

JobKeeper Update

Friday 21 August 2020

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New JobKeeper eligibility criteria

On Monday 3 August 2020, the new relevant eligibility date of employment changed from 1 March 2020 to 1 July 2020. These changes were made to include:

- Long-term casual employees who reached the 12 month qualifying period between 1 March and 1 July 2020;
- New permanent employees who started working at the Y between 1 March and 1 July 2020;
- Employees who turned 18 years of age between 1 March and 1 July 2020;
- Employees who are aged 16 or 17 years and became 'independent' or ceased full-time study between 1 March and 1 July 2020.

Instructions to complete the employee nomination form

1. The link in your email will take you to this form:



Australian Government
Australian Taxation Office

JobKeeper Employee Nomination Notice (1 July employees only)

Employers

If you have enrolled or intend to enrol to receive JobKeeper payments, complete Section A and provide this form to your relevant employees.

- Do not use this form for eligible employees for whom you are entitled to receive JobKeeper payments for any fortnights that ended on or before 2 August 2020.

This form will be used to:

- notify relevant employees that you (their employer) are already participating, or intend to participate, in the JobKeeper scheme.
- ask eligible employees you had as at 1 July 2020 (who were not already eligible employees for any JobKeeper fortnights that ended on or before 2 August 2020) if they agree to be nominated by you as their employer so that you can receive JobKeeper payments for them.

You do not need to send this form to the ATO. You will, however, need to keep the completed version of this form (generally for five years) to document that your employee has agreed to be nominated by you to receive JobKeeper payments for them.

You should provide this form to all relevant employees you had as at 1 July 2020 within 7 days of enrolling in the JobKeeper scheme, or if you were already enrolled in the JobKeeper scheme by 2 August 2020, within the time frame specified on ato.gov.au. This form provides relevant employees with instructions as to the steps they should take to return their completed form to you, and will satisfy your requirement to give employees notice of your election to participate in the JobKeeper wage subsidy scheme.

- Employers must ensure they comply with any *Privacy Act 1988* (Cth) obligations when using this form.

Employees

Complete Section B, C (as applicable), D and E of this form and return this form to your employer in accordance with their instructions as soon as possible.

Important:

- If you have not returned this form to your employer and you were not already an eligible employee for any JobKeeper fortnight that ended on or before 2 August 2020, they cannot include you as an eligible employee to receive JobKeeper payments for you in respect of fortnights beginning on or after 3 August 2020.
- If your employer is already enrolled, or intends to enrol to participate in the JobKeeper scheme you should return this form to your employer as soon as possible to ensure that your employer is eligible to receive JobKeeper payments for you.
- Only one employer, religious institution or eligible business can receive the JobKeeper payment for you. If you have multiple employers, you must choose an employer who has employed you on a permanent or fixed term basis. If you are a long-term casual employee that is eligible with no permanent or fixed term employer, you can nominate your casual employer.
- If you have already agreed for another employer, religious institution or eligible business to receive JobKeeper payments for you, you cannot nominate for this employer except in very limited circumstances.
- This form, once given to your employer with your agreement, cannot be withdrawn or revoked. Temporary Fair Work Act provisions for JobKeeper may also apply to you and your employer.

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy, go to ato.gov.au/privacy

What is the JobKeeper payment?

Under the JobKeeper payment scheme, businesses impacted by the coronavirus (COVID-19) are able to access a subsidy from the government to continue paying their employees. Affected employers, businesses and registered religious institutions are able to claim a fortnightly JobKeeper payment per eligible employee, per eligible religious practitioner, or for one eligible business participant.

- Find out more: ato.gov.au/jobkeeper

Instructions to complete the employee nomination form

2. Scroll down and verify your information, also populate anything that may be missing – eg. date of birth, postcode etc.

