

# JobKeeper Update

Friday 17 April 2020

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If you have not received your email by **6pm today**, and have checked your junk inbox, please email **[humanresources.vic@ymca.org.au](mailto:humanresources.vic@ymca.org.au)**

# JobKeeper Update

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# Instructions to complete the employee nomination form

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



### JobKeeper Employee Nomination Notice

#### When to use the form


##### Employers

Before you enrol to receive JobKeeper payments, complete **section A** and provide this form to your eligible employees (refer to criteria below).

This form will be used to:

- notify eligible employees that you (their employer) intend to participate in the JobKeeper scheme
- ask eligible employees if they agree to be nominated by you as their primary 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 5 years) to document that your employee has agreed to be nominated by you to receive JobKeeper payments for them.

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

##### Employees

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.

- If your employer intends to enrol to participate in the JobKeeper scheme for a subsequent fortnight, you should return this form as soon as possible after they give the form to you to ensure that your employer is eligible to receive JobKeeper payments.
- Only one employer or eligible business can receive the JobKeeper payment for you. If you have multiple employers, you must choose a permanent employer. If you are a long-term casual employee that is eligible with no permanent employer, you can nominate your casual employer.
- If you have already agreed for another employer or eligible business to receive JobKeeper payments for you, you cannot nominate this 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](https://ato.gov.au/privacy).

#### What is the JobKeeper payment?

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](https://ato.gov.au/general/gen/JobKeeper-payment)

## 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 Information

**Employer Name**

The Young Men's Christian Association of Victoria Inc

**Employer ABN**

81 174 456 784

### Section B: Employee Information

**Title**

Ms

**Family Name \***

DOE

**First Given Name**

JANE

**Other Given Name**

**Date of Birth**

5/5/1985

**Phone**

043 000 1234

**Email**

jane.doe@ymca.org.au

**Street Address**

3 RON STREET

**Suburb/Town/Locality**

RINGWOOD

**State/Territory**

VIC

**Post Code**

3134

## Instructions to complete the employee nomination form

**3. 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...’**

### **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 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.**


## Instructions to complete the employee nomination form

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

### Section D: Declaration

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*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

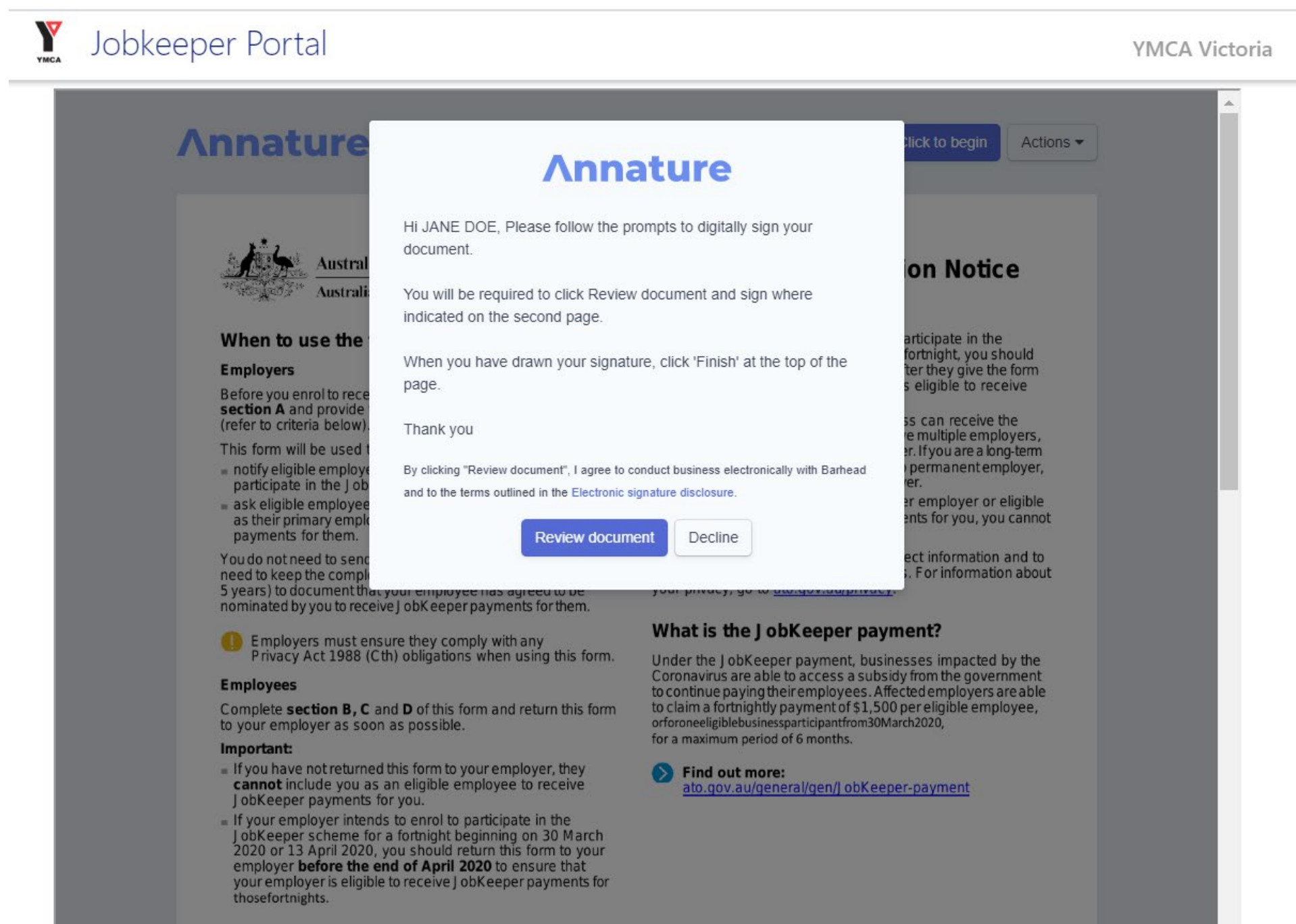
5. A PDF will be generated and may take 10 – 15 seconds to completed



