



**LAW  
MASTER®**

Law Practice Technology

# LawMaster and JobMaker Hiring Credit

## Getting Started Guide

Upgrade.

A MASTRIN CREATION

# Document Revisions

Version Number	Owner	Updates
V1.0 (18/02/2021)	LXS	First release

## About this Guide

The JobMaker Hiring Credit scheme has been introduced by the ATO to give businesses incentives to take on additional young job seekers.

This guide is intended for system and payroll administrators to identify and maintain eligible employees for the JobMaker Hiring Credit scheme if STP Reporting is configured within LawMaster.

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# JobMaker Hiring Credit

## What is JobMaker?

The JobMaker Hiring Credit Scheme has been introduced to assist Employers with the cost of hiring additional employees.

This is not a payment that is passed onto employees, however, is paid to employers every three months in arrears and can be claimed from 1 February 2021 for the first JobMaker period.

Employers and employees must meet eligibility criteria for each JobMaker period that you want to claim for.

## Getting Ready for JobMaker

1. Check if your business meets the eligibility requirements.
2. Have your eligible additional employees complete a JobMaker employee notice.
3. Register your business in the JobMaker Hiring Credit scheme with the ATO.
4. Nominate your eligible employees through STP Reporting.
5. Claim your JobMaker Hiring Credit from 1 February 2021.

## Key Dates

- ❖ From December 2020 register for JobMaker Hiring Credit via the ATO Business Portal.
- ❖ From 1 February 2021 you can claim for the first JobMaker period 7 October 2020 to 6 January 2021.
- ❖ The last period ends on 6 October 2022 however you can claim for this period up to 31 January 2023.

## Identify and Maintain Eligible Employees

Once an Employer has identified eligible employees, they can use STP Reporting to notify the ATO. To nominate an employee, you need to ensure that you have the following information:

- ❖ Payee Family Name
- ❖ Payee Given Name
- ❖ Payee TFN
- ❖ Payee Other name (if applicable)
- ❖ Payee Commencement date
- ❖ Payee cessation date (only when employee ceases employment)
- ❖ Payee date of birth
- ❖ Payee payroll ID

To indicate nomination of an eligible employee, an Allowance Code will need to be created and assigned to the Employee for \$0.00 with the description of **JMHC-NOM (AJMNOM)**.

The screenshot shows the 'Payroll Processing Options' dialog box. The 'Payroll Code' is 'AJMNOM'. The 'Description' is 'JMHC-NOM'. The 'Normal Pay?' checkbox is unchecked. The 'Scale Factor' and 'Flat Rate/Amount' are both set to 0. The 'After Tax?', 'Exclude from EGS', and 'Exclude on PAYG' checkboxes are unchecked. The 'Payee Id' field is empty. The 'Allowance Code' dropdown menu is set to 'Other'. The 'Super Fund Manager' field is empty. The 'Visible?' checkbox is checked. The 'OK' and 'Cancel' buttons are at the bottom right.

To remove the nomination of an employee, where a nomination should not have been provided, an Allowance Code will need to be created and assigned to the Employee for \$0.00 with the description of **JMHC-NOMX (AJMNOMX)**.

The screenshot shows the 'Payroll Processing Options' dialog box. The 'Payroll Code' is 'AJMNOMX'. The 'Description' is 'JMHC-NOMX'. The 'Normal Pay?' checkbox is unchecked. The 'Scale Factor' and 'Flat Rate/Amount' are both set to 0. The 'After Tax?', 'Exclude from EGS', and 'Exclude on PAYG' checkboxes are unchecked. The 'Payee Id' field is empty. The 'Allowance Code' dropdown menu is set to 'Other'. The 'Super Fund Manager' field is empty. The 'Visible?' checkbox is checked. The 'OK' and 'Cancel' buttons are at the bottom right.

Where an employee has ceased employment and is subsequently rehired and meets eligibility for JobMaker Hiring Credit, an employer can nominate the employee again. An Allowance Code will need to be created and assigned to the Employee for \$0.00 with the description of **JMHC-RENOM (AJMRNOM)**.

