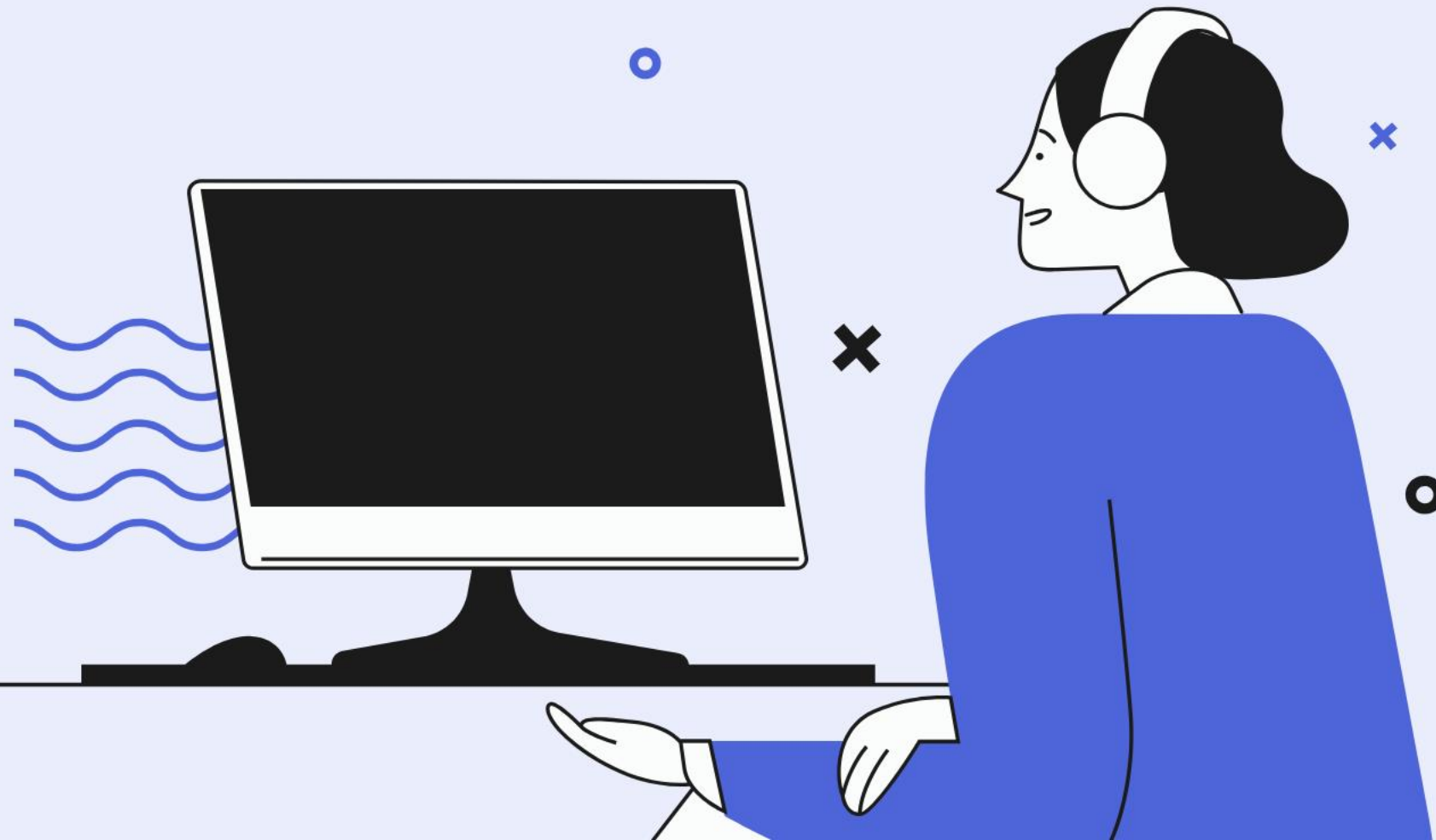


# Managing your payroll during COVID-19

Thurs, 4th June, 2020

5pm - 6pm

**Webinar**





City of Moonee Valley – Business Support  
<https://mvcc.vic.gov.au/covid-19/#business>

