




# JOBKEEPER NEXT STEPS

	 TIMEFRAME	 WHAT YOU NEED TO DO	 EMPLOYURE RESOURCES
<b>STEP 1</b>	<b>ASAP</b> , no later than 20 April 2020	Register your interest in the JobKeeper scheme with the <a href="#">ATO</a> . Confirm this with your employees.	<a href="#">Memo</a> to your employees confirming you have registered and currently in the process of determining eligibility.
<b>STEP 2</b>	<b>ASAP</b> , no later than 20 April 2020	Determine whether you qualify for the JobKeeper scheme.	See the <a href="#">Eligibility section</a> of the Employure JobKeeper FAQ.
<b>STEP 3</b>	No set timeframe	<b>OPTIONAL:</b> If you don't qualify or decide you don't want to participate in the JobKeeper scheme, inform your employees.	<a href="#">Memo</a> to your employees confirming you will not be participating in the JobKeeper scheme.
<b>STEP 4</b>	<b>ASAP</b> , no later than 20 April 2020	Determine your eligible employees.	See the <a href="#">Eligibility section</a> of the Employure JobKeeper FAQ.
<b>STEP 5</b>	<b>ASAP</b> , as employees must return the completed form to you no later than the end of April	Issue your eligible employees with a memo requesting them to complete the ATO's <a href="#">JobKeeper Employee Nomination Notice form</a> .	<a href="#">Memo</a> to your employees with the ATO's JobKeeper Employee Nomination Notice form attached, explaining the employee must complete and return the form within the specified timeframe.
<b>STEP 6</b>	No set timeframe	<b>OPTIONAL:</b> Inform employees who are not eligible.	<a href="#">Memo</a> to those employees who are not eligible for JobKeeper payments.
<b>STEP 7</b>	20 April onwards	Enrol with the ATO using the <a href="#">Business Portal</a> .	
<b>STEP 8</b>	20 April onwards	Receive correspondence from ATO confirming whether your business has qualified or not.*	
<b>STEP 9</b>	20 April onwards (and no later than 30 April)	<b>IF ATO HAS CONFIRMED YOU QUALIFY:</b> Issue eligible employees with a confirmation of your business qualifying for the JobKeeper scheme and payment being made.	<ul style="list-style-type: none"> <li>• <a href="#">Memo</a> to your employees confirming that the business qualifies for the scheme and has made payment (if required) to ensure the EE has been paid at least \$1,500 per fortnight for the period of 30 March 2020 to 26 April 2020.</li> </ul>
<b>STEP 10</b>	20 April onwards (and no later than 30 April)	<b>IF ATO HAS NOT CONFIRMED YOU HAVE QUALIFIED, OR REJECTED YOUR APPLICATION:</b> Inform your employees of your situation.	<p>Issue one of the below, depending on your situation:</p> <ul style="list-style-type: none"> <li>• <a href="#">Memo</a> to your employees confirming that the ATO has notified you that the business does not qualify for the scheme</li> <li>• <a href="#">Memo</a> to your employees confirming that the ATO has not yet confirmed whether the business qualifies, but you are making the business decision to make JobKeeper payments despite this</li> <li>• <a href="#">Memo</a> to your employees confirming that the ATO has not yet confirmed whether the business qualifies, so you will not be making JobKeeper payments for April</li> </ul>
<b>STEP 11</b>	20 April onwards (and no later than 30 April)	If you are seeking reimbursement for April JobKeeper payments, ensure eligible employees have been paid the minimum \$1,500 per fortnight for the two fortnights covering 30 March 2020 to 26 April 2020.**	
<b>STEP 12</b>	4 May onwards	Apply online with ATO to claim first two fortnights (covering 30 March 2020 to 26 April 2020).	<ul style="list-style-type: none"> <li>• <a href="#">Memo</a> to your employees within 7 days of applying online, confirming their details have been submitted to ATO (this is a legal requirement)</li> </ul>
<b>STEP 13</b>	4 May onwards	Receive payment from ATO for first two fortnights.	
<b>STEP 14</b>	May onwards	Continue to pay employees the JobKeeper payments, and comply with the ATO's monthly reporting requirements.	