The screenshot shows a 'Payroll Processing Options' dialog box. The 'Payroll Code' field contains 'AJMRNOM'. The 'Description' field contains 'JMHC-RENOM'. The 'Normal Pay?' checkbox is unchecked. The 'Scale Factor' and 'Flat Rate/Amount' fields both contain '0'. The 'After Tax?' checkbox is unchecked. The 'Exclude from EGS' and 'Exclude on PAYG' checkboxes are unchecked. The 'Payee Id' field is empty. The 'Allowance Code' dropdown menu is set to 'Other'. The 'Super Fund Manager' field is empty. The 'Visible?' checkbox is checked. The 'OK' and 'Cancel' buttons are at the bottom right.

To remove the rehire nomination of an employee, where a nomination should not have been provided, an Allowance Code will need to be created and assigned to the Employee for \$0.00 with the description of **JMHC-RENOMX (AJMRNOMX)**.

The screenshot shows a 'Payroll Processing Options' dialog box. The 'Payroll Code' field contains 'AJMRNOMX'. The 'Description' field contains 'JMHC-RENOMX'. The 'Normal Pay?' checkbox is unchecked. The 'Scale Factor' and 'Flat Rate/Amount' fields both contain '0'. The 'After Tax?' checkbox is unchecked. The 'Exclude from EGS' and 'Exclude on PAYG' checkboxes are unchecked. The 'Payee Id' field is empty. The 'Allowance Code' dropdown menu is set to 'Other'. The 'Super Fund Manager' field is empty. The 'Visible?' checkbox is checked. The 'OK' and 'Cancel' buttons are at the bottom right.

## JobMaker Hiring Credit reporting due dates

The JobMaker Hiring Credit measure started on 7 October 2020 and goes through to 6 October 2022. The JobMaker periods and claim dates are detailed below.

JobMaker Period	JobMaker period dates	Claim period dates
Period 1	7 October 2020 to 6 January 2021	1 February 2021 to 30 April 2021
Period 2	7 January 2021 to 6 April 2021	1 May 2021 to 31 July 2021
Period 3	7 April 2021 to 6 July 2021	1 August 2021 to 31 October 2021
Period 4	7 July 2021 to 6 October 2021	1 November 2021 to 31 January 2022
Period 5	7 October 2021 to 6 January 2022	1 February 2022 to 30 April 2022
Period 6	7 January 2022 to 6 April 2022	1 May 2022 to 31 July 2022
Period 7	7 April 2022 to 6 July 2022	1 August 2022 to 31 October 2022
Period 8	7 July 2022 to 6 October 2022	1 November 2022 to 31 January 2023

## Allowance Parameters

If you are currently STP Reporting from LawMaster, the Allowance Codes for the Nomination, Renomination and cancelling of both Nomination and Renomination as well as the JobMaker Periods and Cessation of JobMaker periods can be added to the Payroll Payment and Deduction Codes either manually or loaded in bulk using the xml file provided by LawMaster. The description of the Allowance Codes **must** be the same as that described below and any deviation may cause significant delay or prevent reimbursement.

### Setup Allowance Codes Manually

- Where an employee has met the minimum hours test for a JobMaker period, the allowance codes will need to be created for the period/s you intend to claim for.

MenuBar → Parameters → Set Parameters → Payroll → Payroll Payment and Deduction Codes

JobMaker Period	Payroll Code	Description	Allowance Code
Period 1	AJMP01	JMHC-P01	Normal Pay: Unticked After Tax: Unticked Exclude from EGS: Unticked Exclude on PAYG: Unticked Allowance Code: Other

Period 2	AJMP02	JMHC-P02	As above
Period 3	AJMP03	JMHC-P03	As above
Period 4	AJMP04	JMHC-P04	As above
Period 5	AJMP05	JMHC-P05	As above
Period 6	AJMP06	JMHC-P06	As above
Period 7	AJMP07	JMHC-P07	As above
Period 8	AJMP08	JMHC-P08	As above

Payroll Processing Options

Payroll Code: AJMP01

Description: JMHC-P01

Normal Pay?

Scale Factor: 0

Flat Rate/Amount: 0

After Tax?

Exclude from EGS

Exclude on PAYG

Payee Id: ...