Email: [business@mvcc.vic.gov.au](mailto:business@mvcc.vic.gov.au)

03 9243 8866



# Agenda for today's webinar

- **Housekeeping**
- **In today's webinar you will discover the following:**

- 1) The importance of getting your payroll right during COVID-19
- 2) How to avoid making payroll mistakes during COVID-19
- 3) Your obligations around staff Wages and Superannuation
- 4) The most common payroll questions KBA is constantly being asked?
- 5) Getting your employees back on track as we all return to work!
- 6) Take advantage of MVCC Business Support with their Government Funding Program

## **Upcoming Webinar:**

**Getting your business organised to become more efficient**

**Monday 15th June, 2020 1pm-1.45pm**

**Register- <https://register.gotowebinar.com/register/3154468479528776459>**



# GoToWebinar Housekeeping

The screenshot shows the GoToWebinar Viewer interface. The main content area displays the following information:

- Title:** Managing your payroll during COVID-19
- Date and Time:** Thurs, 4th June, 2020, 5pm - 6pm
- Webinar Button:** A yellow button labeled "Webinar".
- Logos:** Logos for KEY BUSINESS ADVISORS and City of Moonee Valley.
- Website:** WWW.KEYBA.COM.AU
- Illustration:** An illustration of a person wearing a headset and sitting at a computer workstation.
- Footer:** The Citrix logo is visible in the bottom left corner.

The screenshot shows the GoToWebinar control panel with the following sections:

- File View Help:** Standard window controls.
- Audio:** Includes radio buttons for "Telephone" and "Mic & Speakers" (selected). A "Settings" link is next to "Mic & Speakers". A "MUTED" indicator and a volume slider are also present.
- Questions:** A text input field with the placeholder "[Enter a question for staff]" and a "Send" button.
- Webinar Housekeeping:** Displays "Webinar ID: 275-918-366".
- GoToWebinar:** The GoToWebinar logo.

# GoToWebinar Housekeeping



Colin Wilson, Director KBA



Maja Trpevska, HR Consultant KBA



# Mission & Vision

Our **Mission** is to take businesses from Good to Great



Our **Purpose** is to take customers on a journey to help them improve their business through all aspects of employee engagement and performance

A top-down view of a person's hands on a laptop keyboard. To the left is a spiral-bound calendar for September 2015 with a pen resting on it. To the right is a white mug of tea on a wooden coaster. The background is a light-colored desk with a laptop and some papers.

## TOPIC 1

# The importance of getting your payroll right during COVID-19

# Why are so many businesses getting confused?

## Key Points:

- Not understanding the award or which award they are on
- Award classifications and its importance
- Not knowing when and how the award has changed
  - Annualised wage v Annual Salary
  - Part-Time changes – hours of working – nominating start and finishing times and overtime
  - Leave entitlements and changes to conditions due to COVID-19
  - Regular and systematic casuals v true casuals
  - Penalties and overtime
  - Understanding when a penalty applies e.g. afternoon/evening rate
- Annual Leave loading – Salary v Hourly Rate
- Other allowances e.g. meal, travel, laundry, vehicle, mobile, higher duties





# Why record keeping is your number 1. Priority

## Key Points:

- If its not in writing, it has not been agreed to or it didn't happen
- Evidence of agreement and minimise payroll errors
- Staff files for the 7 years which is a Legal requirement
- Requirement for annualised wage
- Time and wages records have to be:
  - readily accessible to a Fair Work Inspector (FWI)
  - legible
  - in English
  - approved/ signed off by the staff member
- Time and wages records can't be:
  - changed unless the change is to correct an error
  - false or misleading



## How to reduce your liability as an employer?

### Key Points:

To avoid fines/infringement notice from Fair Work Ombudsman we recommend:

- Have written agreements/contract/EBA in place
- Individual Flexibility Agreements (IFA) to amend changes to standard terms
- Casual's are genuinely casual – not regular or systematic Casual
- Regularly review your workforce arrangements
- Having an experienced or trained Payroll person know the award/s, classifications and penalty requirements
- Timesheets in place to ensure accurate records
- Timesheet Policy
- Overtime Policy and Procedure in place to account for overtime
- Rosters are in place, notice given and agreed to and signed off
- Having an up-to-date payroll program (cloud software preferred) and set up properly



