ARABIC



المساعدة في حساب Centrelink على الإنترنت - الباحثون عن عمل report employment income (الإبلاغ عن الدخل الوظيفي)

بوصفك باحثاً عن عمل، اتبع هذا الدليل للإبلاغ عن دخلك الوظيفي ومتطلبات الـ Job Plan (خطة العمل) باستخدام حساب Centrelink الخاص بك على الإنترنت.

فى هذا الدليل

- الخطوة 1: البداية
- الخطوة 2: إضافة رب عمل جديد
- الخطوة 3: report employment income
 - الخطوة 4: تحديث متطلبات الـ Job Plan
 - الخطوة 5: المراجعة والتسليم
 - الخطوة 6: تسجيل الخروج

تغيرت طريقة الإبلاغ الخاصة بك بدءاً من 7 ديسمبر 2020.

فعليك الأن الإبلاغ عن دخلك الإجمالي الذي دفعه رب عملك لك ولشريكك خلال فترة الإبلاغ الخاصة بك. إن دخلك الإجمالي هو المقدار الذي يدفعه لك رب عملك قبل الضرائب وغيرها من الخصومات. وبوسعك العثور على دخلك الإجمالي على قسيمة الراتب الخاصة بك.

وينبغي عليك أن تسلّم تقريرك في تاريخ الإبلاغ أو بعده.

وعلى الرغم من أنه لا يمكنك تسليم التقرير باكراً، إلا أنه يمكنك إضافة دخلك ودخل شريكك وحفظهما. ويمكن القيام بذلك خلال فترة الإبلاغ.

ولتجنب التأخير على دفعتك، فيتوجب عليك تسليم النقرير بحلول الساعة الخامسة من بعد ظهر يوم الإبلاغ بالتوقيت المحلّي. اقرأ المزيد على الرابط الإلكتروني servicesaustralia.gov.au/incomereporting

> وهناك أمور أخرى ينبغي عليك القيام بها للاستمرار في الحصول على الدفعة الخاصة بك. اقرأ المزيد على الرابط الإلكتروني servicesaustralia.gov.au/mutualobligations

بعض الخطوات في هذا الدليل قد لا تنطبق عليك. وقد يتوجب عليك الإبلاغ بطريقة مختلفة بناء على ظروفك الشخصية.

إن صور الشاشات في هذا الدليل مأخوذة من الحاسوب. وستبدو وضعية الشاشة مختلفة إذا كنت تستخدم هاتفك الجوال.

الخطوة 1: البداية

قم بتسجيل الدخول إلى حساب myGov واختر Centrelink.

هناك طريقتان للبدء، باستخدام واحدة من التالي:

- باستخدام بند Outstanding tasks الخاص بك
 - باستخدام بند MENU.

استخدام بند Outstanding tasks

من مهمة Report income ، اختر Start task.

My Details Payments and Claims	My Family	Income and Assets	Documents and Appointments
A If your income has been affected by coronavirus (COVID-19), we			V felt theme
might be able to help. Find out what assistance might be available	1		
		Q What are you looking for?	Ø
\$ View Payment History View	▶ F	avourite services	Customise 4
	•	Voload documents	Maney, yası, awa
		Manage advance navments	Manage deductions
S Make a claim or view claim status View		therease and the second second	- DORONE & PERCENTION
S Make a claim or view claim status View			- Construction
S Make a claim or view claim status View		Dalay Chanacka Jacuba	
S Make a claim or view claim status View utstanding tasks a need you to complete the following:		DUUSY CRUDING AN MICHON	
S Make a claim or view claim status View utstanding tasks a need you to complete the following:		DURING CHILDRENG MILLION	
S Make a claim or view claim status View utstanding tasks e need you to complete the following: Report income Report income Report your employment income on 17 Start tas		DUUSY LEUGULAL HY JULLUM	
S Make a claim or view claim status View Utstanding tasks e need you to complete the following: Report income Report your employment income on 17 November 2020, Start tas	k 🕨	DUDING Y LEUDIDAL HI JULIUM	
S Make a claim or view claim status View utstanding tasks e need you to complete the following: Report income Report your employment income on 17 November 2020, Start tas			
S Make a claim or view claim status View utstanding tasks e need you to complete the following: Report income Report your employment income on 17 November 2020, Start tas			
Make a claim or view claim status View utstanding tasks e need you to complete the following: Report income Report your employment income on 17 November 2020, Services Australia acknowledges We pay our respects to all Elders, past and	k k the Traditional	Custodians of the lands we live Aboriginal and Torres Strait Isla	on. nder nations.

باستخدام بند MENU

اختر MENU ، ثم Income and Assets ، وبعد ذلك MENU ،

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إذا قام رب عملك بالإبلاغ من خلال Single Touch Payroll ، فسنقوم بتعبئة اسمه والـ Australian Business Number (ABN) الخاص به مسبقاً. وبوسعك تأكيد ما إذا كنت تعمل لديه. ولن نسألك عن رب عمل شريكك.

أحياناً فقد يكون لأرباب العمل اسم تجاري مختلف عن اسم عملهم المسجّل. وإذا لم تتعرف على اسم رب عملك، فسنقوم بعرض أسماء أعمال أو أسماء تجارية بديلة لرب عملك.

إذا احتجت للمساعدة فاقرأ المعلومات الموجودة تحت أيقونة **علامة السؤال (؟)** على كل صفحة.