Allowance Code: Other

Super Fund Manager: ...

Visible?

OK Cancel

- Where you have incorrectly reported that an employee has met the minimum hour test and you need to remove that declaration, the allowance codes will need to be created for the removal of the declaration.

MenuBar → Parameters → Set Parameters → Payroll → Payroll Payment and Deduction Codes

JobMaker Period	Payroll Code	Description	Allowance Code
Period 1	AJMP01X	JMHC-P01X	Normal Pay: Unticked After Tax: Unticked Exclude from EGS: Unticked Exclude on PAYG: Unticked Allowance Code: Other
Period 2	AJMP02X	JMHC-P02X	As above
Period 3	AJMP03X	JMHC-P03X	As above

Period 4	AJMP04X	JMHC-P04X	As above
Period 5	AJMP05X	JMHC-P05X	As above
Period 6	AJMP06X	JMHC-P06X	As above
Period 7	AJMP07X	JMHC-P07X	As above
Period 8	AJMP08X	JMHC-P08X	As above

The screenshot shows a dialog box titled "Payroll Processing Options". The "Payroll Code" field contains "AJMP01X" and the "Description" field contains "JMHC-P01X". Below these are several checkboxes: "Normal Pay?" (unchecked), "After Tax?" (unchecked), "Exclude from EGS" (unchecked), and "Exclude on PAYG" (unchecked). There are also two spinners for "Scale Factor" and "Flat Rate/Amount", both set to "0". Below these are two more checkboxes: "Payee Id" (with a dropdown arrow) and "Super Fund Manager" (with a dropdown arrow). The "Allowance Code" dropdown menu is set to "Other". At the bottom, there is a "Visible?" checkbox which is checked. The dialog box has "OK" and "Cancel" buttons at the bottom right.

## Load Pre-defined Allowance Codes

JobMaker Allowance Codes that have already been defined by LawMaster can be loaded in bulk by using the file made available from HelpDesk using the following instructions. Please contact HelpDesk direct for a copy of the file if required.

1. Save the JobMakerHC.xml file to your desktop.
2. Check that there are no existing PC Parameters with a Par\_Code within the range AJMNOM to AJMRNOMX. In the screenshot below we have sorted the Par\_Code column in alphabetical order to ensure the upload will not delete any existing Allowance Codes within that range.




Menu Bar → Parameters → Payroll → Payroll Payment and Deduction Codes



Par_ID	Par_Type	Par_Code	Par_Descript	Par_Acct1	Pa
42071	PC	ABX	BONUS WITHOUT SUPER	Y	
18107	PC	AFS	REIMBURSEMENT FOR COURSE	N	
10531	PC	ALSAR	Lump Sum A – Genuine Redundancy / Reti...	N	
19545	PC	ALSD	Lump Sum D - Non Taxable Redundancy	N	
5233	PC	AME	MEAL ALLOWANCE	Y	
5234	PC	AMV	MOTOR VEHICLE	Y	
31239	PC	APPL	Paid Parental Leave	N	

3. Select **Load** from the Context Menu and update the fields as noted in the screenshot below. The Input File location will be where you saved the JobMakerHC.xml file in step 1.

Par_ID	Par_Type	Par_Code	Par_Descript	Par_Acct1
497290	PC	AMEN	AME MEALS ALLOWANCE NEW	N
565355	PC	ABON	BONUS PAYMENT	Y
209471	PC	ACOM	COMMISSION	Y
463698	PC	ADANG	DANGER ALL (TAX, GROSS PS, YES SUPER)	Y
580325	PC	AOTH1	DRY CLEAN PANTS	N
492048	PC	AOTH2	DRY CLEAN SHIRTS	N
936708	PC	AJKT1	JK-TIER 1	N
936709	PC	AJKT2	JK-TIER 2	N
936724	PC	AJKF 14	JOBKEEPER-FINISH-FN14	N
936725	PC	AJKF 15	JOBKEEPER-FINISH-FN15	N
936726	PC	AJKF 16	JOBKEEPER-FINISH-FN16	N
936727	PC	AJKF 17	JOBKEEPER-FINISH-FN17	N
936728	PC	AJKF 18	JOBKEEPER-FINISH-FN18	N
936729	PC	AJKF 19	JOBKEEPER-FINISH-FN19	N
936730	PC	AJKF 20	JOBKEEPER-FINISH-FN20	N
936731	PC	AJKF 21	JOBKEEPER-FINISH-FN21	N
936732	PC	AJKF 22	JOBKEEPER-FINISH-FN22	N
936733	PC	AJKF 23	JOBKEEPER-FINISH-FN23	N
936734	PC	AJKF 24	JOBKEEPER-FINISH-FN24	N
936735	PC	AJKF 25	JOBKEEPER-FINISH-FN25	N

