

JobMaker Hiring Credit

The JobMaker Hiring Credit will give businesses incentives to take on additional young job seekers. This will help young people access job opportunities as the economy recovers.

Employers may seek guidance about employer and employee eligibility from the JobMaker Hiring Credit for business website: ato.gov.au/jobmakerhiringcredit

Overview

JobMaker Hiring Credit duration and periods

- The JobMaker Hiring Credit (JMHC) measure started on 07 October 2020 and will run through to 06 October 2022.
- Employees commencing employment prior to 07 October 2020 or after 06 October 2021 are not covered by the scheme and cannot be claimed for.
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JobMaker period	JobMaker period dates	Claim period dates
Period 1	07 October 2020 to 06 January 2021	01 February 2021 to 30 April 2021
Period 2	07 January 2021 to 06 April 2021	01 May 2021 to 31 July 2021
Period 3	07 April 2021 to 06 July 2021	01 August 2021 to 31 October 2021
Period 4	07 July 2021 to 06 October 2021	01 November 2021 to 31 January 2022
Period 5	07 October 2021 to 06 January 2022	01 February 2022 to 30 April 2022
Period 6	07 January 2022 to 06 April 2022	01 May 2022 to 31 July 2022
Period 7	07 April 2022 to 06 July 2022	01 August 2022 to 31 October 2022
Period 8	07 July 2022 to 06 October 2022	01 November 2022 to 31 January 2023

JobMaker Hiring Credit rates

Through the JobMaker Hiring Credit payment scheme, eligible employers will be eligible to receive payments of up to:

- \$200 a week – for each eligible additional employee aged 16 to 29 years old (inclusive).
- \$100 a week – for each eligible additional employee aged 30 to 35 years old (inclusive).

An employee's age is calculated based on the commencement date the employer reports via the STP payroll event. There is no requirement for an employer to report the rate they think they will get for their employees; this will be calculated by the ATO based on the information received. Amounts paid to employers will be capped by relative changes in headcount and payroll over time, please refer to:

ato.gov.au/jobmakerhiringcreditguide for information regarding this.

JobMaker Hiring Credit claim cycle

The claim process for the JobMaker Hiring Credit is every three months in arrears from 01 February 2021 to 31 January 2023. A claim for an eligible employee can only be made for a period of up to 12 months after their commencement of employment with the employer, or until the STP reported cessation date, whichever comes first.

The JobMaker Hiring Credit **claim** process will be online via ATO Online services and will not be managed via STP.

Claims and amendments to claims must be undertaken within the claim period for each JobMaker period.

To be eligible for the JobMaker Hiring Credit you must report your nominations and minimum hours test declaration via STP (in WorkDESK).

Setting up in WorkDESK

The setup for JobMaker in WorkDESK is very similar to JobKeeper, where you setup special allowances and put them on the nominated (eligible) employees with a 0.01 amount.

You must use the STP payroll event to nominate employees eligible for the JobMaker Hiring Credit to the ATO.

Reporting of employees who have been nominated for the JobMaker Hiring Credit is expected to occur at the point of hiring during the JobMaker period dates, and prior to making a claim, noting it may take up to 72 hours for this information to be processed and made available for JobMaker Hiring Credit purposes.

To nominate an employee the following items must be up to date before completing the STP payroll.

Payee TFN – in File -> Employee -> View -> Taxation: TFN

Payee Commencement Date – in File -> Employee -> View -> Main: Date Commenced

Payee Date of Birth – in File -> Employee -> View -> Main: Date of Birth

WorkDESK ATO Reportable allowances ('Separate on PAYG Summary' flag) are to be used for JobMaker reporting.

Each nominated Employee will require an allowance for Nominating or Renominating the employee, and for any Periods (up to 8) that they meet the minimum hours test.

1) JobMaker Hiring Credit nomination - **JMHC-NOM**

- A special allowance used to indicate the JobMaker Hiring Credit nomination for the employee.
- Employees are only required to be nominated once under the scheme, and there is no requirement to report this more than once for an employee.

