

# JobKeeper Extension

If you are eligible for the JobKeeper extension, you will need to identify which employees are going to be paid Tier 1 or Tier 2. This is done through the creation of an allowance code on the Payroll Payment and Deduction Codes parameter.

[JobKeeper-Payment - Payment rates](#)

## Step-by-step guide

1. First create the two JobKeeper Tier allowance codes via MenuBar > Parameters > Set Parameters > Payroll > Payroll Payment and Deduction Codes (PC).  
The description of the Allowance Codes **must** be the same as that described below and any deviation may cause significant delay or prevent reimbursement.

### Tier 1

Field	Description
Payroll Code	AJKT1
Description	<b>JK-TIER1</b>
Normal Pay?	Untick
Scale Factor	0
Flat Rate/Amount	0
After Tax?	Untick
Exclude from EGS	Untick
Exclude on PAYG	Untick
Payee ID	Leave Blank
Allowance Code	<b>Other</b>
Super Fund Manager	Leave Blank
Visible	Tick

**Payroll Processing Options**

Payroll Code: AJKT1

Description: JK-TIER1

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

### Tier 2

Field	Description
Payroll Code	AJKT2
Description	<b>JK-TIER2</b>
Normal Pay?	Untick
Scale Factor	0
Flat Rate/Amount	0
After Tax?	Untick
Exclude from EGS	Untick
Exclude on PAYG	Untick
Payee ID	Leave Blank
Allowance Code	<b>Other</b>
Super Fund Manager	Leave Blank
Visible	Tick

The screenshot shows a 'Payroll Processing Options' dialog box with the following settings:

- Payroll Code: AJKT2
- Description: JK-TEIR2
- Normal Pay?:
- Scale Factor: 0
- Flat Rate/Amount: 0
- After Tax?:
- Exclude from EGS:
- Exclude on PAYG:
- Payee Id: [Empty]
- Allowance Code: Other
- Super Fund Manager: [Empty]
- Visible?:

- For each of your eligible employees, enter an Adjustment Pay Run, assigning an Allowance Code of the appropriate Tier code with an amount of \$0.00 and lodge with the ATO. This is similar to the steps when you nominated your Start Fortnight.
- Once you have assigned the JobKeeper Tiers to all eligible employees, select **Audit Payroll Transactions > Audit Pays**.
- You will process your pays as per normal using the JobKeeper Top Up allowance to the relevant amount of the selected Tier.

If you are no longer eligible for JobKeeper, you will need to create a JobKeeper Finish allowance code for fortnight 14 and add these to the previously eligible employees as an allowance code and report to the ATO. To create your JobKeeper Finish Allowance code for fortnight 14, see below.

#### JobKeeper Finish - Fortnight 14

Field	Description
Payroll Code	AJKF14
Description	<b>JOBKEEPER-FINISH-FN14</b>
Normal Pay?	Untick

Scale Factor	0
Flat Rate/Amount	0
After Tax?	Untick
Exclude from EGS	Untick
Exclude on PAYG	Untick
Payee ID	Leave Blank
Allowance Code	<b>Other</b>
Super Fund Manager	Leave Blank
Visible	Tick

**Payroll Processing Options** ✕

Payroll Code:

Description:

Normal Pay?

Scale Factor:

Flat Rate/Amount:

After Tax?

Exclude from EGS

Exclude on PAYG

Payee Id:

Allowance Code:

Super Fund Manager:

Visible?

**i** Rather than creating Start and Finish codes for all fortnights through to fortnight 26, you can add the relevant code as required using the same fortnight descriptions as previously used however change the number for the relevant fortnight e.g. where you are finishing JobKeeper payment at fortnight 24, the description will be **JOBKEEPER-FINISH-FN24**.

## Related articles

- [LawMaster and JobMaker Hiring Credits](#)
- [Payroll Payment and Deduction Codes - FAQ](#)
- [STP - FAQ](#)
- [Paid Parental Leave](#)
- [LawMaster and JobKeeper Payments](#)