Section A: Employer to complete

Employer details

1 Employer name

2 Employer Australian business number (ABN)

NAT 5323-08.2020

Sensitive (when completed)

Page

Section B: Employee to complete

Employee details

1 Full name

Title

Family name

First given name Other given name

2 Date of birth DD/MM/YYYY

Address Street address

Suburb/town/locality State/territory Postcode

4 Phone

5 Email

Instructions to complete the employee nomination form

3. If you are 16 or 17 years of age and are independent, you will need to select yes in Section C. If you are not, please select no.

Section C: Additional requirements for 16 or 17 year olds

On 1 July 2020 were you at least 16 years of age and were you either:

- 'independent' within the meaning of the Social Security Act 1991 or
- not a 'full time student' within the meaning of the Social Security Act 1991?

Yes No

If you answered YES, you satisfy this part of the eligibility requirement. You also need to satisfy additional eligibility requirements outlined in Section D below.

If you answered NO, you are not eligible for JobKeeper payments. Go to Section D and select 'No, I do not agree to be nominated by the employer outlined in Section A for the purpose of the JobKeeper scheme' and return this form to your employer.

You are '**independent**' (and will satisfy this part of the eligibility requirements) if you meet the definition in the *Social Security Act 1991*. Generally this will be the case if you:

- 3 have supported yourself through work with long term full or part-time employment broadly for a two year period
- 4 are, or have been, married or are in a registered relationship
- 5 live in a de facto relationship as a member of a couple for at least 12 months
- 6 have, or have had, a dependent child
- 7 are a job seeker assessed as unable to work over 30 hours a week
- 8 are unable to live at home due to extreme circumstances
- 9 have parents that are unable to support you
- 10 are a refugee and your parents do not live in Australia
- 11 are an orphan and have not been legally adopted
- 12 are in state care, including foster care

Further guidance on this can be found on the Services Australia website at servicesaustralia.gov.au/individuals

You are a '**full time student**' (and **not** eligible for JobKeeper, unless you are also 'independent') if you were studying full time as defined in the *Social Security Act 1991*. Full-time study is defined in broad terms to mean enrolled in and undertaking study in a course of study at an educational institution of at least 75 per cent of the normal full-time study requirements.

Further guidance on this can be found on the Services Australia website at servicesaustralia.gov.au/individuals

Instructions to complete the employee nomination form

4. Once your form has been updated, you need to click ‘Yes, I agree...’ to be nominated for the JobKeeper subsidy.

If you do not want to be nominated for the subsidy, click ‘No, you do not agree...’

Section D: Nomination

Employee eligibility requirements

To be an eligible employee, you need to meet these requirements:

- You are currently employed by the employer outlined in Section A (including those stood down or re-hired).
- You were employed by the employer outlined in Section A at 1 July 2020.
- At 1 July 2020, you were a permanent or fixed term employee, or a casual employee employed on a regular and systematic basis during the period of 12 months ending on 1 July 2020.
- If you are a casual employee as mentioned above, you are not employed by any other employer on a permanent or fixed term basis, or you are only employed by any other employer on a casual basis.
- At 1 July 2020 you were either:
 - o residing in Australia and an Australian citizen or permanent resident
 - o an Australian resident for income tax purposes and a Subclass 444 (Special Category) visa holder.
- You are not in receipt of a JobKeeper payment as a sole trader, nor is another employer, religious institution or eligible business in receipt of a JobKeeper payment for you.
- You are not currently receiving parental leave pay or dad and partner pay.
- You are not currently totally incapacitated for work and receiving payments under an Australian workers' compensation law in respect of your total incapacity to work.
- At 1 July 2020 you were either:

– aged 18 years or over

– aged 16 or 17 years and answered ‘Yes’ at Section C.

For employees aged 16 and 17 years

Yes, I have ticked YES to Section C and I agree to be nominated by the employer outlined in Section A for the purpose of the JobKeeper scheme.

In making this nomination I:

- agree that I meet the eligibility requirements listed above, and
- confirm that one of the following applies:

I have not agreed to be nominated by any other employer, business or religious institution, and have not given another entity, or the Commissioner a nomination form for the purpose of this scheme;

that before 1 July I have ceased being an employee of my previous employer or actively engaged as an eligible business participant, and have not since recommenced employment with the other employer, or restarted being actively engaged in the other business with which I had previously agreed to be nominated.