2) JobMaker Hiring Credit minimum hours test - **JMHC-P##**

- You must inform the ATO via an STP payroll event when an employee that you have nominated has met the minimum hours test for a JobMaker period that you intend to claim for.
- You will need to report this quarterly that they met the eligibility criteria.
- Reporting of an employee meeting of the minimum hours test is expected to occur at the point where you have confirmed the employee has met the test for the period, and prior to making a claim for the period, noting it may take up to 72 hours for this information to be processed and made available for JobMaker Hiring Credit purposes.
- Your declaration that the employee has met the minimum hours test for each period must be reported as a special allowance code 'JMHC-P##' where ## refers to the JobMaker period the test was met in.
- You are only required to report a period once per employee.
- Each JobMaker period has its own unique code:

JobMaker period	Other allowance type description
Period 1	JMHC-P01
Period 2	JMHC-P02
Period 3	JMHC-P03
Period 4	JMHC-P04
Period 5	JMHC-P05
Period 6	JMHC-P06
Period 7	JMHC-P07
Period 8	JMHC-P08

3) JobMaker Hiring Credit cessation

- If an employee who has been nominated for JobMaker Hiring Credit ceases employment within 12 months of being hired, you must inform the ATO of this via an STP payroll event.
- A 'Payee cessation date' must be reported via a termination payment A070 – **if you require to report a cessation date for a JobMaker & have not used A070 please contact support.**

4) JobMaker Hiring Credit rehire nomination - **JMHC-RENOM**

- Where an employee ceased employment and is subsequently rehired and meets the eligibility criteria for the JobMaker Hiring Credit then you can nominate the employee again by reporting a special allowance code with an 'Other Allowance Type Description' of 'JMHC-RENOM'.
- The appropriate commencement date for the rehire must be reported and the date of birth of the employee must also be reported.
- When reporting a rehire nomination the commencement date of the rehire must not be prior to the cessation date of the original nomination.
- A rehire nomination cannot be reported if a cessation date has not been reported for the original nomination. A 'JMHC-NOM' or 'JMHC-NOMX' (see corrections) cannot be

reported where there is an active and valid 'JMHC-RENOM' subsequently reported for the employee.

- The design for rehires does not support multiple rehires after one rehire, should this occur, you will need to contact the ATO directly to manage this situation.

Corrections

Other allowance type description for removal of previously reported information. These are not required unless you need to make a correction.

5) Remove the nomination for an employee - **JMHC-NOMX**

- A special 'Other' type allowance code 'JMHC-NOMX' will remove the nomination for the employee, and they will not be part of any claim.
- This should only be used to indicate that the original nomination should not have been provided. It is not to be used to report the cessation of an employee, this should be reported using a cessation date.

6) Remove the rehire nomination for an employee - **JMHC-RENOMX**

- A special 'Other' type allowance code 'JMHC-RENOMX' will remove the rehire nomination for the employee, and they will not be part of any claim.
- This should only be used to indicate that the rehire nomination should not have been provided. It is not to be used to report the cessation of an employee, this should be reported using a cessation date.

7) Remove the declaration that an employee met the minimum hours test for a specific period – **JMHC-P##X**

- This will remove the declaration that an employee met the minimum hours test for the specific JobMaker period indicated in the cod (##) e.g. JMHCP01X to remove if an employee was incorrectly reported for Period 1.

Configuring in WorkDESK:

The following screens are examples of Allowances and General Ledger code setup.

Add a new GL code to keep JobMaker reported allowances separate

Add this somewhere in your balance sheet or discuss with your accountant for the best place to put this in your WorkDESK General Ledger.

The screenshot shows a software window titled "Accounting - General Ledger". The window has a menu bar with "View", "Maintain", "Add", "Journal Entries", "End of Year", and "Period End Dates". The main area contains the following fields and options:

- Account code: 787.00
- Format Selection: (dropdown menu)
- Title: JobMaker Clearing
- Bracket if Balance: Debit (dropdown menu)
- Print in Column: 0
- Number of underlines: Nil (dropdown menu)
- Total-to: 000.00
- Total-to: 000.00
- Contra Account: 000.00
- Detail from Revenue/Purchase: No
- Enable as Revenue code:
- Enable as Purchase code:
- Buttons: Save, Exit

- WorkDESK requires you to enter 0.01 against any JobMaker special allowances. This will keep track separately in the GL of any 0.01 payments

Adding in New Allowance Codes

1) JobMaker Hiring Credit nomination - **JMHC-NOM**

Red = Mandatory Fields

Yellow = optional or user customisable fields.