قم باختيار :

- Yes إذا كنت تعمل لدى رب العمل الظاهر، وعندها سنضيفه إلى سجلًك.
- No إذا لم تكن تعمل لدى رب العمل الظاهر، وعندها لن نقوم بإضافته إلى سجلًك.

قم باختيار Next للمتابعة:

Before you sta	rt your report			
Ve have received	information reported by	your employer through Sir	gle Touch Payroll.	
00 you work for ON BN: 00 000 000 00	LINE SHOP? 0			
ou might know this empl Online Shop Enterpris	nyer as: S			
() Yes				
O No				

إذا قمت للتو بإبلاغنا عن رب عملك، فقم باختياره من القائمة. وعندها نستطيع أن نحدد السجّلات الصحيحة ولن تكون هناك نسخ مكرّرة. أما إذا لم يكن موجوداً على القائمة، فعندها قم باختيار None of the above. قم باختيار Next للمتابعة.

ARABIC

Home > Report						
< Back						
		191.2				
If ONLINE S please tell us	HOP (ABN: 00 000 which one.	000 000) is the sa	ame as any of yo	our existing emp	loyers,	
We'll merge the	e employers together	io you don't have dup	licates.			
O Online She	ab di					
Or						
O None of t	ne above					
Next						

إذا قمت باختيار None of the above ، فعندها قم بإدخال اسم رب عملك. وعندما تبدأ الإدخال، فستكون قادراً على اختيار رب عملك من القائمة.

قم باختيار Next للمتابعة.

and - press received the	me			
 Previous 				
 Previous 				
Previous				
 Previous What is the employer's 	name?			
 Previous What is the employer's Onl 	name?			
 Previous What is the employer's Onl ONLINE SHOP 	name?			

قم باختيار Continue لحفظ التغييرات والمتابعة.

Meme > Report
Previous
Press "Continue" to save your changes and continue to your report.

 Continue
 Image: Ima

ستُظهر صفحة Report Employment Income التالي:

- فترة الإبلاغ الخاصة بك.
- قسم Gross employment income الخاص بك وبشريكك
- قسم الساعات في هذه الفترة (Hours this period) الخاص بك وبشريكك.

قم باختيار :

- Previous reports لعرض وتغيير دخلك الذي قمت بالابلاغ عنه لما يصل إلى 6 فترات إبلاغ سابقة خاصة بك.
 - Upcoming reporting periods لعرض ما يصل إلى 6 فترات إبلاغ قادمة خاصة بك.

Report Employment Income

Reporting Period 04 - 17 November 2020	Previous reports Upcoming reporting periods
Gross employment income My pay	My partner's pay
No pay + Add pay	No pay + Add pay
Hours this period My hours	My partner's hours
No hours + Add hours	No hours + Add hours

Continue

لديك خياران للإبلاغ عن دخلك أو دخل شريكك. فبوسعك أن:

- تقوم بتسليم التقرير في تاريخ الاستحقاق
- أو إضافة دخلك وتعديله وحفظه خلال فترة الإبلاغ، وتسليمُ التقرير في تاريخ الاستحقاق.

إن خيار Employment diary لم يعد متوفراً.

إذا استخدمت خيار Employment diary سابقاً لتسجيل دخلك أثناء حصولك عليه، فلا يز ال بوسعك أن:

- تضيف الدخل المدفوع خلال فترة الإبلاغ وتقوم بحفظه.
- تعود في يوم الإبلاغ الخاص بك وتسلم تقريرك باستخدام الدخل المدفوع الذي قمت بحفظه.

قم باختيار Add pay في قسم Gross employment income.

و عليك أن تشمل التالي:

- أيّ دخل حصلت عليه خلال فترة الإبلاغ، ومن ضمنه JobKeeper Payment
- أيّ دخل حصل عليه شريكك خلال فترة الإبلاغ، ومن ضمنه JobKeeper Payment
 - أيّ دخل متأخر دفعه رب عملك لك أو لشريكك.
 - عدد الساعات التي عملتها أنت وشريكك.

وإذا كنت بانتظار راتب متأخر، فلا تقم بالإبلاغ عن هذا الدخل حتى تحصل عليه.

Report Employment Income

Reporting Period

04 - 17 November 2020	Previous reports Upcoming reporting periods
Gross employment income	
Му рау	My partner's pay
No pay + Add pay	No pay + Add pay
Hours this period	
My hours	My partner's hours
No hours + Add hours	No hours + Add hours

Continue

- قم باختيار رب عملك من القائمة، ثم قم باختيار Next واذهب للخطوة 3.
- إذا لم يتواجد رب عملك في القائمة، فقم باختيار Add new employer ثم اذهب إلى الخطوة 2.
- قم باختيار Manage employers لإزالة رب عمل ما أو لتغيير رب عمل تابع لبرنامج JobKeeper

Home > Report employment income
C Back
Add Pay
Add Fay
Paid between 04 November 2020 to 17 November 2020
Select an employer to add pay for:
ONLINE SHOP
+ Add new employer
Manage employers
Use 'Manage employers' to remove employers and change Jobkeeper status

الخطوة 2: إضافة رب عمل جديد

بوسعك إضافة رب عمل جديد لك أو لشريكك.

قم بإدخال رقم ABN الخاص برب عملك. وتستطيع العثور على هذا الرقم على قسيمة الراتب الخاصة بك.

Next

< Back

Add new employer

You must answer all questions unless they are marked optional.

What is the employer's ABN?

I don't know the employer's ABN

Next

وإذا لم تكن قادراً على العثور على رقم ABN الخاص برب عملك، فقم باختيار I don't know the employer's ABN، ثم اختيار Next.