## TOPIC 2

# How to avoid making payroll mistakes during COVID-19

# Understanding entitlements and non-entitlements through JobKeeper

## Key Points:

- Hours you can dictate for staff to work
- Regular and systematic Casuals working
- Part-timers cannot be forced to work extra days to make up the extra hours
- Stand down is unpaid, however leave entitlements must accrue
- Ability to use partial leave as per the award – AL processed as half pay
- Change of hours they work (Check the award first)



# Understanding rostering, award compliance, Public Holiday payments, Casuals etc

## Key Points:

- Understanding how much to pay
- Outlining in payslip JobKeeper amount v Annual Leave and Sick Leave during JobKeeper and any top-ups if extra
- Public Holiday payments e.g. In Victoria (no public holiday) but in NSW (have a public holiday), you need to choose the right state public holidays for where you are working
- Rostering conditions – how many days and hours to work



## How to avoid potential underpayments

### Key Points:

- Ensure record keeping for each employee
- Adhere to and comply with legislative requirements
- Understand the changes that have happened to the award that affects your business
- Ensure staff get paid for what they work or the COVID-19 minimum requirements E.g. you cannot pro-rata the JobKeeper payment
- Superannuation for ordinary hours
- Auditing payroll regularly e.g. quarterly or annually



## TOPIC 3

# Your obligations around Staff Wages and Superannuation

## Staff hours during JobKeeper - keep the same hours or can they change?

### Key Points:

- Casual employees can be instructed to work up to the \$750 per week
- Work on reduced hours to meet the demands of the business
- Can staff work outside of normal working hours as ordinary hours have temporarily changed e.g. Clerks Award and Hospitality Award
- If your business is still in stand down, the employee cannot work any hours



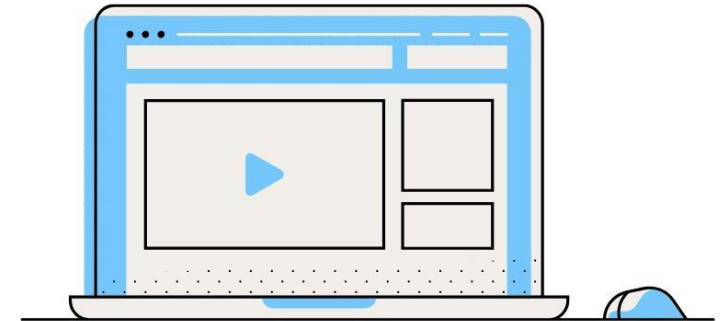


## Do staff entitlements and allowances still apply during stand down period for staff not working?

**YES!** Annual Leave and Sick/Personal Leave still accumulate!

Motor Vehicle, Travel or Phone Allowance may still be required to be paid if part of the contract

If not part of contract, discuss as required  
e.g. fuel used for work vehicle, but working from home, and using for personal use, paid at employee's expense



## Superannuation payments during JobKeeper - what do I have to pay?

### Key Points:

- Minimum JobKeeper payment is \$1,500 per fortnight – No super required to be paid on this
- Can choose to pay super on-top of JobKeeper portion if you wish
- Additional payments that are made to employees on-top of JobKeeper payments, require super payments



