

# Employee Registration Checklist

Complete this checklist to track employee eligibility and payments

Employee Name	Full Time, Part Time or Casual?	Eligible for JobKeeper	Employer Declaration Provided	Employee Declaration Received	ATO notified	Employer Normal Pay (\$)	JobKeeper Top-up
<i>eg. John Smith</i>	<i>Full Time</i>	Y	Y	Y	Y	500	250

## Casual Employee Eligibility Checklist

Complete this checklist to determine whether a casual employee is eligible. Casual employees must meet the 12 months of employment, and have regular and systematic work

Casual Employee Name	Date Started	Pay Calendar (weekly, fortnightly)	How many pay periods were they paid in the last 12 months?	Hours each pay?	Other comments	Eligible for JobKeeper?
<i>eg. John Smith</i>	<i>12 / 6 / 2019</i>	<i>Weekly</i>	<i>36</i>	<i>18</i>		<i>N</i>