Home > Report employment income	
< Back	
Add new employer	
You must answer all questions unless they are marked optional.	
What is the employer's ABN?	
I don't know the employer's ABN	
Next	
	Bl
	هم بإدخال أسم رب العمل ومن ثم هم باختيار Next.
Home > Report employment income	
* Previous	
* Previous	
More > Report employment income • Previous What is the employer's name?	
Monte Separatemployment income • Previous What is the employer's name?	
Item > Report employment income A Previous What is the employer's name?	
Image:	
Item > Report employment income A Previous What is the employer's name?	

قم باختيار Yes أو No لتعلمنا ما إذا كنت تحصل على JobKeeper Payment من رب العمل هذا.

	.Next	باختيار	قم	ثم
--	-------	---------	----	----

EXCUS PERSON SUMMY UNSCREDUNCT	
Previous	
Do you receive JobKeeper from Digital Store?	
O Yes O No	
Next	
	قم باختيار Continue لحفظ التغييرات والمتابعة.
Home > Report employment income	
 Previous 	
 Previous Press "Continue" to save your changes and return to employer select 	tion.
 Previous Press "Continue" to save your changes and return to employer select Continue > 	tion.

سيظهر رب عملك الجديد على صفحة Add Pay. قم باختيار Next للمتابعة.

Home > Beport.emoloyment.income
< Back
Add Pay
Digital Store added
Paid between 04 November 2020 to 17 November 2020
Select an employer to add pay for:
Digital Store
O ONLINE SHOP
+ Add new employer
Manage employers
Use 'Manage employers' to remove employers and change Jobkeeper status

الخطوة 3: report employment income

إذا احتجت للمساعدة، فقم بقراءة المعلومات الواردة تحت أيقونة علامة السؤال (؟) على كل صفحة.

في فترة الإبلاغ هذه، إذا حدث أنه أنت أو شريكك:

- قد حصلتما على أكثر من دفعة واحدة من رب العمل نفسه، فعليكما إضافة كل دفعة بشكل منفصل
- كان لديكما أكثر من عمل واحد، فعليكما إضافة الدخل الذي حصلتما عليه من كل رب عمل بشكل منفصل.

قم باختيار أيقونة calendar ومن ثم اختيار التاريخ الذي تلقيت فيه الدفعة. أو قم بإدخاله يدوياً بالصياغة التالية dd/mm/yyyy.

قم بإدخال **إجمالي المبلغ المدفوع** قبل الضرائب والخصومات. وبوسعك العثور عليه من قسيمة الراتب الخاصة بك. قم باستخدام العملة الأسترالية بالدولار والسنت، ومن ضمن ذلك العلامة العشرية.

ثم قم باختيار Next.

Next

Home	> Report employment income	
٢	Back	

Add pay

Paid between 04 - 17 November 2020

Enter any gross employment income you were paid from **ONLINE SHOP** between **04 November 2020 - 17 November 2020** Each pay needs to be added separately and shouldn't include bonuses, commissions and royalties.

Date paid	
Gross amount paid	(before tax and deductions)
Next	
2-	You can find 'gross pay' on your payslip, or you can ask your employer, Bonuses, commisions and royalties should be added in Manage Income and Assets .

قم باختيار Yes أو No لتُعْلمنا ما إذا كانت هذه الدفعة شاملة لأية رواتب متأخرة. ثم قم باختيار Next.

Home > Seport employment income
Previous
Did this pay include any back pay?
O Yes O No
Next
Back pay is manny you were paid for work you did in previous pay periods

قم باختيار Yes أو No لتُعْلمنا إذا ما كانت فترة الدفعة هذه أكثر من أسبو عين. ثم قم باختيار Next.

Home > Report employment income
Previous
Is the pay period longer than a fortnight?
You can find the date range on your payslip, or you can ask your employer.
Next

قم باختيار Continue للمتابعة.

Home > Report employment income
Previous
Continue
Please ensure the answers you have provided are correct before continuing. You will have a chance to come back and change these answers if needed.
Continue
You will have a chance to review these details later and make changes if needed.
سنظعر ملخص للمعلومات التي قدمتها لنا
سيظهر إجمالي دخلك في قسم Gross employment income تحت بند My Pay.

إذا قمت بالإبلاغ عن دخل شريكك، فسيكون ذلك تحت بند My partner's pay.

وبوسعك على هذه الصفحة تغيير تفاصيل فترة الإبلاغ الخاصة بك. قم باختيار أيّ من التالي:

- Edit إذا احتجت إلى تغيير المعلومات التي قمت بإعطائها لنا عنك أو عن شريكك
- Delete إذا احتجت إلى إزالة المعلومات التي قمت بإعطائها لنا عنك أو عن شريكك
- Add more pay إذا كان لديك أكثر من عمل واحد، وذلك لإدخال الدخل من رب العمل الآخر، أو إذا ما حصلتَ على دفعة أكثر من مرة واحدة من رب العمل ذاته.

Report Employment Income

Reporting Period 04 - 17 November 2020

Previous reports | Upcoming reporting periods

Gross employment income

My pay	My partner's pay
Digital Store No ABN recorded	MOBILE PHONE HUT No ABN recorded
New \$48.20 paid 12 November 2020 includes \$0.00 backpay	\$78.00 paid 11 November 2020 includes \$0.00 backpay
ONLINE SHOP ABN: 00 000 000	• Add more pay
\$52.80 paid 05 November 2020 includes \$0.00 backpay Edit Delete	
O Add more pay	
Hours this period	
My hours	My partner's hours
No hours + Add hours	No hours + Add hours
Continue	

قم باختيار Add hours لإبلاغنا بعدد الساعات التي عملتها أنت أو شريكك لدى كل رب عمل في فترة الإبلاغ.

