



# حساب آنلاین Centrelink کمک می‌کند - کارجویان - report employment income

منحیث یک کارجو، با استفاده از حساب آنلاین Centrelink خود، این رهنما را برای راپور عاید شغلی و الزامات Job Plan خود دنبال کنید.

## در این رهنما

- مرحله 1: شروع
- مرحله 2: افزودن کارفرمای جدید
- مرحله 3: report employment income
- مرحله 4: به روزرسانی الزامات Job Plan
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از 7 دسامبر 2020، طریقه راپور شما تغییر کرده است.

حالا شما عاید ناخالصی که کارفرمای شما در دوره راپور خود به شما و شریک زندگی شما پرداخت نموده است را راپور می‌کنید. عاید ناخالص شما مبلغی است که کارفرمای شما قبل از کسر مالیات و غیره کسورات به شما پرداخت می‌کند. مبلغ ناخالص پرداخت خود را می‌توانید در فیش معاش خود پیدا نمایید.

شما باید راپور خود را در تاریخ راپوردهی خود یا بعد از آن ارائه دهید.

اگرچه نمی‌توانید راپور خود را زودتر ارسال نمایید، اما می‌توانید عاید پرداختی خود و شریک زندگی خود را اضافه و ذخیره نمایید. این کار می‌تواند در جریان دوره راپور شما انجام شود.

برای جلوگیری از تأخیر در پرداخت خود، باید راپور خود را الی ساعت 5 عصر به وقت محلی و در تاریخ راپوردهی خود ارسال نمایید. کسب معلومات بیشتر در مورد [servicessaustralia.gov.au/incomereporting](https://servicessaustralia.gov.au/incomereporting)

کارهای دیگری نیز وجود دارد که باید برای ادامه دریافت پرداخت خود انجام دهید. کسب معلومات بیشتر درباره [servicessaustralia.gov.au/mutualobligations](https://servicessaustralia.gov.au/mutualobligations)

ممکن است بعضی از مراحل این رهنما در مورد شما تطبیق نشود. ممکن است مجبور شوید با توجه به شرایط شخصی خود به نوع دیگری راپور خود را ارائه دهید.

اسکرین‌شات‌های موجود در این رهنما مربوط به کمپیوتر است. اگر از دستگاه تلفون همراه استفاده می‌کنید، چیدمان صفحه متفاوت خواهد بود.

## مرحله 1: شروع

وارد سیستم [myGov](https://mygov.gov.au) شوید و [Centrelink](https://centrelink.gov.au) را انتخاب نمایید.

برای شروع، 2 طریقه وجود دارد، از یکی از راه‌های ذیل استفاده کنید:

- Outstanding tasks شما
- گزینه MENU.

استفاده از وظایف Outstanding

از وظیفه **Report income**، گزینه **Start task** را انتخاب نمایید.

**Outstanding tasks**  
We need you to complete the following:

<p><b>Report income</b> Report your employment income on 17 November 2020.</p>	<p><b>Start task</b> ▶</p>
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We pay our respects to all Elders, past and present, of all Aboriginal and Torres Strait Islander nations.

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استفاده از گزینه MENU

گزینه MENU و بعد از آن **Income and Assets** را انتخاب نموده و بعداً گزینه **Report** و **Employment income** را انتخاب نمایید.

The screenshot shows the Centrelink MyGov user interface. The top navigation bar includes 'Return home', 'MENU', the Centrelink logo, and a welcome message for John (CRN 123 456 789A). The main navigation menu on the left lists categories like 'My Details', 'Payments and Claims', 'My Family', 'Income and Assets', and 'Documents and Appointments'. The 'Income and Assets' section is expanded, showing 'Employment income' with a 'Report' link highlighted in red. Below this, there are sections for 'View Payment History', 'Make a claim or view claim status', and 'Outstanding tasks'. The 'Outstanding tasks' section shows a task to 'Report income' with a 'Start task' button. At the bottom, there is a disclaimer from Services Australia and links for 'Legal Notices', 'Your Rights', and 'Contact Us'.