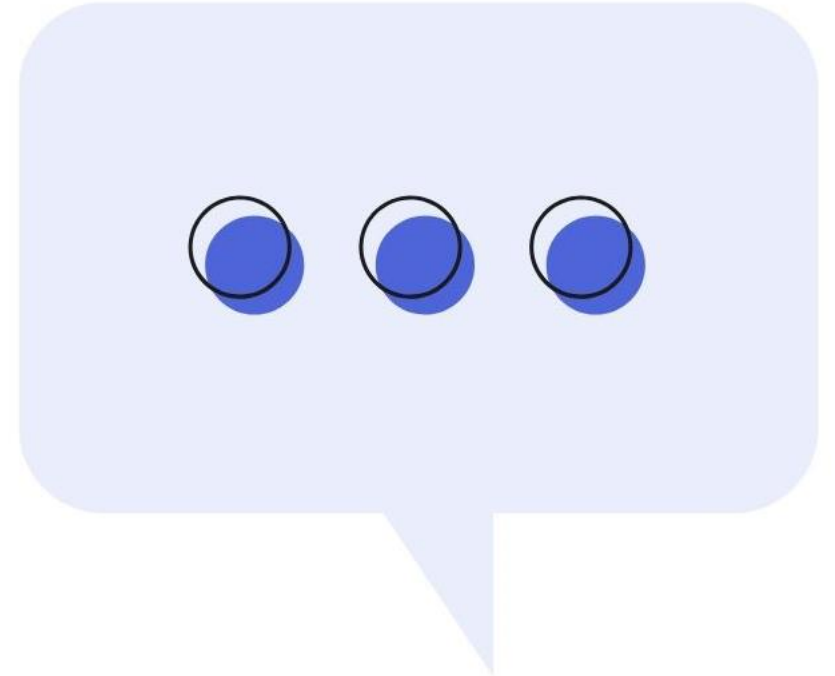
## TOPIC 4

# The most common payroll questions KBA is constantly being asked

# Common Questions during COVID-19

## Key Points:

- Can staff take leave during JobKeeper and how to process payroll?
- Can I request a medical certificate during Covid-19?
- Can I reduce an employee hourly rate during JobKeeper?
- Can I pay a pro-rata amount of JobKeeper to my employee?
- Are all employees entitled to JobKeeper?
- Can employees receive JobKeeper if the business isn't eligible?
- Can I request my employees to work extra hours while on JobKeeper?



## TOPIC 5

# Getting your employees back on track as we all return to work!



# The importance of getting your staff to work as a team, to get your business refocused

## Key Points:

- Employer & Staff Survey for your team
- Setting some goals that is linked to your Mission, Vision & Values
- The importance of having staff who are committed to grow your business and are agile to move quickly
- Creating team projects or activities with a start and finish time
- Encourage collaboration where staff support one and another
- Celebrate the wins and may be offer some incentives or rewards for effort for tasks completed
- Working on ways to think differently: Discuss what is working and what is not working?
- You need to have a plan to Survive and Thrive - as there is opportunity out there!



## Ways to check in on your staff wellbeing that rebuilds staff morale and culture

### Key Points:

Some staff need guidance or reassurance that everything is OK, so we recommend that you check in with them regularly, and let them know that you are there to support them, and the way to do this are as follows:

- One-on-one conversations
- Conduct regular zoom meetings – I.e. daily ‘Start-Up’ meeting
- Thank you emails, text messages or gifts etc.
- Making your staff feel important which will lift moral
- Teamwork definitely builds team culture
- If there are any concerns with your staff, please consider EAP to provide support – Please see our partners <https://keyba.com.au/partners/>



# Why your Leadership is your No 1. Priority!

## Key Points:

- Open communication is key, to discuss what is happening with your business and where things are at
- Team shout-outs on every good success stories
- Make them feel good, make them safe and push them out of their comfort zone
- Thank them for going above and beyond
- Let them know it's your responsibility as a leader to keep them engaged and employed
- Ask them for good insights and foresights to keep you in business
- Create a post COVID-19 celebration as a team 'Thank You!'





