

**Overview:** Version 3.7.8 introduces the ability for users to report their JobMaker status via an STP transfer, it is important that you familiarise yourself with the new functionality please ensure you read these notes.

On 6 October 2020, the Australian Government announced that a JobMaker Hiring Credit (JMHC) will be available to employers when they hire an eligible person aged 16 to 35. The scheme will apply for each new job created until 6 October 2021.

From 7 October 2020, eligible employers can qualify for:  
 \$200 a week for each additional eligible employee they hire aged 16 to 29, and  
 \$100 a week for each additional eligible employee aged 30 to 35.

Employers can receive the payment for eligible employees who work, or are paid, an average of 20 hours per week for a period of up to 12 months.

The JMHC will be claimed quarterly in arrears by the employer from the ATO from 1 February 2020.

**IMPORTANT:** The information contained in this document is brief and general in nature, and cannot be considered specific financial and/or tax advice or recommendations. It is vital that an employer make themselves familiar with JobMaker ATO requirements via information available from the ATO and/or a registered tax agent.

### Registration

Employers can register for the JobMaker Hiring Credit through ATO online services, the Business Portal, or through a registered tax or BAS agent.

### Nominate eligible additional employees:

Employers need to identify, nominate and report their eligible additional employees through their STP enabled software.

### Claim

Employers can claim every 3 months through ATO online services, the Business Portal, or through a registered tax or BAS agent, starting from 1 February 2020.

### JobMaker dates

There are 8 periods for claims to JobMaker:

Period	Period dates	Claim dates
Period 1	07 October 2020 to 06 January 2021	01 February 2021 to 30 April 2021
Period 2	07 January 2021 to 06 April 2021	01 May 2021 to 31 July 2021
Period 3	07 April 2021 to 06 July 2021	02 August 2021 to 31 October 2021
Period 4	07 July 2021 to 06 October 2021	01 November 2021 to 31 January 2022
Period 5	07 October 2021 to 06 January 2022	01 February 2022 to 30 April 2022
Period 6	07 January 2022 to 06 April 2022	01 May 2022 to 31 July 2022
Period 7	07 April 2022 to 06 July 2022	01 August 2022 to 31 October 2022
Period 8	07 July 2022 to 06 October 2022	01 November 2022 to 31 January 2023

### Reporting eligible employees via Automation STP

**Identifying eligible employees**

Employers need to identify each new hire that meets the eligibility criteria. There are criteria relating to the employee, and their employment with the employer.

**Nominating employees**

Each of the eligible employees must complete a JobMaker employee notice before the employer can nominate them. A completed notice verifies that the employee has declared they meet the eligibility requirements for the employer to receive the JobMaker Hiring Credit payment.

Employers can provide details of these nominations through Automation’s STP component.

The following employee details are **required**:

Payee TFN:

The screenshot shows the 'Employee Form' interface. At the top, there are fields for 'Last Name' (Bloggs) and 'First Name' (Joe). Below this is a tabbed interface with 'Details' and 'Payroll' tabs. The 'Details' tab is active, showing several fields: 'Emp. No.' (Ab), 'Joined' (1/4/21), 'Type' (Full-time), 'TFN' (123 456 782), 'Left', and 'Class'. The 'TFN' field is highlighted with a red rectangular box.

Payee Commencement date (“Joined” date on the employee form):

This screenshot shows a different view of the 'Employee Form'. The 'Last Name' field is filled with 'Bloggs'. The 'Details' tab is selected, and the 'Joined' field, which contains the date '1/4/21', is highlighted with a red rectangular box. Other visible fields include 'Emp. No.' (Ab), 'Type' (Full-time), and 'D.O.B.'.

Payee Date of Birth:

**Employee Form**

Last Name: Bloggs

**Details**

Emp. No.: Ab

Joined: 1/4/21

Type: Full-time

D.O.B.: 30/3/91

Ensuring that these required details have been entered for an employee, a new UPDATE payroll transaction is created:

- a) Go to Payroll, click on the UPDATE button.
- b) For the confirmation prompt, tick the box and click YES.
- c) Choose the desired employee.
- d) In the update period, select the CURRENT FINANCIAL YEAR.
- e) In the Extras box, choose "Nominate eligible employee".
- f) Click OK to save the update. You can also send it to the ATO at this time.

**Payroll Transaction Form**

**Details**

Employee: Bloggs, Joe ... Date: 7/4/21

Comments: JobMaker: Nominate eligible employee

**Payment Details**

Media: Online

Account: AA Automotives Trading Account ...

Record:

**Update period**

Financial year: 2020/2021

**UPDATE**

An update is a special type of payroll transaction. It should only be used to make adjustments to payroll data, and is applied to a particular financial year.

**Extras**

JobMaker:

Nominate eligible employee

JobMaker dates...

This nomination needs to be provided ONCE ONLY for EACH ELIGIBLE EMPLOYEE.

### Ongoing reporting of eligible employees via Automation/STP

#### Informing of Minimum Hours Test

In addition to reporting the employee nomination, the employer must inform the ATO where the employee has met the minimum hours test for a JobMaker Hiring Credit period.

- g) Go to Payroll, click on the UPDATE button.
- h) For the confirmation prompt, tick the box and click YES.
- i) Choose the desired employee.

- j) In the update period, select the CURRENT FINANCIAL YEAR.
- k) In the Extras box, choose “Declare minimum hours for period X” – where X is the desired JobMaker period you are declaring for (see above for the JobMaker dates/periods).
- l) Click OK to save the update. You can also send it to the ATO at this time.

The declaration of meeting the minimum hours test needs to be ONCE PER EMPLOYEE PER JOBMAKER PERIOD that you intend to make the claim for.

Furthermore, you should only make the declaration for an employee during the Claim Dates for the given period (see above for JobMaker dates and periods).

**Employee Cessation**

Employers must inform the ATO via an STP payroll event where an employee who has been nominated for JobMaker Hiring Credits ceases employment. This is done by entering a date value for the “Left” field on the employee form in Automation, then simply entering a blank update event for that employee.

**Additional JobMaker update codes**

There are additional JobMaker codes available such as “Cancel nomination”, “Re-nominate”, “Cancel re-nomination”, and “Cancel declaration for period X”.

Please only use these codes when specifically directed to do so by a tax agent. Under ordinary circumstances there is no need to access these codes.