اگر کارفرمای شما از طریق Single Touch Payroll راپور دهد، ما نام و Australian Business Number (ABN) را از قبل پر می‌کنیم. اگر برای آن‌ها کار می‌کنید، می‌توانید آن را تأیید کنید. ما در مورد کارفرمای شریک زندگی شما سوال پرسان نمی‌کنیم. بعضی اوقات، کارفرمایان ممکن است دارای نام بازرگانی متفاوتی نسبت به نام تجاری ثبت شده خود باشند. اگر نام کارفرما را تشخیص نمی‌دهید، نام تجاری یا بازرگانی دیگر کارفرما را نشان خواهیم داد. اگر ضرورت به کمک دارید، معلومات را با **آیکن علامت سوال (?)** در هر صفحه بخوانید. گزینه:

- **Yes** اگر برای کارفرمای نشان داده شده کار می‌کنید و ما آن‌ها را به سابقه شما اضافه خواهیم کرد
  - **No** اگر برای کارفرمای نشان داده شده کار نمی‌کنید و ما آن‌ها را به سابقه شما اضافه نمی‌کنیم.
- برای ادامه، گزینه **Next** را انتخاب نمایید.

[Home](#) > Report

### Before you start your report

We have received information reported by your employer through Single Touch Payroll.

Do you work for **ONLINE SHOP?**  
ABN: 00 000 000 000

You might know this employer as:

- Online Shop Enterprises

Yes

No

**Next**

 [Read more about Single Touch Payroll](#)

اگر قبلاً در مورد کارفرمای خود به ما اطلاع داده‌اید، آن‌ها را از لیست انتخاب نمایید. بعداً می‌توانیم سوابق مناسب را مطابقت دهیم و شما نسخه‌های تکراری نخواهید داشت.

اگر آن‌ها در لیست موجود نیستند، گزینه **None of the above** را انتخاب نمایید.

برای ادامه، گزینه **Next** را انتخاب نمایید.

[Home](#) > Report

[← Back](#)

If ONLINE SHOP (ABN: 00 000 000 000) is the same as any of your existing employers, please tell us which one.

We'll merge these employers together so you don't have duplicates.

Online Shop

Or

None of the above

[Next](#)

اگر گزینه **None of the above** را انتخاب نموده‌اید، نام کارفرمای خود را تایپ کنید. وقتی به تایپ کردن شروع می‌کنید، می‌توانید کارفرمای خود را از لیست کشویی انتخاب نمایید. برای ادامه، گزینه **Next** را انتخاب نمایید.

[Home](#) > [Report employment income](#)

[↑ Previous](#)

What is the employer's name?

Onl

**ONLINE SHOP**

THE ONLY SHOP FOR PAINT

[Next](#)

برای ذخیره تغییرات خود، گزینه **Continue** را انتخاب نمایید و ادامه دهید.

[Home](#) > Report

[^ Previous](#)

Press "Continue" to save your changes and continue to your report.

**Continue** >

صفحه Report Employment Income موارد ذیل را نشان خواهد داد:

- دوره راپوردهی شما
  - بخش Gross employment income برای شما و شریک زندگی خود
  - بخش ساعتهای این دوره برای شما و شریک زندگی شما.
- گزینه:

- **Previous reports** برای مشاهده و تغییر عایدی که حداکثر برای 6 دوره راپوردهی گذشته خود، راپور کرده‌اید
- **Upcoming reporting periods** برای مشاهده حداکثر 6 دوره راپوردهی آینده شما.

## Report Employment Income

Reporting Period

04 - 17 November 2020

[Previous reports](#)[Upcoming reporting periods](#)

## Gross employment income

My pay

No pay

[+ Add pay](#)

My partner's pay

No pay

[+ Add pay](#)

## Hours this period

My hours

No hours

[+ Add hours](#)

My partner's hours

No hours

[+ Add hours](#)[Continue](#)

شما 2 گزینه برای راپور عاید پرداختی خود یا شرکای خود دارید. شما می‌توانید:

- راپور خود را در وقت معینه ارائه دهید
  - عاید خود را در جریان دوره راپوردهی خود اضافه، ویرایش و ذخیره نمایید و راپور خود را در تاریخ مقرر ارائه دهید.
- Employment diary دیگر در دسترس نیست.

