



# How to setup **JobKeeper** payments in MYOB

## IN MYOB ESSENTIALS

### 1. **Set up an income account to receive JobKeeper payments**

- a. Click your business name and choose Accounts list.
- b. Click Add new. The Add new box appears, in the Accounts tab.
- c. Enter a unique Account Number (for MYOB tracking purposes only).
- d. Enter the Account Name as JOBKEEPER SUBSIDY NO GST.
- e. Choose Income from the Account Type list.
- f. Choose NTR from the Tax Rate list.
- g. Click Save to add the accounts.

### 2. **Set up the JobKeeper pay items**

You can now set up the required pay items to ensure JobKeeper payments are reported correctly to the ATO.

You'll need to set up pay items 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 pay items once.

Important! Make sure you name these pay items exactly as described below. It's critical to enter the names exactly as defined by the ATO. Any changes may delay reimbursements. For detailed steps on this setup, please visit [MYOB's help page](#).

### 3. **Do your first pay under JobKeeper**

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 pay item for each employee you're paying. You only need to do this for the employee's first JobKeeper pay.
- You'll increase the PAYG 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 pay item.

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. From the Payroll menu, choose Enter pay. The Pay centre page appears.
2. Under Confirm dates:
3. In the How often field, choose the pay frequency. For example, if it's a weekly pay, choose Weekly.
4. In the From and To fields, chose the first and last day of the pay period.
5. Choose the Pay on date. This is typically the day you're processing the pay run.
6. Under Select employees to pay:
7. Select the employees you're paying.
8. Click in the Email column to select which employees you want to email payslips to. You'll need to have entered their email addresses on the Employee details tab of their employee record to be able to email their payslip.  
A tick shows in the Bank File column if the employee is being paid electronically.
9. Under Pay run, click Start pay run. The Pay run page appears where you can review the pay details.

On the Pay run page, enter the number of paid hours against the JobKeeper pay item and reduce their Normal hours by the same amount.:

If an employee is	JobKeeper payment amount
being paid less than the JobKeeper payment	<ul style="list-style-type: none"><li>• Enter the hours for the work they've done against Normal.</li><li>• Enter the top-up amount against the JOBKEEPER-TOPUP pay item to bring their pay up to the required JobKeeper payment amount.</li></ul>
being paid more than the JobKeeper payment	Enter their hours as you normally would against Normal.
stood down	Enter the full JobKeeper payment against the JOBKEEPER-TOPUP pay item.

#### 4. Receive JobKeeper payments from the government

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

##### ***If you use bank feeds***

The deposits from the government will appear in MYOB Essentials 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 allocate the deposit to the income account you created earlier. For details about allocating, see [Allocating bank transactions](#).

***If you don't use bank feeds***

You'll need to manually record a Receive Money transaction.

1. Create a Receive Money transaction (Banking menu> Receive money). Need a refresher?
2. In the Deposit into field, select the account the money is being deposited into.
3. In the Notes field, enter a description for this transaction.
4. If you've set up the Australian Government or the ATO as a contact, choose it from the Payer list. You can add a new payer by clicking Add customer from the Payer list and entering their details.
5. In the Allocate to field, select the income account you created earlier.
6. In the Amount column, enter the JobKeeper payment amount you've received.
7. Click Save.

For detailed steps on this setup, please visit [MYOB's help page](#).