



# JobKeeper Payment Timeline

## A timeline of what needs to be attended to, and when

In addition to our above “how, what, and when” detailed guide to the JobKeeper payment, we have tried to simplify these details into a timeline of what you need to attend to, and when. This allows you to work through what is required over the coming weeks and months.

The details below are a summary to our detailed guide, so where required please refer to our detailed guide to the JobKeeper payment.

### Today

- Identify whether your actual turnover for March 2020, or your projected turnover for April 2020, makes you eligible for the JobKeeper payment from April onwards. If you need any assistance in this regard, [contact us](#).
- If you are eligible for April:
  - List and identify all your employees who are eligible for the JobKeeper payment
  - Organise for a “JobKeeper employee nomination notice” form to be completed and signed by every eligible employee (<https://www.ato.gov.au/Forms/JobKeeper-payment-employee-nomination-notice/>)
  - Review your payroll system and get this in order with the assistance of your bookkeeper or Lambourne Partners.
  - For those eligible employees who would be paid less than \$3,000 between 30 March and 26 April, plan ahead to ensure that they are paid at least this amount by 26 April 2020.

### 20-26 April

- If you are eligible for the JobKeeper from April onwards, enrol for the JobKeeper payment through your Business Portal.
- If you require Lambourne Partners to enrol you through our Tax Agent Portal, please contact us by 24 April, and once we have received the following information from you, we will then enrol your business:
  - JobKeeper turnover test confirmation notice (we will provide a copy of this to you)
  - estimated number of eligible employees you believe you will be claiming for April
  - business participation details for the individual you are claiming in this regard (for sole traders, partnerships, and companies/trusts with an actively engaged non-wage director/shareholder/beneficiary)
  - business bank account details.
- Once you have enrolled your business for the JobKeeper payment, you need to advise all your employees in writing that they are registered with your business in this regard (we will provide a copy of this to you – please [contact us](#) in this regard).
- Ensure all eligible employees have been paid at least \$3,000 in gross wages between 30 March and 26 April.

### On or after 4 May

- If claiming the JobKeeper payment for the month of April, lodge the confirmation of eligible employee details through your Business Portal.
- If you require Lambourne Partners to lodge this for you through our Tax Agent Portal, please provide us with the following details:
  - each eligible employee’s name, type of employment, and residency status
  - business turnover for April 2020 (we can assist you if required)
  - projected turnover for May 2020 (we can assist you if required).

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### **By 10 May (and by first few days of each month going forward)**

- Identify whether your projected turnover for May 2020, or the relevant month commencing, makes you eligible for the JobKeeper payment from May, or the relevant month onwards. If you need any assistance in this regard, **contact us**.
- If you are eligible for May, or the relevant month commencing:
  - List and identify all your employees who are eligible for the JobKeeper payment
  - Organise for a “JobKeeper employee nomination notice” form to be completed and signed by every eligible employee (<https://www.ato.gov.au/Forms/JobKeeper-payment-employee-nomination-notice/>)
  - Review your payroll system and get this in order with the assistance of your bookkeeper or Lambourne Partners.
  - For those eligible employees who would be paid less than \$1,500 per JobKeeper fortnight, plan ahead to ensure that they are paid this amount in each of the JobKeeper fortnights outlined above (each and every month).
- If you are eligible for May, or the relevant month commencing, enrol for the JobKeeper payment through your Business Portal.
- If you are eligible for May, or the relevant month commencing, and require Lambourne Partners to enrol you through our Tax Agent Portal, please contact us, and once we have received the following information from you we will then enrol your business:
  - JobKeeper turnover test confirmation notice (we will provide a copy of this to you)
  - estimated number of eligible employees you believe you will be claiming for April
  - business participation details for the individual you are claiming in this regard (for sole traders, partnerships, and companies/trusts with an actively engaged non-wage director/shareholder/beneficiary)
  - business bank account details.
- Once you have enrolled your business for the JobKeeper payment, you need to advise all your employees in writing that they are registered with your business in this regard (we will provide a copy of this to you – please **contact us** in this regard).

### **End of May/Start of June (and each month going forward)**

- If claiming the JobKeeper payment for the month of May and each month onwards, lodge the confirmation of eligible employee details through your Business Portal.
- If you require Lambourne Partners to lodge this for you through our Tax Agent Portal, please provide us with the following details:
  - each eligible employee’s name, type of employment, and residency status
  - business turnover for May 2020 or the relevant month just ended (we can assist you if required).
  - projected turnover for June 2020 or the relevant month just starting (we can assist you if required).

Please give us a **call, email, or get in contact** if we can help you work through this.