## TOPIC 6

# Take advantage of MVCC Business Support with their Government Funding Program



# Use the Returning to work after COVID-19 checklist

## HR Documents & Checklists

Free HR Documents & Checklists to help you stay on track

Returning to the office after COVID-19 checklist

Download



Checklist to go through before your employees visit clients again

Download



HR Health Check

Download



<https://keyba.com.au/hr-documents-checklist/>

# Check with your State, Federal or Territory for the latest updates

The screenshot shows the Fair Work Ombudsman website. The URL in the browser is [fairwork.gov.au/awards-and-agreements/awards/list-of-awards](https://www.fairwork.gov.au/awards-and-agreements/awards/list-of-awards). The page features a navigation menu with options like 'Fast food, restaurants & cafes', 'Horticulture', 'Franchises', and 'More'. A search bar is present with the text 'Enter search terms...' and a 'Search' button. The main content area includes a 'Coronavirus information' banner and a grid of navigation buttons for 'Home', 'Pay', 'Leave', 'Ending employment', 'Employee entitlements', 'Awards & agreements', 'How we will help', and 'About us'. The 'Awards & agreements' button is highlighted. Below the grid, there is a breadcrumb trail: 'Home > Awards & agreements > Awards > List of awards'. The main heading is 'List of awards'. A sidebar on the left contains a menu with 'Awards - overview', 'Find my award', 'List of awards' (selected), and 'Enterprise and public sector awards'. The main text states: 'The Fair Work Commission has varied a number of awards to increase flexibility during the outbreak of coronavirus. The awards varied include:'. On the right, there is a section titled 'Find out what else you might need if you are:' with radio button options for 'Ending employment', 'Hiring an employee', and 'Starting a family'.

<https://www.fairwork.gov.au/awards-and-agreements/awards/list-of-awards>

# Managing Staff



Managing staff is one of the hardest challenges for every business.  
If you struggle managing staff, KBA can help you!



Any Questions?

**Call KBA on 1300 4 ADVICE  
OR  
EMAIL US AT  
INFO@KEYBA.COM.AU**





**Book a Free Chat with  
Maja Trpevska  
through Calendly**

**[www.keyba.com.au](http://www.keyba.com.au)**



**BOOK YOUR FREE  
15-MIN CHAT**

---

***Thank you for attending today's webinar.  
Slide deck and the webinar recording will  
be emailed to you!***



**Book a Free Chat  
with Colin Wilson  
through Calendly**

**[www.keyba.com.au](http://www.keyba.com.au)**



## **COVID-19 Recovery Grants**

1. Adapting to Changed Needs for up to \$10,000
2. Business Collaboration for up to \$5,000

## **Who qualifies with MVCC**

- Local Businesses for up to 50 FTE Employees
- Sole Traders
- Social Enterprise
- Traders Associations

## **How to apply**

City of Moonee Valley – Business Support  
<https://mvcc.vic.gov.au/covid-19/#business>

Email: [business@mvcc.vic.gov.au](mailto:business@mvcc.vic.gov.au)

03 9243 8866



## TAKING YOUR BUSINESS ONLINE WEBINAR

17<sup>TH</sup> JUNE - 6:00 PM - 8:00 PM

[https://mvcc.vic.gov.au/work/my-business/#mybusiness\\_grants](https://mvcc.vic.gov.au/work/my-business/#mybusiness_grants)

17  
JUN

### TAKING YOUR BUSINESS ONLINE

6:00 Pm - 8:00 Pm • Webinar, Webinar

Event Type: Business



#### EVENT DETAILS

Learn how to make informed choices about websites and social media, understand search engines and online advertising, size up the benefits each offers your business and know where to access the right tools to begin.

Learn how to:

- operate in the digital landscape
- choose the technology you'll need to do it
- decide on a website and why you need one
- make the most of social media.

**Register here**



## Next Webinar – Getting your business organised to become more efficient

Monday 15<sup>th</sup> June, 2020

1pm-1.45pm

1. The importance of being organised
2. What is disorganisation costing you?
3. Getting your to do list done
4. Beating Procrastination
5. Take control of your business

### Getting your business organised to become more efficient

15th June 2020, 1pm - 1.45pm

**Presenters:**

Sue Glasser , Organising, Time Management & Mindset Mentor

Colin Wilson , Director, Key Business Advisors

Webinar



Save your Spot! - <https://attendee.gotowebinar.com/register/3154468479528776459>

PSA

# Protect yourself and your family

## Cover your cough and sneeze



**1** COVER your mouth and nose with a tissue when you cough or sneeze.



**2** Put your used tissue in the rubbish **BIN**.



**3** If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, **NOT YOUR HANDS**.



**4** WASH your hands with soap and running water. Dry your hands thoroughly with a disposable paper towel.

Stay germ free and healthy



Thank you for attending today's webinar.  
Slide deck and the webinar recording will  
be emailed to you!

Call KBA on 1300 4 ADVICE for any advice or go to  
[www.keyba.com.au](http://www.keyba.com.au)

**Stay Safe!**