Allowance Code: A520 - use any free available allowance code greater than A200.

- We recommend you use A599 or less as this will automatically stop the allowance reported with an amount next pay. If you use A600 or above, after paying an employee you must manually set the amount to 0 on the employee allowances screen.
- **Short Name:** JMHCN - only shows on some WorkDESK reports where a short description is needed to fit on a print out.
- **Description:** JMHC-NOM Used for WorkDESK reports
- **Pay/ Deduct Basis:** Amount
- **Separate on PAYG Summ:** Yes
- **Taxable:** No
- **Pay during Holidays?:** No
- **Add to Super for OTE?:** No
- **General Ledger code:** Suggest you add a new GL code to keep track of the JobMaker Payments - somewhere in your balance sheet. Otherwise contact your accountant.
- **Reportable Type:** Top right box 'Other'
- **Reportable Description:** JMHC-NOM
It is mandatory that the Reportable Description matches exactly as is written here.

2) JobMaker Hiring Credit minimum hours test - **JMHC-P##**

To report when an employee you have nominated has met the minimum hours test for a JobMaker period that you intend to claim for.

The screenshot shows the 'Accounting - Payroll' window with the 'Allowances' tab selected. The form contains the following fields and options:

- Allowance Code:** A521 (Yellow)
- Short Name:** JMHC1 (Yellow)
- Description:** JMHC-P01 (Yellow)
- Pay Advice Print Group:** (Empty)
- Pay / Deduct Basis:** Amount (Dropdown)
- Separate on PAYG Summ:** Yes (Text)
- Taxable ?** No (Text)
- Pay during Holidays ?** No (Text)
- Add to OTE for Super ?** No (Dropdown)
- General Ledger code:** 787.00 (Yellow)
- G L code to Credit:** ___ (Text)
- Standard Pay Amount:** 0.00 (Text)
- Standard Charge Amount:** 0.00 (Text)
- Variable Amount:** (Checkbox)
- Reportable Type:** Other (Dropdown)
- Reportable Description:** JMHC-P01 (Text)
- Exclude from Salary Sacrifice:** (Checkbox)
- Subject to Work Cover:** (Checkbox)
- Subject to Payroll Tax:** (Checkbox)
- Exempt Foreign Income:** (Checkbox)
- Include for portable LSL:** (Checkbox)

Buttons at the bottom right: Save, Exit.

Red = Mandatory Fields

Yellow = optional or user customisable fields.

Allowance Code: A521 - use any free available allowance code between A200 and A600.

- Use a code less than A600 as this should only be reported once per employee
- **Short Name:** JMHC1- only shows on some WorkDESK reports where a short description is needed to fit on a print out
- **Description:** JMHC-P01 Used for WorkDESK reports
- **Pay/ Deduct Basis:** Amount
- **Separate on PAYG Summ:** Yes
- **Taxable:** No
- **Pay during Holidays?:** No
- **Add to Super for OTE?:** No.
- **General Ledger code:** Use the same GL code as your JobMaker Hiring Credit nomination code
- **Reportable Type:** Top right box 'Other'
- **Reportable Description:** JMHC-P01
It is important that the Reportable Description matches exactly as is written here.
- You will be required to add separate allowance codes for different JobMaker Periods.
e.g. use A522 for Period 2, and set the description for it to JMHC-P02

You are not required to add all periods (1 to 8) immediately, but we recommend you add them now so you don't need to set them up later on.

Example of JobMaker Period 2:

The screenshot shows a software window titled "Accounting - Payroll" with a tabbed interface. The "Allowances" tab is active. The form contains the following fields and values:

Allowance Code	A522	Other	JMHC-P02
Short Name	JMHCP2	Exclude from Salary Sacrifice	<input type="checkbox"/>
Description	JMHC-P02	Subject to Work Cover	<input type="checkbox"/>
Pay Advice Print Group		Subject to Payroll Tax	<input type="checkbox"/>
Pay / Deduct Basis	Amount	Exempt Foreign Income	<input type="checkbox"/>
Separate on PAYG Summ	Yes	Include for portable LSL	<input type="checkbox"/>
Taxable ?	No		
Pay during Holidays ?	No		
Add to OTE for Super ?	No		
General Ledger code	787.00		
G L code to Credit	__._		
Standard Pay Amount	0.00		
Standard Charge Amount	0.00		
Variable Amount	<input type="checkbox"/>		

Buttons for "Save" and "Exit" are located at the bottom right of the form.