Fetching PDF

## Instructions to complete the employee nomination form

6. 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. At the top left is the YMCA logo and 'Jobkeeper Portal'. At the top right is 'YMCA Victoria'. The main content area is titled 'Annature' and contains a digital signature prompt. The prompt text is as follows:

**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 content includes sections for 'When to use the form', 'Employers', 'Employees', and 'What is the JobKeeper payment?'.



## Instructions to complete the employee nomination form

7. 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.**

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### 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.

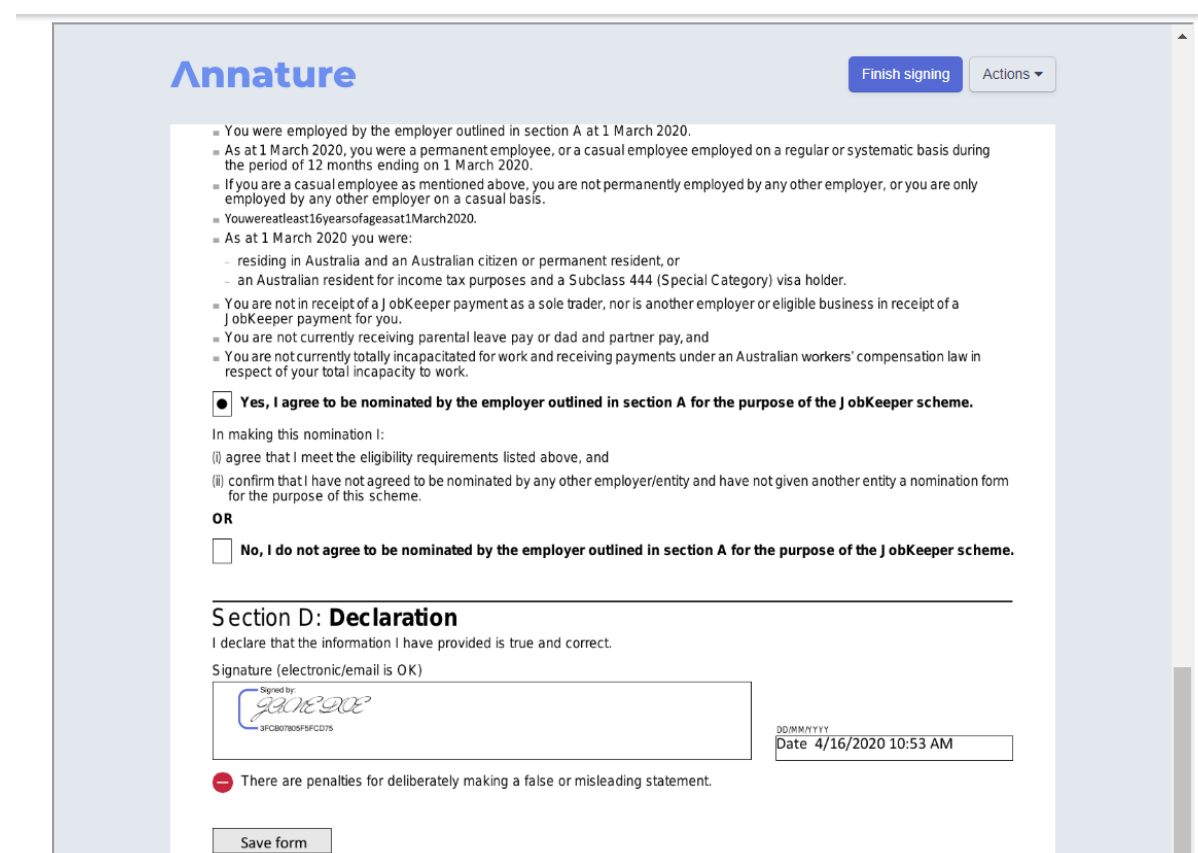
Save form

# Instructions to complete the employee nomination form

## 8. Select your digital signature (using your curser)



## 9. 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.**

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**Section D: Declaration**

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

Signature (electronic/email is OK)

Signed by: *JANE DOE*  
F0C09198AB69C8D7

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

10. 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.

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You must complete your JobKeeper employee nomination form by:

**4pm on Monday 20 April.**

(Yes, that is this Monday)

# JobKeeper Update

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Dear **[Name]**

**An important notification: JobKeeper Payment**

The YMCA has elected to participate in the Australian Government wage subsidy program, the JobKeeper Payment. The JobKeeper Payment is made to eligible businesses and not-for-profit organisations affected by COVID-19 to support employee retention.

Unfortunately, you have been identified as **ineligible** to receive the JobKeeper Payment through the YMCA. To be eligible for the JobKeeper payment an employee must meet all of the following criteria:

- be currently employed by the YMCA or related entities (this includes staff stood down or de-rostered due to COVID-19 related site closures)
- are a full-time or part-time employee or are a casual employee on a regular and systematic basis for more than 12 months (as at 1 March 2020)
- aged 16 years or older at 1 March 2020
- are an Australian citizen, the holder of a permanent visa, or a Special Category (Subclass 444) Visa Holder at 1 March 2020