Report Employment Income

Reporting Period 04 - 17 November 2020

Previous reports | Upcoming reporting periods

Gross employment income

Delete
d hours

قم باختيار رب عملك من القائمة، ومن ثم قم باختيار Next.

< Back	
Add Hours	
Hours worked between 04 November 2020 to 17 November 2020	
Select an employer to add hours for:	
ONLINE SHOP	
O DIGITAL STORE	
+ Add new employer	
Manage employers	
Use 'Manage employers' to remove employers and change Jobkeeper status	
Next	
-	-
لأقرب ساعة. فمثلاً، إذا عملت 3.5 ساعة، فقم بإدخال 4. ويمكن أن	قم بإدخال إجمالي ا لساعات التي عملتها خلال فترة الإبلاغ، وذلك
ة بك	يختلف عدد الساعات عن ذلك المسجل على قسيمة الراتب الخاص

Home > Report employment income

< Back

Add hours worked for ONLINE SHOP

You must answer all questions unless they are marked optional.

How many hours did you work for ONLINE SHOP between 04 - 17 November 2020?



قم باختيار Continue للمتابعة.

Home > Report employment income
Previous
Continue
Please ensure the answers you have provided are correct before continuing. You will have a chance to come back and chance these answers if needed.
Continue >
2 You will have a chance to review these details later and make changes if needed.
إذا عملت الت أو شريك لذى أكثر من رب عمل وأحد، فقم بأحديار Add more nours لإدحال عدد الساعات التي عملتماها لذى أرباب العمل الأخرين.

وعند انتهائك من إدخال عدد الساعات التي عملتها أنت أو شريكك، فقم باختيار Continue.

إذا كانت لديك Job Plan ، فقم بالذهاب للخطوة 4 للإبلاغ عن متطلباتك.

أما إذا لم تكن لديك Job Plan ، فتوجه إلى الخطوة 5 ، لمر اجعة المعلومات الخاصة بك وتسليمها.

Report Employment Income

Reporting Period 04 - 17 November 2020

Previous reports | Upcoming reporting periods

Gross employment income

My pay	My partner's pay
DIGITAL STORE No ABN recorded	MOBILE PHONE HUT No ABN recorded
\$48.20 paid 12 November 2020 includes \$0.00 backpay Edit Delete	\$78.00 paid 11 November 2020 includes \$0.00 backpay
ONLINE SHOP ABN: 00 000 000 000	• Add more pay
\$52.80 paid 05 November 2020 includes \$0.00 backpay Edit Delete	
Add more pay Hours this period Add more pay	My partner's hours
ONLINE SHOP	
ABN: 00 000 000 000	No ABN recorded
Now Edit Delete	New 3 hours worked
Add more hours	Add more hours
Continue	

الخطوة 4: تحديث متطلبات الـ Job Plan

قم باختيار Yes أو No لإبلاغنا ما إذا قمت بتلبية متطلبات الـ Job Plan الخاصة بك عن فترة الإبلاغ. ثم قم باختيار Next.

< Back	
My Job P	lan
You must answer	all questions unless they are marked optional.
Have you me	t the requirements in your Job Plan during 04 - 17 November 2020?
O Ves	
	O No
Next	
ت التي قدمتها لنا	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمراجعة المعلوماد
ت التي قدمتها لنا	بتلبية متطلبات الـ Job Plan الخاصنة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمراجعة المعلوماد ا.
ت التي قدمتها لنا Home > Repo	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمر اجعة المعلوماد ا.
ت التي قدمتها لنا Home > Bape	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمراجعة المعلوماد ا. rt employment income
ت التي قدمتها لنا Home > Bepo	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمراجعة المعلوماد ا. rt employment income
ت التي قدمتها لنا Home > Bepo	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمراجعة المعلوماد ا. rt.employment.income
ت التي قدمتها لنا Home > Bepo	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمراجعة المعلوماد ١.
ت التي قدمتها لنا Home > Repo	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمراجعة المعلوماد ١.
ک التي قدمتها لنا Home > Repo	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمراجعة المعلوماد ١.
ک التي قدمتها لنا Home > Repa	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمراجعة المعلوماد ١. ntemployment income
ک التي قدمتها لنا Home > Bepo	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمراجعة المعلوماد ر
ک التي قدمتها لنا Home > Bepo Previou	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمراجعة المعلوماد ر rt employment income
ک التي قدمتها لنا Home > Bepo Previou	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمر اجعة المعلوماد ر etemployment income
ک التي قدمتها لنا Home > Repo	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمر اجعة المعلوماد ر employment income
ک التي قدمتها لنا Home > Repo Previou Press "Con	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue ثم توجه إلى الخطرة 5 لمراجعة المعلوماد ر ntemployment income s tinue" to save your changes and proceed.
ک التي قدمتها لنا Home > Repo Previou Press "Con	بتلبية متطلبات الـ Job Plan الخاصة بك، فقم باختيار Continue. ثم توجه إلى الخطوة 5 لمر اجعة المعلوماد ر temployment income

أما إذا لم تقم بتلبية متطلبات الـ Job Plan الخاصة بك، فلن تكون قادراً على استكمال تقريرك. وسنعلمك إذا لم يتم استكمال تحديثك، وعندها عليك الاتصال بنا هاتفياً لاستكمال تقريرك. قم باختيار Return home للعودة إلى صفحة البداية، ومن ثم توجه إلى الخطوة 6 لتسجيل الخروج.

