

JobKeeper Enrolment – Xero

Step by Step Guide to the JobKeeper Payment

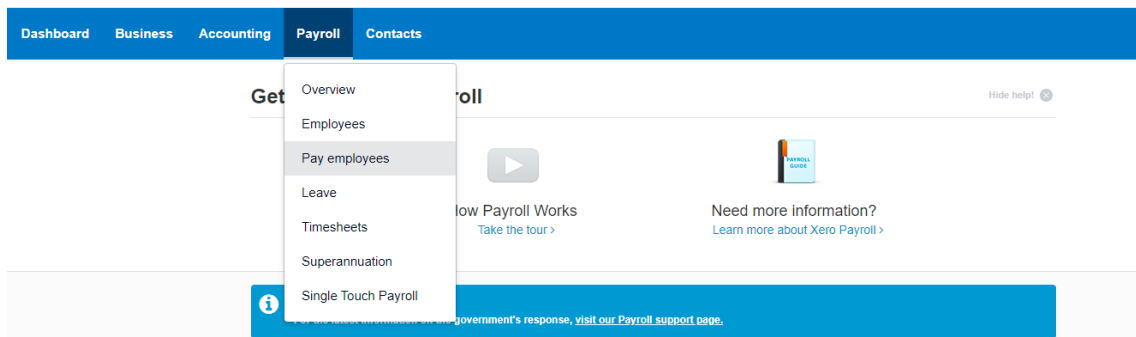
Once your church meets the eligibility criteria (found [here](#)) and you have enrolled in the ATO Business Portal, you must then proceed to enrol your employees within Xero and ensure you are set up on Single Touch Payroll (STP).

Prerequisites:

- Check your employees meet the eligibility requirements
- Notify your employees that you intend to claim the JobKeeper payment on their behalf
- Send the [JobKeeper employee nomination notice](#) to your nominated employees and keep this on file. Please ensure you get this back from your employees ASAP
- Enrolled in the JobKeeper payment scheme with the ATO

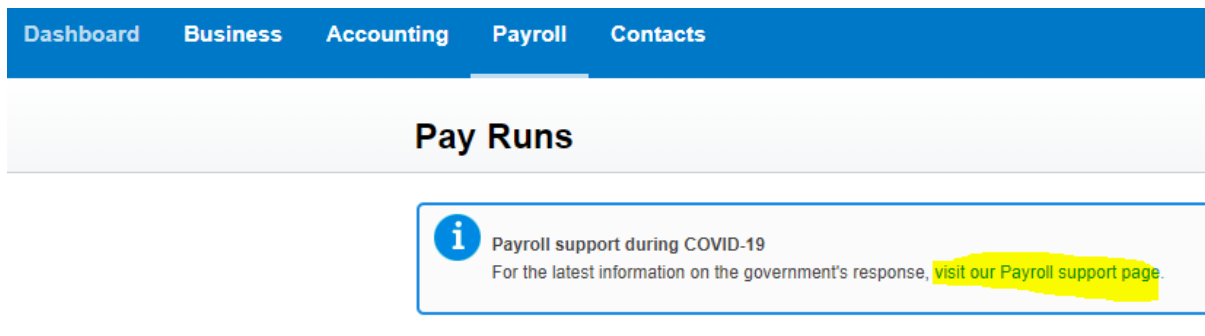
Step 1

Once logged into Xero, navigate to the Payroll menu (in the blue menu) > then click on Pay employees



Step 2

Click on the link 'visit our Payroll support page' in the COVID-19 banner



Step 3

You'll be taken to a 'Payroll support during COVID-19' page which lists out all the different steps to prepare for JobKeeper payments. By this stage you should have already determined your eligibility to receive JobKeeper and also enrolled for the JobKeeper scheme in the ATO Business Portal. Xero also remind you in point 3 that you need to set up Single Touch Payroll (STP) if you haven't already.

Click on point 4 – Enrol employees for JobKeeper payments


Alternatively, if you click this link it will take you to the same page:

<https://payroll.xero.com/SingleTouch/covid19?CID=!7mCnZ>





Payroll support during COVID-19 [About](#) [JobKeeper settings](#)

Government support

The government has introduced the JobKeeper payment scheme to help keep more Australians in jobs and support businesses affected by the significant economic impact caused by COVID-19.

[For the latest information visit Xero Central](#) 

Getting ready for JobKeeper payments

1. Check if your business is eligible using Xero's turnover calculator	Turnover calculator >
2. Enrol your business in the JobKeeper payment scheme with the ATO	ATO enrolment 
3. Set up Single Touch Payroll	You're set up with STP 
4. Enrol employees for JobKeeper payments	Enrol employees >
5. Update your JobKeeper pay items to report correctly to the ATO	Xero Instructions 
6. Report your pay runs to the ATO by filing with STP as soon as possible	Single Touch Payroll >
7. Complete your monthly declaration with the ATO	Monthly declaration 

Step 4

Xero will compare your payroll data to the government's criteria and will suggest a list of employees who are likely to be eligible.

For those that are eligible, you will need to click 'Start JobKeeper' and select the fortnight in which you want each employee's JobKeeper payment to start.

Potentially eligible* 6	
James Lebron Full-time employment • Started 30 Jan 2019 • Age 34 • Resident	Start JobKeeper ⋮
Odette Garrison Part-time employment • Started 5 Apr 2019 • Age 37 • Resident	Start JobKeeper ⋮
Oliver Gray Full-time employment • Started 3 Jul 2019 • Age 47 • Resident	Start JobKeeper ⋮
Sally Martin Full-time employment • Started 31 Dec 2019 • Age 29 • Resident	Start JobKeeper ⋮
Sonia Michaels Full-time employment • Age 27 • Resident	Start JobKeeper ⋮
Tracy Green Part-time employment • Started 2 May 2019 • Age 27 • Resident	Start JobKeeper ⋮

This Fact Sheet has shown how to enrol for JobKeeper in Xero accounting software. For further information of how to deal with JobKeeper for your employees please see our Processing JobKeeper in Xero.