-  Add    Ctrl+A
-  Modify    Ctrl+M
-  Delete    Ctrl+D
- View Audit Trail
- Configure Tree
- Bulk Delete
- Dump
- Load**
- Summary

Load Parameters

Type:

From:

To:

Input File:

OK Cancel

4. The following 20 JobMaker parameters should now be displayed for the PC Parameter.

Parameter Type: <input type="text" value="PC"/>		Payroll Payment and Deduction Codes							
Par_ID	Par_Type	Par_Code	Par_Descript	Par_Acct1	Par_Num1	par_details_3	Par_Num2	P	
94502	PC	AJMNOM	JMHC-NOM	N	0.0000	Other	0	N	
94503	PC	AJMNOMX	JMHC-NOMX	N	0.0000	Other	0	N	
94506	PC	AJMP01	JMHC-P01	N	0.0000	Other	0	N	
94515	PC	AJMP01X	JMHC-P01X	N	0.0000	Other	0	N	
94507	PC	AJMP02	JMHC-P02	N	0.0000	Other	0	N	
94516	PC	AJMP02X	JMHC-P02X	N	0.0000	Other	0	N	
94508	PC	AJMP03	JMHC-P03	N	0.0000	Other	0	N	
94517	PC	AJMP03X	JMHC-P03X	N	0.0000	Other	0	N	
94509	PC	AJMP04	JMHC-P04	N	0.0000	Other	0	N	
94518	PC	AJMP04X	JMHC-P04X	N	0.0000	Other	0	N	
94510	PC	AJMP05	JMHC-P05	N	0.0000	Other	0	N	
94519	PC	AJMP05X	JMHC-P05X	N	0.0000	Other	0	N	
94511	PC	AJMP06	JMHC-P06	N	0.0000	Other	0	N	
94520	PC	AJMP06X	JMHC-P06X	N	0.0000	Other	0	N	
94512	PC	AJMP07	JMHC-P07	N	0.0000	Other	0	N	
94521	PC	AJMP07X	JMHC-P07X	N	0.0000	Other	0	N	
94513	PC	AJMP08	JMHC-P08	N	0.0000	Other	0	N	
94522	PC	AJMP08X	JMHC-P08X	N	0.0000	Other	0	N	
94504	PC	AJMRNOM	JMHC-RENOM	N	0.0000	Other	0	N	
94505	PC	AJMRNOMX	JMHC-RENOMX	N	0.0000	Other	0	N	

## Identify your Eligible Employees

Once the Allowance Codes are available, you can nominate your eligible employees for the JobMaker Hiring Credit by adding the JMHC-NOM Allowance Code.

For each of your eligible employees, enter an Adjustment Pay Run, assigning the nomination Allowance Code with a \$0.00 amount, and lodge with the ATO.

1. Go to **Input and Review Timesheets**, and enter an Adjustment transaction for each eligible employee as follows:

a. Select Employee and set Pay Method to Adjustment:

The screenshot shows a dialog box titled "Review Timesheet - Add Header". It contains several fields for configuring a pay period. The "Pay Method" is set to "Adjustment". The "Employee" field is populated with "1ABC" and "CANNING, Aiden Bailey". The "Date" is "10/02/2021". The "Weeks" field is set to "1". The "Tax" field is "\$0.00". The "Override Tax?" checkbox is checked. The "Pay From" and "To" fields are empty. The "Bank" field is "11" and "BK11 Leibmann Smythe General Ac". The "Branch/Dept" field is empty. The "Cheque No." field is empty. The "OK" button is highlighted with a red dashed border.

b. Remove any existing Allowances in the Allowances tab and add the JobMaker Nomination code of JMHC-NOM. Ensure the Rate and Amount are kept at \$0.00 select OK.