Receipt		
Submitted:	10:05 am AEDT 17 November 2020	
Receipt ID:	0000000001	
CRN:	123 456 789A	
 This means you will no 	ot be paid. Please contact us of in order to complete your report.	
121 B B		

الخطوة 5: المراجعة والتسليم

قم باختيار Begin للتحقق من أن تحديثاتك صحيحة.

< Back

Review and submit

Please ensure you have entered all your details correctly before submitting. You will not be able to change your answers after submitting You must answer all questions unless they are marked optional.

Begin



Make sure you review each section of your update.

وسنقوم بإعطائك ملخصاً للمعلومات التي قدمتها لنا. قم بمر اجعة جميع الأقسام للتحقق من أن جميع المعلومات صحيحة. وإذا ما احتجت إلى القيام بغييرات، فقم باختيار Edit. أما إذا كانت المعلومات صحيحة، فقم باختيار Next.

My new employer		
Employer	DIGITAL STORE	
ABN	Not given	
JobKeeper	I don't receive JobKeeper from this employer	
Edit		
Partner's new employer	MORUE PHONE HUT	
employer	Model Prove not	
ABN	Not given	
JobKeeper	Partner doesn't receive JobKeeper from this employer	
Edit		

قم بقراءة الإعلان. إذا كنت تستوعب الإعلان وتوافق عليه، فقم باختيار المعلمة have read and agree with the above . conditions.

ثم قم باختيار Submit.

Home > Report employment income

Previous

Previous

Submit your update

I declare that:

- The information I have given is correct.
- I understand that:
- Giving false or misleading information is a serious offence.
- Centrelink can make any enquiry necessary to ensure I receive the correct payment.
- I need to advise Centrelink of any changes to my circumstances as soon as the change occurs.
- I may need to provide further information if requested.
- I must keep a record of my job search efforts for each reporting period, as I may be requested to provide this information.

I have read and agree with the above conditions.

Submit

احصل على الوصل الخاص بك. سنقوم بمنحك وصلاً عندما تقوم بتسليم التقرير الخاص بك. قم بتدوين الـ Receipt ID لسجلاتك الخاصة. وسيشمل الوصل الخاص بك التالي:

- الدفعة التالية الخاصة بك
- رصيد working credit الخاص بك
 - تاريخ الإبلاغ التالي الخاص بك
- المعلومات التي ينبغي عليك معرفتها بناء على الظروف الخاصة بك.

وقد يبيّن الوصل الخاص بك الدفعة التالية لشريكك، وكذلك رصيد working credit الخاص به. وستبيّن هذه المعلومات ما إذا كان شريكك سيحصل على دفعة، كما وستسمح لك بالوصول إلى المعلومات الخاصة به.

قم باختيار

- Information you provided لعرض ملخص تفاصيل دخلك
- Return home للعودة إلى صفحة البداية، ومن ثم التوجه إلى الخطوة 6
 - Save receipt للاحتفاظ بنسخة عن الوصل الخاص بك
 - Print لطباعة الوصل الخاص بك.

Home > Beport employment income
Report submitted
Receipt
Submitted: 09:51 am AEDT 17 November 2020
Receipt ID: 0000000001
CRN: 123 456 789A
Your Working Credit: 🚱 \$720.00
Jane's Working Credit: 🚯 \$480.00
 Please keep a copy of this page for your records Your next reporting date is 01 December 2020 For Reporting information, search 'Report' on the Services Australia website. If you have any Other Income to report, including Sales Commission, LumpSums or income from sources other than employment, please update here. Your next payment will be \$375.95. Jane is not entitled to a payment for this period. You need to attend any appointments you have with your Provider. To view details of your upcoming payment, you can use View Payment History service. Please keep your pay slips in case we need to ask you for them in the future.
Information you provided
Return home Save your Receipt Θ Print

الخطوة 6: تسجيل الخروج

بوسعك من صفحة البداية استكمال معاملات أخرى أو اختيار أيقونة **myGov** للعودة إلى myGov.

	My Details Payments and (Claims N	ty Family Income a	nd Assets Documents and	Appointments
A Ify mi	your income has been affected by coronavirus ((ight be able to help. nd out what assistance might be available	(OVID-19), we	Q What are you	loaking for?	✓ Edit theme
\$	View Payment History	View 🕨	Favourite servi	ces	Customise 4

Outstanding tasks You have no tasks or reminders to complete. Services Australia acknowledges the Traditional Custodians of the lands we live on. We pay our respects to all Elders, past and present, of all Aboriginal and Torres Strait Islander nations. Legal Notices of Your Bights or

للحفاظ على أمانك وخصوصيتك، اضغط على sign out (تسجيل الخروج) عندما تنتهي من استخدام حساب myGov الخاص بك.



Centrelink online account help - job seekers - report employment income

As a job seeker, follow this guide to report your employment income and Job Plan requirements using your Centrelink online account.

in this guide

- Step 1: get started
- Step 2: add new employer
- Step 3: report employment income
- Step 4: update Job Plan requirements
- Step 5: review and submit
- Step 6: sign out

From 7 December 2020, the way you report changed.

You now report the gross income your employer paid you and your partner in your reporting period. Your gross income is the amount your employer pays you before tax and other deductions. You can find your gross pay amount on your payslip.

You need to submit your report on or after your reporting date.

