

Coronavirus (COVID-19)

FAQs for employees regarding JobKeeper

A resource to help you understand the JobKeeper payment

Information here is correct as at 6 May 2020. If you print this document please check [A](#) regularly for the latest updates.

About JobKeeper

The Australian Government introduced the JobKeeper payment to help businesses that are significantly impacted by the Coronavirus (COVID-19) cover the costs of employee wages.

Centacare has been deemed eligible for the JobKeeper Payment and, effective from the commencement of the Scheme, will claim the wage subsidy for all eligible employees.

This document outlines important information to help you understand the JobKeeper payment. If you have additional questions not addressed in this FAQ, please contact People and Culture on 3255 7778 or by email at ccshr@bne.centacare.net.au.

FAQs

1. How do I know if I'm an eligible employee for JobKeeper?

Eligible employees are employees who:

- are currently employed by the eligible employer (including those stood down or re-hired)
- are a full-time or part-time employee, or a casual employed on a regular and systematic basis for longer than 12 months as at 1 March 2020
- are a permanent employee of the employer, or if a long-term casual employee, not a permanent employee of any other employer
- were aged 16 years or older at 1 March 2020
- were an Australian citizen, the holder of a permanent visa, or a Special Category (Subclass 444) Visa Holder at 1 March 2020
- were a resident for Australian tax purposes on 1 March 2020; and
- are not in receipt of a JobKeeper Payment from another employer.

Under the scheme, an individual employee's eligibility is determined based on the JobKeeper nomination form, which Centacare employees completed online.

2. I am an eligible employee. How much will I receive?

Eligible employees will receive, at a minimum, \$1,500 per fortnight before tax from 30 March 2020 for a maximum of six months.

3. How is JobKeeper paid to eligible employees?

Eligible employees will receive the JobKeeper payment from their employer.

4. When will JobKeeper start being paid?

Centacare will process this extra payment through payroll on Thursday 7 May 2020. Please note that the extra payment is treated the same as salary or wages for tax purposes.

5. Under JobKeeper does an employee receive \$1,500 even if they ordinarily earn less?

If an employee ordinarily receives less than \$1,500 in income per fortnight, before tax, their employer must pay them, at a minimum, \$1,500 per fortnight, before tax. It is therefore possible for a long-term casual or part-time worker to receive more than their ordinary pay.

If an employee was employed on 1 March 2020, subsequently ceased employment with the employer, and then has been re-engaged, the employee will also receive, at a minimum, \$1,500 per fortnight, before tax.

6. I earn more than \$1,500 per fortnight before tax. Will my pay change?

No. If you receive \$1,500 or more in income per fortnight before tax, you will continue to receive your regular income. The JobKeeper Payment will assist your employer to continue operating by subsidising part of your income.

7. Are casual employees eligible for the JobKeeper payment?

A casual employee is eligible for the JobKeeper payment if they commenced on or before 1 March 2019 and work on a “regular and systematic basis” which generally means they are offered and accept shifts on a regular or reasonably predictable basis.

8. What about superannuation?

Centacare will continue to pay superannuation for any rostered hours worked in accordance with the Superannuation Guarantee (9.5% of Ordinary Time Earnings). If an employee's

earnings are less than \$1,500 per fortnight but will be topped up by the JobKeeper payment, superannuation will not be payable on the 'top up' component.

9. Will I be required to work if I receive the JobKeeper payment?

Under the scheme, employees will be rostered to work in accordance with their contract of employment or any combination of hours equivalent to earnings of \$1,500 per fortnight. This may include working different hours or from a different work location. The Fair Work Act has been varied to include provisions for "JobKeeper Enabling Directions" which may include:

- reducing the employee's ordinary hours of work
- altering the duties to be performed by the employee, or
- altering the location of the employee's work.

JobKeeper enabling directions can temporarily modify employment terms and conditions. If an employee refuses to work a rostered shift, the usual processes for notifying their manager of an absence will apply.

10. What kind of work can I be allocated whilst receiving the JobKeeper payment (e.g. paperwork or cleaning)?

A JobKeeper eligible employer can direct an employee to perform any duties that are within the employee's skills and competencies. The duties the employer directs the employee to perform need to be safe and reasonably within the scope of the employer's business operations.

11. Can I take leave if I am a JobKeeper eligible employee?

JobKeeper eligible employees can still request to take leave, however leave payments are included in and not in addition to the \$1,500 per fortnight JobKeeper payment. For example, an employee who takes annual leave equal to \$1,000 would only receive a further \$500 of JobKeeper payment (before tax).

12. I am a permanent employee. Can I take unpaid leave and still receive the JobKeeper payment?

There is no automatic entitlement to unpaid leave for any employee. Unpaid leave is granted at the discretion of Centacare. Employees who are sick, injured, and vulnerable to COVID-19 due to medical condition or age or otherwise incapacitated for work must draw upon their accrued leave first before making an application for unpaid leave.

13. I am a casual employee. Can I refuse work and still receive the JobKeeper payment?

The JobKeeper payment is designed to keep employees connected with their employer during the COVID-19 pandemic. If a casual employee refuses work they may be issued with a JobKeeper Enabling Direction under the Fair Work Act to complete an assigned task that is reasonable and within their skills and competency.

14. I work multiple casual jobs including one with Centacare. Am I eligible for the JobKeeper payment?

You can only claim the JobKeeper payment from one employer.

15. I am a casual employee with Centacare but have a permanent position with another employer. Could I be eligible for the JobKeeper payment?

No, a casual employee is not eligible if they hold permanent employment with another employer.

16. If I receive JobKeeper payment, will it affect other payments from Services Australia?

The JobKeeper Payment is treated as ordinary income for the purposes of social security payments, including Child Support, Family Tax Benefit and Child Care Subsidy. You must therefore report your change in circumstances to Services Australia if you are receiving Services Australia payments. If you do not report the income, you may incur a debt that you will be required to pay back. More information is available from Services Australia.

17. How does an employee obtain the necessary documentation from Centacare, to apply for the JobSeeker payment?

Any requests for documentation from Centacare in relation to JobSeeker should be sent to ccshr@bne.centacare.net.au. Please be aware that employees cannot receive the JobKeeper and JobSeeker payments simultaneously.

For more information

Check AI for the latest updates

Contact the People and Culture team at ccshr@bne.centacare.net.au or on 3324 3024.

Australian Government links to further information

[Australian Government Fact Sheet: JobKeeper Payment – Frequently Asked Questions](#)

[Australian Taxation Office: Employees' frequently asked questions](#)