

How to setup **JobKeeper** payments in Xero



IN XERO

For each employee, set the date you want to receive the JobKeeper payments from.

1. In the Payroll menu, select Pay Employees.
2. In the Payroll support during COVID-19 message, click visit our Payroll support page.
3. Select the JobKeeper settings tab at the top of the page.
4. Next to an employee's name, click Start JobKeeper. If the details under an employee's name are red, edit them using the steps in the section below.
5. Under JobKeeper start date, select the applicable ATO fortnight.
 - a. You can determine which fortnight to select based on the Payment Date of the pay run that the employee should start to receive top-ups. E.g. if the payment date is 1 April, select the ATO fortnight that spans 30 March to 12 April.
 - b. You can't select an ATO fortnight in the future. You can only select a current or past fortnight.
6. Carefully review the selected ATO fortnight. When you're ready, click Save for reporting.

Repeat these steps for other eligible employees. The employee JobKeeper start dates will be sent to the ATO when you next file with STP.

When you review a pay run, you'll see a note on the payslips of nominated employees to remind you they're enrolled for JobKeeper payments. The note won't be visible when you send the payslips to employees.