Although you can't submit your report early, you can add and save your and your partner's paid income. This can be done during your reporting period.

To avoid delays with your payment, you must submit your report by 5 pm local time on your reporting date. Read more about **servicesaustralia.gov.au/incomereporting**

There are other things you need to do to keep getting your payment. Read more about **servicesaustralia.gov.au/mutualobligations**

Some steps in this guide may not apply to you. You may have to report in a different way based on your personal circumstances.

The screenshots in this guide are from a computer. The screen layout will look different if you're using a mobile device.

Step 1: get started

Sign in to myGov and select Centrelink.

There are 2 ways to start, using either:

- your Outstanding tasks
- the MENU.

Using Outstanding tasks

From the Report income task, select Start task.

	My Details	Payments and Claims	My Family	Income and Assets	Documents and Appointments
A If yo mig	our income has been affected b ht be able to help.	ny coronavirus (COVID-19), w			✓ Edit theme
Eine	d out what assistance might.	oe available		Q What are you looking for?	Ø
\$	View Payment History	View		Favourite services	Customise 4
			_	Upload documents	Money, yos, owe
\$	Make a claim or view cla	im status View	•	Manage advance payments	Manage deductions
				-	
outsta	nding tasks				
Outsta /e need	nding tasks you to complete the following:				
Dutsta /e need B B	nding tasks you to complete the following: eport income eport your employment incom ovember 2020.	e on 17 Start t	ask 🌶		
Dutsta le need B B N	nding tasks you to complete the following: eport income eport your employment incom ovember 2020,	e on 17 Start t	ask 🌶		

Using MENU

Select MENU, followed by Income and Assets, then Employment income and Report.

ENGLISH



If your employer reports through Single Touch Payroll, we will pre-fill their name and Australian Business Number (ABN). You can confirm if you work for them. We won't ask about your partner's employer.

Sometimes, employers may have a different trading name to their registered business name. If you do not recognise the employer name, we will show alternate business or trading names of the employer.

If you need help, read the information with the **question mark** (?) icon on each page. Select:

- Yes if you work for the employer shown and we will add them to your record
- No if you do not work for the employer shown and we will not add them to your record.

Select Next to continue.

Before you	start your report		
We have rece	ved information reported by y	our employer through Single	Touch Payroll.
ABN: 00 000 00 You might know this • Online Shop Enter	0 000 employer as: prises		
O Yes			
O No			

If you have already told us about your employer, select them from the list. We can then match the right records and you will not have duplicates.

If they are not in the list, select **None of the above**.

Select **Next** to continue.

Home > Report			
< Back			
IF ONLINE SHOP (AB)	1: 00 000 000 000) is the same	as any of your existing employers,	
please tell us which o	ne.		
We'll merge these employer	s together so you don't have duplicates	£	
O Online Shop			
Or			
O None of the above			
Next			

If you selected **None of the above**, type in your employer's name. When you start typing, you will be able to choose your employer from the dropdown list.

Select Next to continue.

Home > Report employment income		
 Previous 		
What is the employer's name?		
Onl		
ONLINESHOP		
WHEN SHOP		
THE ONLY SHOP FOR PAINT		
Next		

Select **Continue** to save your changes and proceed.

Home	> Report
^	Previous
Pres	"Continue" to save your changes and continue to your report.

The Report Employment Income page will show:

• your reporting period

Continue

- a Gross employment income section for you and your partner
- Hours this period section for you and your partner.

Select:

- **Previous reports** to view and change income you reported for up to 6 of your past reporting periods
- **Upcoming reporting periods** to view up to 6 of your future reporting periods.

Report Employment Income

Reporting Period 04 - 17 November 2020	Previous reports Upcoming reporting period
Gross employment income My pay	My partner's pay
• Add pay	No pay + Add pay
My hours	My partner's hours
Add hours	+ Add hours

You have 2 options to report your or your partners paid income. You can either:

- submit your report on the date it's due
- add, edit and save income during your reporting period and submit your report on the date it is due.

The Employment diary is no longer available.

If you previously used the Employment diary to record your income as you earnt it, you can still:

- add and save paid income during your reporting period
- come back on your reporting day and submit your report using the paid income you have saved. Select Add pay in Gross employment income.

You need to include:

Continue

- any income you earned in the reporting period, including JobKeeper Payment
- any income your partner earned in the reporting period, including JobKeeper Payment
- any income your employer back paid you or your partner
- the hours both you and your partner worked.

If you are waiting for back pay, do not report this as income until you get it.

Report Employment Income

Reporting Period 04 - 17 November 2020

04 - 17 November 2020	Previous re	ports Upcoming reporting periods
Gross employment income		
My pay	My partner's pay	
No pay + A	dd pay	+ Add pay
Hours this period		
My hours	My partner's hours	
No hours + Add	hours No hours	+ Add hours

Continue

Choose your employer from the list, then select Next and go to Step 3.

If your employer is not on the list, select Add new employer and go to Step 2.

Select Manage employers to remove an employer or change a JobKeeper employer.

Home > Report employment income
< Back
Add Pay
Paid between 04 November 2020 to 17 November 2020
Select an employer to add pay for:
ONLINE SHOP
+ Add new employer
Manage employers
Use "Manage employers" to remove employers and change Jobkeeper status
Next

Step 2: add new employer

You can add a new employer for you or your partner.

Enter your employer's **ABN**. You can find this on your payslip.

```
Mome > Report employment income

Back

Add new employer

You must answer all questions unless they are marked optional.

What is the employer's ABN?

I don't know the employer's ABN
```



If you can not find your employer's ABN, select I don't know the employer's ABN, then Next.



