

**@work** | Power Platform, CDS, Portal, Power Automate and AI Builder

## COVID-19 JobKeeper Employee Nomination

*Distribution, tracking, and compliance reporting.*



Do you need assistance to manage and comply with the Jobkeeper Program?

The JobKeeper payment is to support businesses significantly affected by the coronavirus. Employers must have their employees complete the ATO JobKeeper Nomination form. The distribution, tracking and completion of the form is critical for compliance reporting. Barhead worked with YMCA Victoria to deliver a scalable Power Platform solution to manage the process within days for 3,000 plus workers.

The image shows a composite of two screenshots. On the left is the 'JobKeeper Employee Nomination Notice' from the Australian Government, detailing the requirements for employers and employees. On the right is a screenshot of a Power Apps interface for 'YMCA Victoria' showing a form for 'Section A: Employer Information' and 'Section C: Nomination' with various input fields and checkboxes.

For any questions or enquiries, please call Barhead Solutions on 1300 396 365 or email [info@barhead.com](mailto:info@barhead.com).

## Business Problem

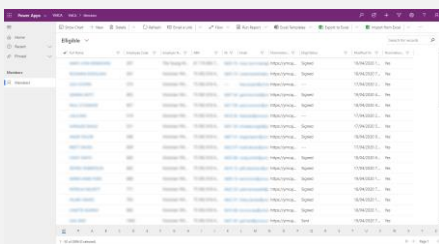
Our customer needed a solution to support the significant challenge of distributing, tracking and collating the completion of 3,000+ Job Keeper Employee Nomination forms for its permanent and casual workforce. A digital solution was required to:

- Contact each employee to provide them with a channel to complete the form.
- Track the completion of the form and record a digital copy with e-signature.
- Maintain a compliance record for the Australian Tax Office (ATO).
- Allow the employer to submit the form on behalf of the employee.

## Solution

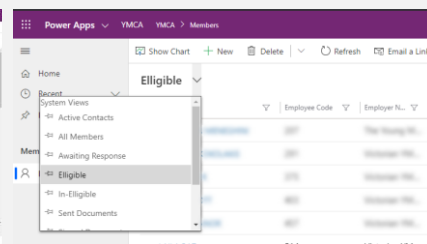
COVID-19 JobKeeper - Power Platform Solution. A management and end-user solution was developed to fulfil the ATO JobKeeper Employee Nomination using Power Apps Portal, CDS, Power Automate, AI Builder, Power App and e-signing. The solution provided digital signing and tracking to enable employer payroll and ATO compliance tracking.

## Power Apps Backend



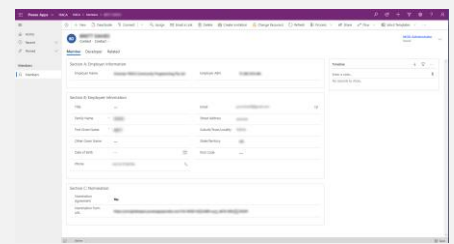
PowerApps - List of employees

Barhead developed a Power Apps backend solution to capture all employees.



Custom views to filter the employee records

Views were created so the employer can track the completion of the form by employees.



PowerApps - Employee details with unique URL for JobKeeper portal

Each employee was issued with a unique URL to access their personalised nomination form.



Australian Government  
Australian Taxation Office

## JobKeeper Employee Nomination Notice

### When to use the form

#### Employers

Before you enrol to receive JobKeeper payments, complete **section A** and provide this form to your eligible employees (refer to criteria below).

This form will be used to:

- notify eligible employees that you (their employer) intend to participate in the JobKeeper scheme
- ask eligible employees if they agree to be nominated by you as their primary employer so that you can receive JobKeeper payments for them.

You do not need to send this form to the ATO. You will, however, need to keep the completed version of this form (generally for 5 years) to document that your employee has agreed to be nominated by you to receive JobKeeper payments for them.

- Employers must ensure they comply with any *Privacy Act 1988* (Cth) obligations when using this form.

#### Employees

Complete **section B, C and D** of this form and return this form to your employer as soon as possible.

#### Important:

- If you have not returned this form to your employer, they **cannot** include you as an eligible employee to receive JobKeeper payments for you.
- If your employer intends to enrol to participate in the JobKeeper scheme for a fortnight beginning on 30 March 2020 or 13 April 2020, you should return this form to your employer **before the end of April 2020** to ensure that your employer is eligible to receive JobKeeper payments for those fortnights.

If your employer intends to enrol to participate in the JobKeeper scheme for a subsequent fortnight, you should return this form as soon as possible after they give the form to you to ensure that your employer is eligible to receive JobKeeper payments.

Only one employer or eligible business can receive the JobKeeper payment for you. If you have multiple employers, you must choose a permanent employer. If you are a long-term casual employee that is eligible with no permanent employer, you can nominate your casual employer.

If you have already agreed for another employer or eligible business to receive JobKeeper payments for you, you cannot nominate this employer.

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy, go to [ato.gov.au/privacy](http://ato.gov.au/privacy).

### What is the JobKeeper payment?

Under the JobKeeper payment, businesses impacted by the Coronavirus are able to access a subsidy from the government to continue paying their employees. Affected employees are able to claim a fortnightly payment of \$1,500 per eligible employee, or for one eligible business participant from 30 March 2020, for a maximum period of 6 months.