Where the Allowance code, Short Name, 'Other' and 'Description' has changed to 2. Repeat this for all periods up to and including 8.

3) JobMaker Hiring Credit cessation

No allowance code is required but you must set the Employee to Terminated in File -> Employee -> Maintain -> Main: set Pay Frequency to 'Terminated'.

4) JobMaker Hiring Credit rehire nomination - **JMHC-RENOM**

Where an employee ceased employment and is subsequently rehired and meets the eligibility criteria for the JobMaker Hiring Credit.

Red = Mandatory Fields

Yellow = optional or user customisable fields.

Allowance Code: A530 - use any free available allowance code greater than A200.

- **Short Name:** JMHC-RENOM - only shows on some WorkDESK reports where a short description is needed to fit on a print out.
- **Description:** JMHC-RENOM Used for WorkDESK reports
- **Pay/ Deduct Basis:** Amount
- **Separate on PAYG Summ:** Yes
- **Taxable:** No
- **Pay during Holidays?:** No
- **Add to Super for OTE?:** No
- **General Ledger code:** Use the same GL code as previous JobMaker allowances.
- **Reportable Type:** Top right box 'Other'

Reportable Description: JMHC-RENOM

It is mandatory that the Reportable Description matches exactly as is written here.

Corrections Allowances

You can add these now or only if they are required (e.g. you need to make an amendment/correction for an incorrect employee or period).

5) Remove the nomination for an employee - **JMHC-NOMX**

This is used to remove the nomination for the employee, and they will not be part of any claim.

Red = Mandatory Fields

Yellow = optional or user customisable fields.

Allowance Code: A529 - use any free available allowance code greater than A200.

- **Short Name:** JMHCNX - only shows on some WorkDESK reports where a short description is needed to fit on a print out.
- **Description:** JMHC-NOMX Used for WorkDESK reports
- **Pay/ Deduct Basis:** Amount
- **Separate on PAYG Summ:** Yes
- **Taxable:** No
- **Pay during Holidays?:** No
- **Add to Super for OTE?:** No
- **General Ledger code:** Use the same GL code as previous JobMaker allowances.
- **Reportable Type:** Top right box 'Other'

Reportable Description: JMHC-NOMX

It is mandatory that the Reportable Description matches exactly as is written here.

6) Remove the rehire nomination for an employee - **JMHC-RENOMX**

This will remove the rehire nomination for the employee, and they will not be part of any claim.

Red = Mandatory Fields

Yellow = optional or user customisable fields.

Allowance Code: A529 - use any free available allowance code greater than A200.

- **Short Name:** JMHCRCX- only shows on some WorkDESK reports where a short description is needed to fit on a print out.
- **Description:** JMHC-RENOMX Used for WorkDESK reports
- **Pay/ Deduct Basis:** Amount
- **Separate on PAYG Summ:** Yes
- **Taxable:** No
- **Pay during Holidays?:** No
- **Add to Super for OTE?:** No
- **General Ledger code:** Use the same GL code as previous JobMaker allowances.
- **Reportable Type:** Top right box 'Other'

Reportable Description: JMHC-RENOMX

It is mandatory that the Reportable Description matches exactly as is written here.

7) Remove the declaration that an employee met the minimum hours test for a specific period – **JMHC-P##X**

This will remove the declaration that an employee met the minimum hours test for the specific JobMaker period indicated in the cod (##) e.g. JMHC-P01X to remove if an employee was incorrectly reported for Period 1.