For employees aged 18 years and over

Yes, I agree to be nominated by the employer outlined in Section A for the purpose of the JobKeeper scheme.

In making this nomination I:

- agree that I meet the eligibility requirements listed above, and
- confirm that one of the following applies:

I have not agreed to be nominated by any other employer, business or religious institution, and have not given another entity, or the Commissioner a nomination form for the purpose of this scheme;

that before 1 July I have ceased being an employee of my previous employer or actively engaged as an eligible business participant, and have not since recommenced employment with the other employer, or restarted being actively engaged in the other business with which I had previously agreed to be nominated.

OR

No, I do not agree to be nominated by the employer outlined in Section A for the purpose of the JobKeeper scheme.

Instructions to complete the employee nomination form

5. Once the form has been updated, click on 'sign document'.

Section D: Declaration

I declare that the information I have provided is true and correct.

 There are penalties for deliberately making a false or misleading statement.

Sign Document

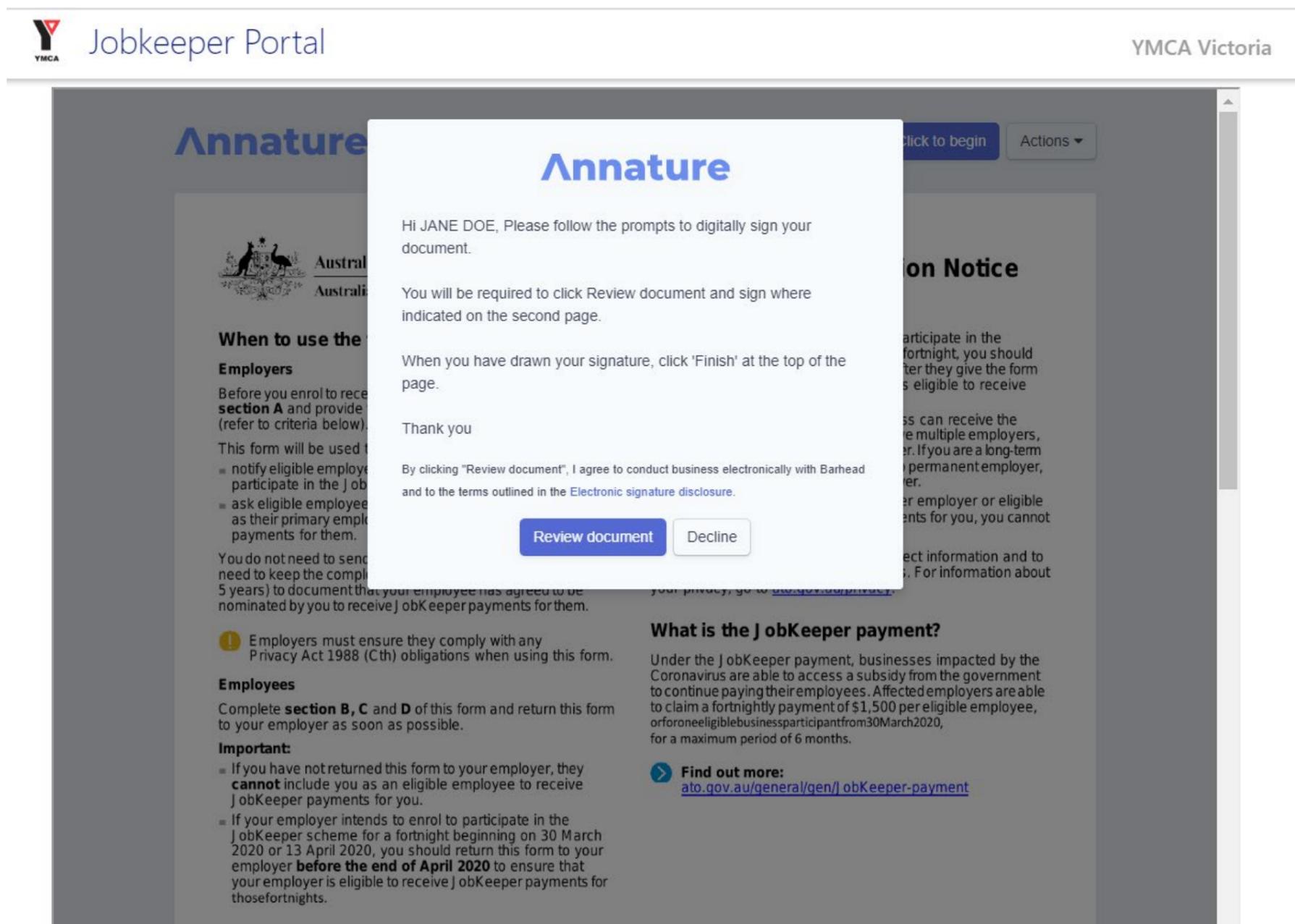
6. A PDF will be generated and may take 10 – 15 seconds to completed