- are an Australian resident for tax purposes on 1 March 2020
- **not** in receipt of a JobKeeper Payment from another employer

According to our records, we have identified you as ineligible to receive the JobKeeper Payment through the YMCA as you **do not** meet the following JobKeeper criteria:

- **[Specific criteria you do not meet will be inserted here]**

If you believe you do meet the eligibility criteria, you must notify the People and Culture Team at [Humanresources.vic@ymca.org.au](mailto:Humanresources.vic@ymca.org.au) as soon as possible and by **no later than 4pm Monday 20 April 2020** and provide reasons in writing why you believe you qualify. The People and Culture team will be working outside regular business hours to assist with any queries.

If you do not respond to the People and Culture Team in regards to this notification, the YMCA will consider you ineligible for the JobKeeper Payment and proceed accordingly.

If you are not eligible to receive the JobKeeper payment, please access the Australian Government website to obtain information in relation to [other Government support and services](#) (for example, JobSeeker payment) available to employees affected by COVID-19.

You can continue to access all relevant Coronavirus updates on the YMCA by visiting [emergency.ymca.org.au](http://emergency.ymca.org.au)

There will be a live Zoom webinar with Carolyn Morris, CEO of YMCA Victoria and Kingswim, at 4.00pm today (Friday 17 April) – an SMS alert with a link to the Webinar will be sent to all staff, or click [here](#) to join.

To support you and your immediate family through this COVID-19 crisis, we encourage you to access our free, confidential counselling service through the YMCA's Employee Assistance Program provider, LIFEWORKS. Simply call 1300 361 008.

I would like to take this opportunity to thank you for your ongoing support and commitment to the YMCA during this difficult time for our organisation and our community.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Martina Smythe'.

Martina Smythe  
General Manager - People and Culture

**If you are ineligible,  
your email will look  
like this:**

Please email **[humanresources.vic@ymca.org.au](mailto:humanresources.vic@ymca.org.au)** if you believe you are eligible but have been identified as ineligible.

Please do not contact your line manager and direct all enquiries to the above email address.



# JobKeeper Q&A

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Thank you

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