#### Find out more:

[ato.gov.au/general/genv/JobKeeper-payment](http://ato.gov.au/general/genv/JobKeeper-payment)

### Section A: Employer Information

Employer Name  Employer ABN

### Section B: Employee Information

Title  Email

Family Name \*  Street Address

First Given Name  Suburb/Town/Locality

Other Given Name  State/Territory

Date of Birth  Post Code

Phone

### Section C: Nomination

#### Employee eligibility requirements

To be an eligible employee, you need to meet these requirements:

- You are currently employed by the employer outlined in section A (including those stood down or re-hired).
- You were employed by the employer outlined in section A at 1 March 2020.
- As at 1 March 2020, you were a permanent employee, or a casual employee employed on a regular or systematic basis during the period of 12 months ending on 1 March 2020.
- If you are a casual employee as mentioned above, you are not permanently employed by any other employer, or you are only employed by any other employer on a casual basis.
- You were at least 16 years of age as at 1 March 2020.
- As at 1 March 2020 you were:
  - residing in Australia and an Australian citizen or permanent resident, or
  - an Australian recipient for income tax purposes and a Subclass 444 (Special Category) visa holder.
- You are not in receipt of a JobKeeper payment as a sole trader, nor is another employer or eligible business in receipt of a JobKeeper payment for you.
- You are not currently receiving parental leave pay or dad and partner pay, and
- You are not currently totally incapacitated for work and receiving payments under an Australian workers' compensation law in respect of your total incapacity to work.

\* **Yes, I agree to be nominated by the employer outlined in section A for the purpose of the JobKeeper scheme.**

In making this nomination I:

- agree that I meet the eligibility requirements listed above, and
- confirm that I have not agreed to be nominated by any other employer/entity and have not given another entity a nomination form for the purpose of this scheme.

OR

**No, I do not agree to be nominated by the employer outlined in section A for the purpose of the JobKeeper scheme.**

### Section D: Declaration

I declare that the information I have provided is true and correct.

## JobKeeper Power Portal

Barhead developed a Portal for employees to complete their JobKeeper nomination. The portal mimicked the look and feel of the ATO JobKeeper Employee Nomination Notice form. The employee accesses their personalised form via the unique URL allocated to the Contact record. Their completed nomination is recorded with an electronic signature.

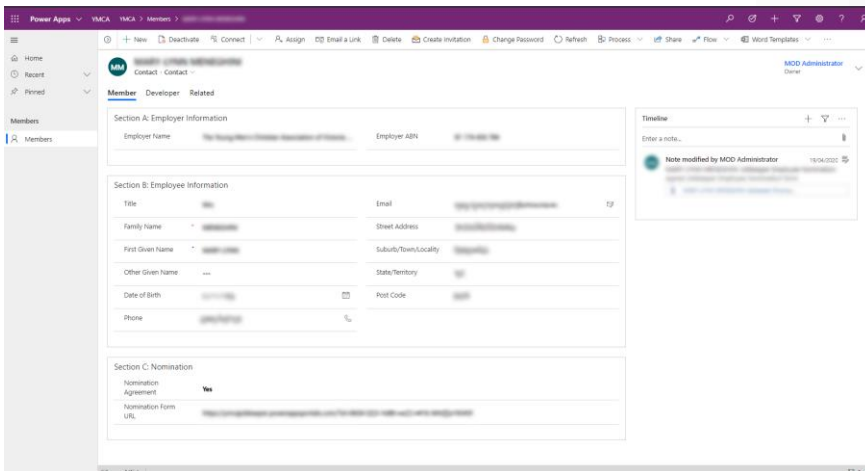
### JobKeeper Portal

Personalised nomination form generated for employee to complete.

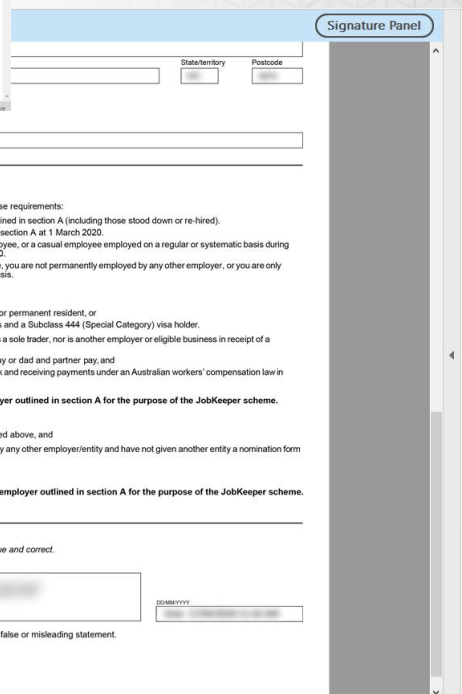


## Signed Forms

The completed and signed JobKeeper Employee Nomination Notice Form was generated by a backend process using Power Automate. The signed PDF form is attached to the employee's contact record and available to the employer for compliance.



PowerApps  
Employee details with signed PDF form attached.



PDF Form  
Completed nomination with valid signature

For any questions or enquiries, please call Barhead Solutions on 1300 396 365 or email [info@barhead.com](mailto:info@barhead.com).