The screenshot shows the 'Accounting - Payroll' window with the 'Allowances' tab selected. The form contains the following fields and options:

- Allowance Code:** A531 (Mandatory, highlighted in red)
- Short Name:** JMP01X (Optional, highlighted in yellow)
- Description:** JMHC-P01X (Mandatory, highlighted in red)
- Reportable Type:** Other (Mandatory, highlighted in red)
- Pay / Deduct Basis:** Amount (Mandatory, highlighted in red)
- Separate on PAYG Summ:** Yes
- Taxable?:** No
- Pay during Holidays?:** No
- Add to OTE for Super?:** No (Mandatory, highlighted in red)
- General Ledger code:** 787.00 (Optional, highlighted in yellow)
- G L code to Credit:** . . .
- Standard Pay Amount:** 0.00
- Standard Charge Amount:** 0.00
- Variable Amount:**
- Checkboxes:** Exclude from Salary Sacrifice, Subject to Work Cover, Subject to Payroll Tax, Exempt Foreign Income, Include for portable LSL.
- Buttons:** Save, Exit

Red = Mandatory Fields

Yellow = optional or user customisable fields.

Allowance Code: A529 - use any free available allowance code greater than A200.

- **Short Name:** JMP01X - only shows on some WorkDESK reports where a short description is needed to fit on a print out.
- **Description:** JMHC-P01X Used for WorkDESK reports
- **Pay/ Deduct Basis:** Amount
- **Separate on PAYG Summ:** Yes
- **Taxable:** No
- **Pay during Holidays?:** No
- **Add to Super for OTE?:** No
- **General Ledger code:** Use the same GL code as previous JobMaker allowances.
- **Reportable Type:** Top right box 'Other'

Reportable Description: JMHC-P01X

It is mandatory that the Reportable Description matches exactly as is written here.

Example Period 2

The screenshot shows a software window titled "Accounting - Payroll" with several tabs: "Payrun", "Super Adjustment", "Super End of Period", "Allowances", "Deductions", and "Direct Deposits". The "Allowances" tab is active, displaying the configuration for allowance code "A532".

Allowance Code	A532	Other	JMHC-P02X
Short Name	JMP02X	Exclude from Salary Sacrifice	<input type="checkbox"/>
Description	JMHC-P02X	Subject to Work Cover	<input type="checkbox"/>
Pay Advice Print Group		Subject to Payroll Tax	<input type="checkbox"/>
Pay / Deduct Basis	Amount	Exempt Foreign Income	<input type="checkbox"/>
Separate on PAYG Summ	Yes	Include for portable LSL	<input type="checkbox"/>
Taxable ?	No		
Pay during Holidays ?	No		
Add to OTE for Super ?	No		
General Ledger code	787.00		
G L code to Credit	___.		
Standard Pay Amount		0.00	
Standard Charge Amount		0.00	
Variable Amount	<input type="checkbox"/>		

Buttons: Save, Exit

Adding Allowances to Employees

1) Adding JobMaker Nomination Allowance

Add the JobMaker Hiring Credit allowance code to the File -> Employee -> Enter/ Alter Allowances/ Deductions with the Total Amount as 0.01

The screenshot shows a software window titled "Employee -- ADAIP" with a menu bar containing "View", "Maintain", "Add", "Enter/Alter Timesheets", and "Enter/Alter Allowances/Deductions". The "Enter/Alter Allowances/Deductions" menu is open, showing the following table:

All/Ded Cd	Description	Amount	Tax	YearTD	Certificate?	Leave Type	Cc
S800	Cert Superannuation	9.50	0.00	0.00			
ZANZ	ANZ Bank	0.00	0.00	0.00			

Below the table, the "Allowance/Deduction/Banking/Super" section is highlighted in yellow. It contains the following fields:

- All/Ded code: A520 (with buttons for Ann, Pers, Adj)
- Type: JMHC-NOM
- Total Amount: 0.01
- Tax: 0.00
- Date From: //
- Date To: //

To the right, the "Banking Information" section includes fields for B/S/B Number, Account Number, and Account Name. Below that, the "Superannuation" section includes fields for Member Number and Date Joined. At the bottom, there are buttons for "Delete", "Save" (highlighted in yellow), and "Exit".

Press 'Save'.

This must be done once per nominated employee.

Leave this will report the employee in the next payrun. Otherwise, if you must report now you can do an adjustment payrun using the A060 allowance code (see section 3 below).