The screenshot shows a dialog box titled "Timesheet: Add Allowances". It contains several fields for configuring an allowance. The "Pay Code" field is "AJMNOM" and "JMHC-NOM", which is circled in red. The "Rate" field is "\$0.00". The "Units" field is "0.0000". The "Gross Amount" field is "\$0.00". The "Date From" and "Date To" fields are empty. The "Remarks" field is empty. The "Bank No." is "11", "Pay No." is "2947", and "GL Account" is "1112025" and "Staff Salaries". The "OK" button is highlighted with a red dashed border.

Timesheet - Pay item input

Bank: 11 Pay No: 2947

Employee: 1ABC

Branch/Dept:

Date: 10/02/2021

Pay Method: Adjustment Weeks: 1 Cheque No: 0

Override Tax?  Tax: \$0.00 Modify Header

Drag a column header here to group by that column

Bank No	Pay No	Pay Code	GL Account	Gross	Tax F
> 11	2947	AJMNOM	1112025	\$0.00	

\$0.00

Pay Allowances Deductions Matter Costing

Add Pay Add Allowance Add Deduction Delete Item OK Cancel

c. Remove any existing Deductions from the Deductions tab:

Timesheet - Pay item input

Bank: 11 Pay No: 2947

Employee: 1ABC

Branch/Dept:

Date: 10/02/2021

Pay Method: Adjustment Weeks: 1 Cheque No: 0

Override Tax?  Tax: \$0.00 Modify Header

Drag a column header here to group by that column

Bank No	Pay No	Deduction Code	Deduction Amount	Tax Flag	Ref N
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\$0.00

Pay Allowances Deductions Matter Costing

Add Pay Add Allowance Add Deduction Delete Item OK Cancel

d. Continue adding employees that are eligible for JobMaker until they have all been nominated. You should have a list of employees with \$0.00 in all currency fields of the Review Timesheets grid.

Review Timesheets

Max. Records: 80 No. of Hits: 1

Bank: 11 BK11 Leibmann Smythe General Ac Pay No: 0 Search

GREY: Pay Calculated, YELLOW: ETP, Orange: ETP (Pay Calculated)

Drag a column header here to group by that column

Bank No	Pay No	Pay Date	Employee Number	Lastname	Firstname	Pay Method	Cheque No	Processed Code	Pay Period	Ordinary Pay	Overtime Pay	Other Pay	Gross	Tax	Dec
11	2947	10/02/2021	1ABC	Canning	Aiden Bailey	A	0		1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
No. of pays: 1										\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Drag a column header here to group by that column

Type	Pay Item Code	Description	GL Account	Units	Rate	Pay Amount	Deduction Amount	Tax Flag	Last Updated	Last Updated By	Remarks
Payments	ALM-NOM	JMHC-NOM	1112025	0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	10/02/2021	PROADM	
					0.00	\$0.00	\$0.00				

Payments and Deductions

- e. Once you have assigned the JobMaker nomination code to all eligible employees, select **Audit Payroll Transactions > Audit Pays**:

Unaudited Payroll

No. of Hits: 1

Unaudited Payroll

Company: Company STP Type

Employee No	Pay No	Pay Date	Pay Method	Cheque No	Date From	Date To	Pay Period	Gross	Tax	Deductions	Nett	Tax Flag
Company: 1 (Count=1)												
STP Type: UPDATE (Count=1)												
1ABC	2947	10/02/2021	A	0			1	\$0.00	\$0.00	\$0.00	\$0.00	Y
								\$0.00	\$0.00	\$0.00	\$0.00	
								\$0.00	\$0.00	\$0.00	\$0.00	

**Audit Payroll Transactions**

This module audits all payroll transactions for the selected Company which have been fully processed ie pays calculated and cheques / direct deposit payments generated. If STP is enabled, a report will be submitted to the ATO for the audited pay transactions. Normal pay transactions will be sent to the ATO using a Pay Event that reports the Gross Salary (W1) and PAYG Withholding (W2) for pre-fill of the Employer's Activity Statement. Pay transactions entered as an Adjustment payment method will be sent to the ATO in an Update Event.