Fetching PDF

Instructions to complete the employee nomination form

7. The digital signature program will appear and ask you to review the document before submitting, click review document.



The screenshot shows the Jobkeeper Portal interface with a digital signature prompt overlaid. The prompt is from Annature and contains the following text:

Annature

Hi JANE DOE, Please follow the prompts to digitally sign your document.

You will be required to click Review document and sign where indicated on the second page.

When you have drawn your signature, click 'Finish' at the top of the page.

Thank you

By clicking "Review document", I agree to conduct business electronically with Barhead and to the terms outlined in the [Electronic signature disclosure](#).

Buttons: **Review document** (blue), Decline (white)

The background shows the Jobkeeper Portal header with the YMCA logo and 'Jobkeeper Portal' text, and 'YMCA Victoria' in the top right. The main content area is titled 'Annature' and includes sections for 'When to use the form', 'Employers', and 'Employees'. The 'Employers' section states: 'Before you enrol to receive JobKeeper payments, you must complete section A and provide the following information (refer to criteria below). This form will be used to: notify eligible employees to participate in the JobKeeper scheme; ask eligible employees to confirm their primary employer for JobKeeper payments for them.' The 'Employees' section states: 'Complete section B, C and D of this form and return this form to your employer as soon as possible. Important: If you have not returned this form to your employer, they cannot include you as an eligible employee to receive JobKeeper payments for you. If your employer intends to enrol to participate in the JobKeeper scheme for a fortnight beginning on 30 March 2020 or 13 April 2020, you should return this form to your employer before the end of April 2020 to ensure that your employer is eligible to receive JobKeeper payments for those fortnights.' The 'What is the JobKeeper payment?' section states: 'Under the JobKeeper payment, businesses impacted by the Coronavirus are able to access a subsidy from the government to continue paying their employees. Affected employers are able to claim a fortnightly payment of \$1,500 per eligible employee, or for one eligible business participant from 30 March 2020, for a maximum period of 6 months. Find out more: ato.gov.au/general/gen/jobkeeper-payment'.

Instructions to complete the employee nomination form

8. Review the document and ensure all information is correct, then click 'sign here'.
If the information is not all correct, go back and correct before proceeding.

- You are not in receipt of a JobKeeper payment as a sole trader, nor is another employer or eligible business in receipt of a JobKeeper payment for you.
- You are not currently receiving parental leave pay or dad and partner pay, and
- You are not currently totally incapacitated for work and receiving payments under an Australian workers' compensation law in respect of your total incapacity to work.

Yes, I agree to be nominated by the employer outlined in section A for the purpose of the JobKeeper scheme.

In making this nomination I:

- (i) agree that I meet the eligibility requirements listed above, and
- (ii) confirm that I have not agreed to be nominated by any other employer/entity and have not given another entity a nomination form for the purpose of this scheme.