2) Report the period where the employee has met the minim hour test

This allowance must be added when you know the employee has met the minimum hours, it may be at a later time, after you've nominated the employee.

Determine which Period to report for the employee based on the information given previously in this document. An Employee can have up to 8 periods reported.

The screenshot shows a software window titled "Employee -- ADAIP". The window has a menu bar with "View", "Maintain", "Add", "Enter/Alter Timesheets", and "Enter/Alter Allowances/Deductions". Below the menu bar, there are input fields for "Employee" (ADAIP) and "Ms Pieta ADAIR".

All/Ded C	Description	Amount	Tax	YearTD	Certificate?	Leave Type	Cc
A520	JMHC-NOM	0.01	0.00	0.00			
S800	Cert Superannuation	9.50	0.00	0.00			
ZANZ	ANZ Bank	0.00	0.00	0.00			

Below the table, there are several form sections:

- Allowance/Deduction/Banking/Super:**
 - All/Ded code: A521 (with buttons for Ann, Pers, Adj)
 - Type: JMHC-P01
 - Total Amount: 0.01
 - Tax: 0.00
 - Date From: //
 - Date To: //
- Banking Information:**
 - B/S/B Number: _____
 - Account Number: _____
 - Account Name: _____
- Superannuation:**
 - Member Number: _____
 - Date Joined: //

At the bottom of the window, there are buttons for "Delete", "Save", and "Exit".

This is an example only, you need to determine which Periods you should report for each employee.

3) If the employee has no other pay and you need to report now
If no other timesheets/ gross is being paid in this Payrun to the employee i.e. you've determined the minimum hours test and must send this through STP before their next pay, then you must enter in an Adjustment allowance A060 on the employee.

The screenshot shows a software window titled "Employee -- ADAIP" with a menu bar containing "View", "Maintain", "Add", "Enter/Alter Timesheets", and "Enter/Alter Allowances/Deductions". The main area displays the employee's name "Ms Pieta ADAIR" and a table of allowances. The table has columns for "All/Ded Code", "Description", "Amount", "Tax", "YearTD", "Certificate?", and "Leave Type". The table contains three rows: A520 (JMHC-NOM, 0.01, 0.00, 0.00), A521 (JMHC-P01, 0.01, 0.00, 0.00), and S800 (Cert Superannuation, 9.50, 0.00, 0.00). Below the table are several input fields: "All/Ded code" is set to "A060" with tabs for "Ann", "Pers", and "Adj"; "Type" is "Adjustments"; "Total Amount" is "0.00"; "Tax" is "0.00"; "Date From" and "Date To" are empty date fields. To the right, "Banking Information" fields include "B/S/B Number", "Account Number", and "Account Name"; "Superannuation" fields include "Member Number" and "Date Joined". At the bottom are "Delete", "Save", and "Exit" buttons.

All/Ded Code	Description	Amount	Tax	YearTD	Certificate?	Leave Type
A520	JMHC-NOM	0.01	0.00	0.00		
A521	JMHC-P01	0.01	0.00	0.00		
S800	Cert Superannuation	9.50	0.00	0.00		

Employee: ADAIP Ms Pieta ADAIR

Allowance/Deduction/Banking/Super

All/Ded code: A060 (Ann | Pers | Adj)

Type: Adjustments

Total Amount: 0.00

Tax: 0.00

Date From: //

Date To: //

Banking Information

B/S/B Number: _____

Account Number: _____

Account Name: _____

Superannuation

Member Number: _____

Date Joined: //

Buttons: Delete, Save, Exit

4) Processing the Employee Pay

Processing the Payrun

If the employee is not being paid and you need to report the Period/ Nomination now then this needs to be processed through an Adjustment Payrun.

The screenshot shows the 'Accounting - Payroll' window with the 'PAYRUN INSTRUCTIONS' form. The form is divided into several sections:

- Payroll Type:** Weekly
- Pay Group:** (empty)
- Adjustment Payrun:** (highlighted in yellow)
- Ind Hol Pay:**
- Payment Method:** All Pay Types
- Payrun from Date:** 10/04/2021
- Payrun to Date:** 17/04/2021
- Allowance Cost Override:**
- Pay Advice:** AUPAYP
- Cheque:** (empty)
- Super Payment Date:** 30/06/2021
- Bank Processing Date:** 19/04/2021

At the bottom of the form, there is a 'PDFCreator' button with a printer icon, and two buttons: 'Proceed' and 'Exit'. To the right of the form, there are two empty tables with columns 'From' and 'To'.