Enter the **employer's name**, then select **Next**.

Home > Report employment income	
Previous	
What is the employer's name?	
Next	

In this example, the employer's name is Digital Store.

Select Yes or No to tell us if you get JobKeeper Payment from this employer.

Then select Next.

Home > Report employment income			
A Deminue			
- Previous			
Do you receive JobKeeper from Digital	Store?		
O Yes O No			
Next			

Select **Continue** to save your changes and proceed.

Home > Report employment income
Previous
Press "Continue" to save your changes and return to employer selection.
Continue >

Your new employer will appear on the Add Pay page. Select **Next** to continue.

Home > Beport.employment.income
< Back
Add Pay
Oigital Store added
Paid between 04 November 2020 to 17 November 2020
Select an employer to add pay for:
Digital Store
O ONLINE SHOP
+ Add new employer
Manage employers
Use 'Manage employers' to remove employers and change Jobkeeper status
Next

Step 3: report employment income

If you need help, read the information with the question mark (?) icon on each page.

In this reporting period, if you or your partner either:

- got paid more than once by the same employer, you will need to add each pay separately
- have more than one job, you will need to add the income you got from each employer separately.

Select the **calendar** icon and choose the date you got paid. Or, enter it manually in the format of dd/mm/yyyy.

Enter the **Gross amount paid**, before tax and deductions. You can find this on your payslip. Use Australian dollars and cents, including the decimal point.

Then select Next.



Add pay

Paid between 04 - 17 November 2020

Enter any gross employment income you were paid from **ONLINE SHOP** between **04 November 2020 - 17 November 2020** Each pay needs to be added separately and shouldn't include bonuses, commissions and royalties.

Date paid
Gross amount paid (before tax and deductions)
Next
You can find 'gross pay' on your payslip, or you can ask your employer. Bonuses, commissions and royalties should be added in Manage Income and Assets .

Select **Yes** or **No** to tell us if this pay includes any back pay. Then select **Next**.

Home > Seport.em	ployment income			
Previous				
Did this pay ir	clude any back pay?			
() Yes	O No			
Next				
2	Back pay is money you were paid for we	ork you did in previous pay perio	ds.	

Select **Yes** or **No** to tell us if this pay period is longer than a fortnight. Then select **Next**.

Home > Report employment income
 Previous
Is the pay period longer than a fortnight?
You can find the date range on your payslip, or you can ask your employer.
O Yes O No
Next

Select Continue to proceed.

Home > Report employment income
Previous
Continue
Please ensure the answers you have provided are correct before continuing.
You will have a chance to come back and change these answers if needed.
Continue
You will have a chance to review these details later and make changes if needed.

A summary of the information you have given us will appear.

Your total income will show in Gross employment income under My pay.

If you have reported your partner's income, that will be under **My partner's pay**.

On this page, you can change details for your reporting period. Select any of these:

- Edit if you need to change the details you have given us for you and your partner
- Delete if you need to remove the details you have given us for you and your partner
- Add more pay if you have more than one job, to enter income from a different employer or if you got paid more than once by the same employer.

Report Employment Income

Reporting Period 04 - 17 November 2020

Previous reports | Upcoming reporting periods

Gross employment income

My pay	My partner's pay
Digital Store No ABN recorded	MOBILE PHONE HUT No ABN recorded
New \$48.20 paid 12 November 2020 includes \$0.00 backpay	\$78.00 paid 11 November 2020 includes \$0.00 backpay
ONLINE SHOP ABN: 00 000 000	• Add more pay
\$52.80 paid 05 November 2020 includes \$0.00 backpay Edit Delete	
 Add more pay Hours this period 	
My hours	My partner's hours
No hours + Add hours	No hours + Add hours
Continue	

Select **Add hours** to tell us the hours you or your partner worked for each employer during your reporting period.

Report Employment Income

Reporting Period 04 - 17 November 2020

Previous reports | Upcoming reporting periods

Gross employment income

MOBILE PHONE HUT No ABN recorded
\$78.00 paid 11 November 2020 includes \$0.00 backpay Edit Delete
Add more pay
My partner's hours
No hours + Add hours

Choose your employer from the list, then select Next.

Home > Report employment income
< Back
Add Hours
Hours worked between 04 November 2020 to 17 November 2020
Select an employer to add hours for:
ONLINE SHOP
O DIGITAL STORE
+ Add new employer
Manage employers
Use 'Manage employers' to remove employers and change Jobkeeper status
•
Next

Enter the total **Hours** you worked during your reporting period, to the nearest hour. For example, if you worked 3.5 hours, enter 4. This can be different to the hours recorded on your payslip.

Home > Beport employment income
< Back
Add hours worked for ONLINE SHOP
You must answer all questions unless they are marked optional.
How many hours did you work for ONLINE SHOP between 04 - 17 November 2020?
Hours
Next
We need to know the actual hours you worked during your reporting period. This can be different to the hours recorded on your payslip.

Select **Continue** to proceed.

Home > Report employment income
Previous
Continue
Please ensure the answers you have provided are correct before continuing. You will have a chance to come back and change these answers if needed.
Continue >
2 You will have a chance to review these details later and make changes if needed.

If you or your partner worked for more than one employer, select **Add more hours** to enter hours for other employers.

When you have finished entering your or your partner's hours worked, select **Continue**.

If you have a Job Plan, go to Step 4 to report your requirements.