اگر از قبل از Employment diary برای ثبت عاید خود در وقت کسب آن استفاده کرده‌اید، باز هم می‌توانید:

- در جریان دوره راپوردهی خود، عاید پرداخت شده را اضافه کرده و ذخیره نمایید
  - در روز راپوردهی خود برگردید و راپور خود را با استفاده از عاید پرداختی ذخیره شده خود ارائه دهید.
- گزینه Add pay در Gross employment income را انتخاب نمایید.

شما باید موارد ذیل را نیز درج نمایید:

- هر عایدی که در دوره راپوردهی کسب نموده‌اید، از جمله JobKeeper Payment
  - هر عایدی که شریک زندگی شما در دوره راپوردهی کسب نموده است، از جمله JobKeeper Payment
  - هر عایدی که کارفرمای شما به شما یا شریک زندگی خود به عنوان معاش به تاخیر افتاده پرداخت نموده است
  - ساعاتی که هم شما و هم شریک زندگیتان کار کرده‌اید.
- اگر منتظر پرداخت معاش به تاخیر افتاده هستید، الی زمانی که آن را دریافت نکرده‌اید، آن را به حیث عاید راپور نکنید.

[Home](#) > [Report employment income](#)

## Report Employment Income

Reporting Period

04 - 17 November 2020

[Previous reports](#) | [Upcoming reporting periods](#)

### ⑤ Gross employment income

My pay

No pay

[+ Add pay](#)

My partner's pay

No pay

[+ Add pay](#)

### ④ Hours this period

My hours

No hours

[+ Add hours](#)

My partner's hours

No hours

[+ Add hours](#)[Continue](#)

کارفرمای خود را از لیست انتخاب نمایید، بعداً گزینه Next را انتخاب نموده و به مرحله 3 بروید.  
اگر کارفرمای شما در این لیست نیست، گزینه Add new employer را انتخاب نمایید و به مرحله 2 بروید.  
برای حذف کارفرما یا تغییر کارفرمای JobKeeper، گزینه Manage employers را انتخاب نمایید.

[Home](#) > [Report employment income](#)

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## 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](#)

### مرحله 2: افزودن کارفرمای جدید

شما می‌توانید یک کارفرمای جدید را برای خود یا شریک زندگی خود اضافه کنید. **ABN** کارفرمای خود را وارد کنید. این مورد را می‌توانید در فیش معاش خود پیدا کنید.

[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**

اگر نمی‌توانید ABN، کارفرمای خود را پیدا کنید، گزینه **I don't know the employer's ABN**، و بعداً گزینه **Next** را انتخاب نمایید.

[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**

نام کارفرما را وارد کنید، بعداً گزینه **Next** را انتخاب نمایید.

[Home](#) > [Report employment income](#)

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What is the employer's name?

**Next**

در این مثال، نام کارفرما Digital Store است.  
گزینه **Yes** یا **No** را انتخاب نمایید تا به ما اطلاع دهید که JobKeeper Payment را از این کارفرما دریافت می‌کنید یا خیر.

بعداً گزینه **Next** را انتخاب نمایید.

[Home](#) > [Report employment income](#)

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Do you receive JobKeeper from Digital Store?

Yes  No

**Next**

برای ذخیره تغییرات خود، گزینه **Continue** را انتخاب نمایید و ادامه دهید.

[Home](#) > [Report employment income](#)

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Press "Continue" to save your changes and return to employer selection.

**Continue >**

کارفرمای جدید شما در صفحه Add Pay ظاهر می‌شود. برای ادامه، گزینه **Next** را انتخاب نمایید.

Home &gt; Report employment income

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## Add Pay

Digital Store added

Paid between 04 November 2020 to 17 November 2020

Select an employer to add pay for:

 Digital Store  
 ONLINE SHOP
[+ Add new employer](#)[Manage employers](#)

Use 'Manage employers' to remove employers and change Jobkeeper status

[Next](#)

## مرحله 3: Report Employment Income

اگر ضرورت به کمک دارید، معلومات را با آیکن علامت سوال (?) در هر صفحه بخوانید.