Otherwise process the Payrun as normal.

Confirm the Excel Reports that the correct JobMaker allowances are reporting for each applicable employee.

Single Touch Reporting

Following the above steps (allowance setup and adding to employees) should result in the STP Excel reports during the Payrun including these reportable allowances.

STP Fields	Field Name	Sub-Field	Payroll ID	Payroll ID GUID	Surname	First Name	Pay Code Description	Period Amount	YTD Amount
PAYEVNTEMP2C	Payee Gross Payments		ADAIP	82b177bc-f30b-4b8a-9bca-3cf64a4fbc6d6	ADAI R	Pieta	Ordinary Pay	0.00	448.00
PAYEVNTEMP2C	Payee Total PAYG		ADAIP	82b177bc-f30b-4b8a-9bca-3cf64a4fbc6d6	ADAI R	Pieta	Tax	0.00	0.00
PAYEVNTEMP7	Allowance Type	OTHER	ADAIP	82b177bc-f30b-4b8a-9bca-3cf64a4fbc6d6	ADAI R	Pieta	A521 JMHC-P01	0.01	0.01
PAYEVNTEMP7	Allowance Type	OTHER	ADAIP	82b177bc-f30b-4b8a-9bca-3cf64a4fbc6d6	ADAI R	Pieta	A520 JMHC-NOM	0.01	0.01
PAYEVNT22							Payer Total Gross Payments	0.00	0.00
PAYEVNT20							Payer Total PAYGW Amount	0.00	0.00

e.g. you should see the JobMaker Nomination allowance code JMHC-NOM reporting a 0.01 period amount if you have set it up report this pay.

When you are processing for additional JobMaker Periods with allowances you should expect to see another line with that period number in the allowance description. (e.g. period 2 will show on another line).

Previously reported allowances will continue to show with 0 in the Period Amount and 0.01 in the YTD Amount columns.

Confirm the expected allowances are appearing before proceeding.

Corrections

The ATO will treat JobMaker Hiring Credit allowance code reporting in chronological order of when the payroll report is lodged.

For example, if an employee reports 'JMHC-NOM' for an employee, then cancels by reporting 'JMHC-NOMX' to remove the nomination, they can subsequently use the 'JMHC-NOM' code again for that employee (with relevant mandatory fields) to nominate the employee once more. Please note any amendments for the claim for the JobMaker Hiring Credit must be made within the claim period for each JobMaker period.

Remove nomination or minimum hours declaration

The design for the JobMaker Hiring Credit using the Other Allowance Type Description caters for the removal of previously reported JobMaker Hiring Credit information. This is handled by adding an 'X' to the Other Allowance Type Description previously reported:

5) Remove the Nomination for the employee

In File -> Employee -> Enter/ Alter Allowances input the allowance code for JMHC-NOMX

All/Ded Cc	Description	Amount	Tax	YearTD	Certificate?	Leave Type
A520	JMHC-NOM	0.00	0.00	0.01		
A521	JMHC-P01	0.00	0.00	0.01		
A529	JMHC-NOMX	0.01	0.00	0.00		

Employee: ADAIP Ms Pieta ADAIR

Allowance/Deduction/Banking/Super

All/Ded code: A529 Ann Pers Adj

Type: JMHC-NOMX

Total Amount: 0.01

Tax: 0.00

Date From: //

Date To: //

Banking Information

B/S/B Number: _____

Account Number: _____

Account Name: _____

Superannuation

Member Number: _____

Date Joined: //

Buttons: Delete, Save, Exit

With Total amount as 0.01 and save.

6) Remove the Rehire Nomination for the employee

Repeat the same as above if you are required to remove a Rehire Nomination using your JMHC-RENOMX allowance code.

7) Remove the declaration that an employee met the minimum hours test for the specific JobMaker period indicated in the code

Repeat the same as 5, but with the specific JobMaker Period X code. E.g. JMHC-P01X to remove a declaration for period 01.