If you don't have a Job Plan, go to Step 5 to review and submit your information.

Report Employment Income

Reporting Period 04 - 17 November 2020

Previous reports | Upcoming reporting periods

Gross employment income

Му рау	My partner's pay
DIGITAL STORE No ABN recorded	MOBILE PHONE HUT No ABN recorded
\$48.20 paid 12 November 2020 includes \$0.00 backpay Edit Delete	\$78.00 paid 11 November 2020 includes \$0.00 backpay
ONLINE SHOP ABN: 00 000 000 000	• Add more pay
\$52.80 paid 05 November 2020 includes \$0.00 backpay Edit Delete	
• Add more pay	
ly hours	My partner's hours
ONLINE SHOP ABN: 00 000 000 000	MOBILE PHONE HUT No ABN recorded
New Edit Delete	New 3 hours worked
Add more hours	Add more hours
Continue	

Step 4: update Job Plan requirements

Select **Yes** or **No** to tell us if you met your Job Plan requirements for your reporting period. Then select **Next**.

Home > Report employment income	
< Back	
My Job Plan	
You must answer all questions unless they are marked optional.	
Have you met the requirements in your Job Plan during 04 - 17 November 2020?	
O Yes O No	
Next	
If you have met your Job Plan requirements, select Continue. Then go to Step 5 to review ar	۱d
submit the details you have given us.	
Home > Report employment income	

Press "Continue" to save your changes and proceed.



Previous

If you have not met your Job Plan requirements, you will not be able to complete your report. We will tell you if your update did not complete and you need to phone us to complete your report. Select **Return home** to go back to your homepage, then go to Step 6 to sign out.

Receipt		
Submitted:	10:05 am AEDT 17 November 2020	
Receipt ID:	000000001	
CRN:	123 456 789A	
Your report could not be fi • This means you will r	inalised and your record could not be updated. not be paid. Please <u>contact us of</u> in order to complete your report.	
Information you provided		

Step 5: review and submit

Select **Begin** to check your updates are correct.

Report employment income
 Back
 Review and submit
 Please ensure you have entered all your details correctly before submitting.
 You will not be able to change your answers after submitting
 You must answer all questions unless they are marked optional.



Make sure you review each section of your update.

We will give you a summary of the details you have given us. Review each section to check all the details are correct. If you need to make any changes, select **Edit**. If the details are correct, select **Next**.

Previous		
mployers		
My new employer		
Employer	DIGITAL STORE	
ABN	Not given	
JobKeeper	I don't receive JobKeeper from this employer	
Edit		
Partner's new employer		
Employer	MOBILE PHONE HUT	
ABN	Not given	
JobKeeper	Partner doesn't receive JobKeeper from this employer	
Edit		

Read the declaration. If you understand and agree with the declaration, select **I have read and agree with the above conditions**.

Then select Submit.

Previous Previous I declare that: I declare that: I declare that: I the information I have given is correct. I understand that: Giving false or misleading information is a serious offence. Centrelink can make any enquiry necessary to ensure 1 receive the correct payment. I need to advise Centrelink of any changes to my circumstances as soon as the change occurs. I may need to provide further information if requested. I must keep a record of my job search efforts for each reporting period, as I may be requested to provide this information. I have read and agree with the above conditions.

Submit

Get your receipt

We will give you a receipt when you submit your report. Make a note of the **Receipt ID** for your records.

Your receipt will include:

- your next payment
- your working credit balance
- your next reporting date
- information you need to know based on your circumstances.

Your receipt may also show your partner's next payment and working credit balance. These details will show if they get a payment and they allow you to access their information.

Select:

- Information you provided to view a summary of your income details
- Return home to go back to your homepage, then go to Step 6
- Save receipt to keep a copy of your receipt
- **Print** to print your receipt.

Home > Report employment income		
Report submitted		
Receipt		_
Submitted:	09:51 am AEDT 17 November 2020	
Receipt ID:	000000001	
CRN:	123 456 789A	
Your Working Credit: 🔞	\$720.00	
Jane's Working Credit: 😯	\$480.00	
 Please keep a copy of this page Your next reporting date is 01 For Reporting information, searce If you have any Other Income at 05 Your next payment will be \$375. Jane is not entitled to a paymen You need to attend any appoint To view details of your upcoming Please keep your pay slips in case 	for your records December 2020 h 'Report' on the Services Australia website. report, including Sales Commission, LumpSums or income from sources other than employment, please update here. as. tor this period. payment, you can use View Payment History service. we need to ask you for them in the future.	
Information you provided		×
Return home Save your Rec	eipt Print	

Step 6: sign out

From your homepage, you can complete other transactions or select the **myGov** icon to return to myGov.

ENGLISH

â	My Details Payments and Cla	ims M	ly Family	Income and Assets	Documents and Appointments
A II	your income has been affected by coronavirus (CO light be able to help.	VID-19), we	the second		✓ Edit them
E	ind out what assistance might be available		Qw	'hat are you looking for?	e
\$	View Payment History	View 🕨	Favor	urite services	Customise
			► Upl	oad documents	Money you owe
ė	Maka a dalar ayalam dalar datur.		► Mar	nage advance payments	Manage deductions
?	make a claim or view claim status	View	Constant of		
		- <u>1</u> -1			
utsta	nding tasks				
	Y	ou have no tasks	or reminders to co	implete.	
				diana of the lands we live	
	Consider Assessible and	in aird and had the	Tenditional Cueta		6201 ···

For your privacy and security, **sign out** when you have finished using your myGov account.