 - 05/07/2020	JOBKEEPER-START-FN07
08	06/07/2020 - 19/07/2020	JOBKEEPER-START-FN08
09	20/07/2020 - 02/08/2020	JOBKEEPER-START-FN09
10	03/08/2020 - 16/08/2020	JOBKEEPER-START-FN10
11	17/08/2020 - 30/08/2020	JOBKEEPER-START-FN11
12	31/08/2020 - 13/09/2020	JOBKEEPER-START-FN12
13	14/09/2020 - 27/09/2020	JOBKEEPER-START-FN13

Do I have to pay back pay?

Because the ATO requires each eligible employee to be paid at least \$1500 per fortnight, you'll need to make sure your first JobKeeper pay includes any required back pay.

Example: Fortnightly employee owed JobKeeper back pay

You have an employee whose regular fortnightly pay is \$1100.

Your business became eligible for JobKeeper from 30 March (1st fortnight of JobKeeper scheme), but you already processed a pay for the employee on 10 April (before you set up AccountRight for JobKeeper). Your next pay is scheduled for 24 April (2nd fortnight of JobKeeper scheme).

You'll need to work out the amount of JobKeeper back pay you owe the employee from the previous pay and add it to their next pay.

So, if you've paid your employee their regular pay of \$1100 per fortnight, your next pay will need to include the \$400 JobKeeper top-up back pay, as well as the \$400 they would be getting for this fortnight's JobKeeper top-up.

$\$1100$ (regular pay) + $\$400$ (JobKeeper top-up backpay) + $\$400$ (JobKeeper top-up current pay) = $\$1900$. This will bring their total gross pay to $\$1900$.

This means \$800 needs to be recorded against the JOBKEEPER-TOPUP wage category.

And because it's the first JobKeeper pay they're receiving under the scheme, we'll enter \$0.01 against the JOBKEEPER-START wage category. To balance the pay, you'll need to increase the PAYG Withholding by 1 cent.

Here's our example:

Payroll Category	Hours	Account	Amount	Job
Sick Pay	0.00	6-5100 Wages & Salaries	\$0.00	
Base Salary		6-5100 Wages & Salaries	\$1,100.00	
JOBKEEPER-START-FN01		6-5100 Wages & Salaries	\$0.01	
JOBKEEPER-TOPUP		6-5100 Wages & Salaries	\$800.00	
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$330.01	

What if an employee becomes ineligible during the JobKeeper scheme?

If an employee becomes **ineligible** during the JobKeeper scheme, you'll need to create a new wage category and assign it to the employee. This lets you notify the ATO that the employee's payments are finished.

1. Go to the **Payroll** command centre and click **Payroll Categories**.
2. On the **Wages** tab, click **New**. The **Wages Information** window appears.
3. For the **Wages Name**, enter this exact name: **JOBKEEPER-FINISH-FNxx**, where xx refers to the fortnightly period you stopped making JobKeeper payments (see the following table for help). The wage category name must match this (all capitals, with a hyphen and no spaces) to ensure it's accepted by the ATO for Single Touch Payroll reporting.

FN	If the employee's final pay date is within	The Wages Name must be this
01	30/03/2020 - 12/04/2020	JOBKEEPER-FINISH-FN01
02	13/04/2020 - 26/04/2020	JOBKEEPER-FINISH-FN02
03	27/04/2020 - 10/05/2020	JOBKEEPER-FINISH-FN03

FN	If the employee's final pay date is within	The Wages Name must be this
04	11/05/2020 - 24/05/2020	JOBKEEPER-FINISH-FN04
05	25/05/2020 - 07/06/2020	JOBKEEPER-FINISH-FN05
06	08/06/2020 - 21/06/2020	JOBKEEPER-FINISH-FN06
07	22/06/2020 - 05/07/2020	JOBKEEPER-FINISH-FN07
08	06/07/2020 - 19/07/2020	JOBKEEPER-FINISH-FN08
09	20/07/2020 - 02/08/2020	JOBKEEPER-FINISH-FN09
10	03/08/2020 - 16/08/2020	JOBKEEPER-FINISH-FN10
11	17/08/2020 - 30/08/2020	JOBKEEPER-FINISH-FN11
12	31/08/2020 - 13/09/2020	JOBKEEPER-FINISH-FN12
13	14/09/2020 - 27/09/2020	JOBKEEPER-FINISH-FN13

4. For the **Type of Wages**, select the **Salary** option (regardless of whether your employees are salaried or hourly based).
5. Choose the **Allowance - Other** as the **ATO Reporting Category**.
6. Select the option to **Override the Employees' Wage Expense Account**.
7. In the **Override Account** field, choose the expense account we created earlier.
Here's our example:

8. Click Employee, select the employees who will be paid the JobKeeper payments, then click OK.
9. Click OK to save the wage category.

When you process their last JobKeeper payment, enter \$0.01 against the JOBKEEPER-FINISH wage category. To balance the pay, also increase the PAYG Withholding by 1 cent (-\$54.00 + -\$0.01 = -\$54.01).

Payroll Category	Hours	Account	Amount	...		
Sick Pay	0.00	6-5100 Wages & Salaries	\$0.00			
JOBKEEPER-FINISH-FN05		6-5100 Wages & Salaries	\$0.01			
PAYG Withholding		2-1510 PAYG Withholdings Payable	-\$54.01			
Entitlements						
Holiday Leave Accrual	0.00	6-5100 Wages & Salaries	\$0.00			
Sick Leave Accrual	0.00	6-5100 Wages & Salaries	\$0.00			

This will inform the ATO (when you send the pay via Single Touch Payroll reporting) that the employee will no longer receive JobKeeper payments.