

Pay Runs



Add and post a pay run with a couple of clicks!

Hide help!

You also have the ability to email payslips and the ability to revert posted payruns.

If in doubt, check out our [help guide for Xero Payroll](#).



New JobKeeper payment tools are available in Xero

For the latest information on managing JobKeeper payments in Xero, visit our [Payroll support page](#).

Click the Payroll support page to register your employees for Jobkeeper through STP



Reporting opening balances to the ATO

Opening balances are what you have paid your employees during the tax year before they were added to Xero. This information may need to be included in STP submissions so it is reported to the ATO.

Learn more about opening balances and STP.

Set up opening balances

Government support

The government has introduced the JobKeeper payment scheme to help keep more Australians in jobs and support businesses affected by the significant economic impact caused by COVID-19.

[For the latest information visit Xero Central](#)

Getting ready for JobKeeper payments

1. Check if your business is eligible using Xero's turnover calculator [Turnover calculator](#)
2. Enrol your business in the JobKeeper payment scheme with the ATO [ATO enrolment](#)
3. Set up Single Touch Payroll You're set up with STP ✓
4. Enrol employees for JobKeeper payments [Enrol employees](#)
5. Update your JobKeeper pay items to report correctly to the ATO [Xero Instructions](#)
6. Report your pay runs to the ATO by filing with STP as soon as possible [Single Touch Payroll](#)
7. Complete your monthly declaration with the ATO [Monthly declaration](#)

Click Enrol employees

Enrol employees for JobKeeper payments

Enrol eligible employees in the JobKeeper payment scheme by nominating a start period. This information will be sent to the ATO with your next STP submission.

[For the latest information visit Xero Central](#)

⚠ Not all information to determine eligibility is available in Xero. [Please review the eligibility criteria.](#)

ℹ Once setup, see Xero Central for [instructions on paying staff JobKeeper payments.](#)

📌 Remember to [collect an employee nomination notice](#) from each employee enrolled in JobKeeper.

⚠ **Warning:** JobKeeper dates can not be reverted once they're submitted to the ATO using STP. [Help with correcting dates.](#)

Potentially eligible* 2

[Redacted Name]
Full-time employment • Started 6 Feb 2020 • Age 32 • Resident

Start JobKeeper



[Redacted Name]
Full-time employment • Started 6 Feb 2020 • Age 23 • Resident

Start JobKeeper



Select employee to register

Select Jobkeeper

Start JobKeeper



[Redacted Name]

Select the ATO specified fortnight that this employee became eligible for JobKeeper payments.

[For more info visit Xero Central](#)

Please select...

ATO Fortnight 01: 30 Mar - 12 Apr

ATO Fortnight 02: 13 Apr - 26 Apr

ATO Fortnight 03: 27 Apr - 10 May