OR

No, I do not agree to be nominated by the employer outlined in section A for the purpose of the JobKeeper scheme.

Section D: Declaration

I declare that the information I have provided is true and correct.

Signature (electronic/email is OK)

Sign

 Sign here

DD/MM/YYYY

Date 4/16/2020 10:53 AM

 There are penalties for deliberately making a false or misleading statement.

Save form

Instructions to complete the employee nomination form

9. Select your digital signature (using your curser)



10. Scroll back to the top of the page and click 'finish signing'.

Annature
Finish signing Actions

- You were employed by the employer outlined in section A at 1 March 2020.
- As at 1 March 2020, you were a permanent employee, or a casual employee employed on a regular or systematic basis during the period of 12 months ending on 1 March 2020.
- If you are a casual employee as mentioned above, you are not permanently employed by any other employer, or you are only employed by any other employer on a casual basis.
- You were at least 16 years of age as at 1 March 2020.
- As at 1 March 2020 you were:
 - residing in Australia and an Australian citizen or permanent resident, or
 - an Australian resident for income tax purposes and a Subclass 444 (Special Category) visa holder.
- You are not in receipt of a JobKeeper payment as a sole trader, nor is another employer or eligible business in receipt of a JobKeeper payment for you.
- You are not currently receiving parental leave pay or dad and partner pay, and
- You are not currently totally incapacitated for work and receiving payments under an Australian workers' compensation law in respect of your total incapacity to work.

Yes, I agree to be nominated by the employer outlined in section A for the purpose of the JobKeeper scheme.

In making this nomination I:

(i) agree that I meet the eligibility requirements listed above, and

(ii) confirm that I have not agreed to be nominated by any other employer/entity and have not given another entity a nomination form for the purpose of this scheme.

OR

No, I do not agree to be nominated by the employer outlined in section A for the purpose of the JobKeeper scheme.

Section D: Declaration

I declare that the information I have provided is true and correct.

Signature (electronic/email is OK)



DDMMYYYY
 Date 4/16/2020 10:53 AM

There are penalties for deliberately making a false or misleading statement.

Instructions to complete the employee nomination form

11. Your screen will show that the process is complete. You will be emailed a copy of this form for your records.

Annature

You're finished.

We have notified the sender and once the envelope has been completed by all parties, we'll send you a copy of the completed documents.

This window is now safe to close.

You must complete your JobKeeper employee nomination form by:

11:59pm on Tuesday 25 August.

JobKeeper 1.5 Back Payments

Pay cycle	Pay cycle	Pay cycle
20 July – 2 August	3 August – 16 August	17 August – 30 August
Amount	Amount	Amount
\$1,500 before tax	\$1,500 before tax	\$1,500 before tax

You will receive all three payments on
Wednesday 2 September

JobKeeper 2.0

<u>Full time tier:</u> Those who worked 20 hours or more on average per week.	<u>Part time tier:</u> Those who worked less than 20 hours on average per week.
December quarter (Monday 28 September – Sunday 3 January)	December quarter (Monday 28 September – Sunday 3 January)
\$1,200 before tax	\$750 before tax
March quarter (Monday 4 January – Sunday 28 March)	March quarter (Monday 4 January – Sunday 28 March)
\$1,000 before tax	\$650 before tax

To determine whether you work an average of 20 hours or more per week, the YMCA will assess the hours you worked in the last two fortnights prior to 1 March or 1 July 2020 - the period with the highest number of hours will be used for the assessment.

Dear Prime Minister Morrison,
 My name is Joshua and I am 6 years old. I am in
 Prep at The Good Shepherd Lutheran Primary
 School in Croydon Hills, Victoria.
 Thank you for working hard to make decisions
 to keep Australia safe from COVID. I am glad you
 are my Prime Minister and I like watching you
 on TV. We are so lucky to have you taking care
 of our country. You are kind.
 I hope there is a vaccine soon. I miss school,
 my friends and my family.

Staysafe and well.
 From Joshua Walker