Accrual %: 0

Code	Company Name	STP Type	Count	Gross	Tax
1	Leibmann Smythe General Account	UPDATE	1	\$0.00	\$0.00

I am notifying the ATO that

- MessageXchange provides my business with lodgement transaction services; and
- My business, for the purposes of its transactions with the ATO via the SBR channel, sends (and receives) those transactions to (and from) the ATO via MessageXchange.

I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.

Tick this box to sign the declaration with the credentials you used to login and to authorise lodgement with MessageXchange's AUSkey.

Declarer: \_\_\_\_\_

OK Cancel

- f. Review the **STP Reconciliation Report** to ensure eligible employees now have the Allowance Code of **Other - JHHC-NOM** allocated:

Company: 1 Leibmann Smythe General Account

Year: This Year 1/07/2020 - 30/06/2021

No. of Hits 96

Reconciliation Report Validation Warnings

Employee No	Name	INB - Gross	INB - PAYG	Allowances	Deductions	Lump Sum A T
1ABC	Aiden Bailey Canning	\$0.00	\$0.00	\$0.00	\$0.00	

Allowances and Deductions

Item	Type	Description	Amount
▶ Allowance	Other	JHHC-NOM	\$0.00

- g. Review the **STP Report** to ensure the Update Event receives a Report Status of Success
2. Once you have received a successful submission of the nomination of employees, you can now proceed to adding the Allowance Code for the period you are claiming. This will need to be done for each period.

- a. To do this, you will follow the steps by adding an Adjustment timesheet, however the Allowance Code you are selecting will be the period you are claiming for e.g. JMHC-P01. Don't forget to remove any deductions as per steps above.

**Review Timesheet - Add Header**

Select pay periods to process: 1 2 M

Bank: 11 BK11 Leibmann Smythe General Ac

Employee: 1ABC CANNING, Aiden Bailey

Branch/Dept:

Date: 18/02/2021

Pay Method: Adjustment Weeks: 1 Cheque No:

Override Tax?  Tax: \$0.00

Pay From: To:

OK Cancel

**Timesheet - Pay item input**

Bank: 11 Pay No: 2950

Employee: 1ABC

Branch/Dept:

Date: 18/02/2021

Pay Method: Adjustment Weeks: 1 Cheque No: 0

Override Tax?  Tax: \$0.00 Modify Header

Drag a column header here to group by that column

Bank No	Pay No	Pay Code	GL Account	Units	Rate
					0.00

Pay Allowances Deductions Matter Costing

Add Pay Add Allowance Add Deduction Delete Item OK Cancel

Timesheet: Add Allowances

Bank No: 11

Pay No: 2949

GL Account: 1112025 ... Staff Salaries

Pay Code: ...

Rate: \$0.00

Units: 0.0000

Gross Amount: \$0.00

Date From: Date To:

Remarks:

click here to select the code

OK Cancel Apply

Timesheet: Add Allowances

Bank No: 11

Pay No: 2949

GL Account: 1112025 ... Staff Salaries

Pay Code: AJMP01 ... JMHC-P01

Rate: \$0.00

Units: 0

Gross Amount: \$0.00

Date From: Date To:

Remarks:

Select the Period you are claiming for

OK Cancel Apply



Timesheet - Pay item input

Bank: 11 Pay No: 2949

Employee: 1ABC

Branch/Dept:

Date: 18/02/2021

Pay Method: Adjustment Weeks: 1 Cheque No: 0

Override Tax?  Tax: \$0.00 Modify Header

Drag a column header here to group by that column

Bank No	Pay No	Pay Code	GL Account	Gross	Tax F
> 11	2949	AJMP01	1112025	\$0.00	

Pay Allowances Deductions Matter Costing

Add Pay Add Allowance Add Deduction Delete Item **OK** Cancel

b. Add the code for each employee.

c. Audit that pay (which will be zero) so that the update file is sent to the ATO.

Repeat Step 2 for each additional eligible claim period.

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