در این دوره راپوردهی، اگر این موارد در مورد شما یا شریک زندگی خود صدق کند:

- بیش از یک بار ذریعه همان کارفرما مبلغ پرداختی دریافت کرده باشید، شما باید هر پرداخت را جداگانه اضافه کنید
- بیش از یک وظیفه دارید، باید عایدی که از هر کارفرما به دست آورده‌اید را بصورت جداگانه اضافه کنید.

آیکن **calendar** را انتخاب نموده و تاریخ دریافت مبلغ پرداختی را انتخاب نمایید. یا، آن را بصورت دستی در قالب dd/mm/yyyy وارد کنید.

**مبلغ ناخالص پرداختی** را قبل از کسر مالیات و کسورات وارد کنید. این مورد را می‌توانید در فیش معاش خود پیدا کنید. از دالر و سنت استرالیایی از جمله رقم اعشاریه استفاده کنید.

بعداً گزینه **Next** را انتخاب نمایید.

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## 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 .

گزینه **Yes** یا **No** را انتخاب نمایید تا به ما بگویید این پرداخت بشمول حقوق معوقه می‌باشد یا خیر.  
بعداً گزینه **Next** را انتخاب نمایید.

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Did this pay include any back pay?

Yes  No

[Next](#)

 Back pay is money you were paid for work you did in previous pay periods.

گزینه **Yes** یا **No** را انتخاب نمایید تا به ما بگویید آیا این دوره پرداخت بیش از دو هفته است یا خیر.  
بعداً گزینه **Next** را انتخاب نمایید.

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Is the pay period longer than a fortnight?

You can find the date range on your payslip, or you can ask your employer.

Yes

No

[Next](#)

برای ادامه مراحل، گزینه **Continue** را انتخاب نمایید.

[Home](#) > [Report employment income](#)

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## 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.

خلاصه معلوماتی که به ما ارائه نموده اید، نمایش داده خواهد شد.

عاید مجموعی شما در **Gross employment income** تحت **My pay** نشان داده می‌شود.

اگر عاید شریک زندگی خود را راپور کرده باشید، این مبلغ تحت **My partner's pay** درج خواهد شد.

در این صفحه، می‌توانید جزئیات مربوط به دوره راپوردهی خود را تغییر دهید. یکی از این موارد را انتخاب نمایید:

- در صورت ضرورت به تغییر جزئیاتی که در رابطه با خود و شریک زندگیتان به ما ارائه داده‌اید، گزینه **Edit** را انتخاب نمایید
- در صورت ضرورت به حذف جزئیاتی که در رابطه با خود و شریک زندگیتان به ما ارائه داده‌اید، گزینه **Delete** را انتخاب نمایید
- اگر بیش از یک وظیفه دارید، برای وارد کردن عاید از یک کارفرمای دیگر یا در صورتی که بیش از یک بار ذریعه همان کارفرما معاش دریافت کرده‌اید، گزینه **Add more pay** را انتخاب نمایید.

[Home](#) > [Report employment income](#)

## Report Employment Income

Reporting Period  
04 - 17 November 2020

[Previous reports](#) | [Upcoming reporting periods](#)

### Gross employment income

#### My pay

**Digital Store**  
No ABN recorded

---

New  
**\$48.20** paid 12 November 2020  
 includes \$0.00 backpay

[Edit](#) [Delete](#)

**ONLINE SHOP**  
ABN: 00 000 000 000

---

**\$52.80** paid 05 November 2020  
 includes \$0.00 backpay

[Edit](#) [Delete](#)

[Add more pay](#)

#### My partner's pay

**MOBILE PHONE HUT**  
No ABN recorded

---

**\$78.00** paid 11 November 2020  
 includes \$0.00 backpay

[Edit](#) [Delete](#)

[Add more pay](#)

### Hours this period

#### My hours

No hours

[+ Add hours](#)

#### My partner's hours

No hours

[+ Add hours](#)

[Continue](#)

گزینه **Add hours** را انتخاب نمایید تا تعداد ساعاتی که شما یا شریک زندگیتان برای هر کارفرما در جریان دوره راپوردهی خود کار کرده‌اید را به ما اطلاع دهید.

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## Report Employment Income

Reporting Period  
04 - 17 November 2020[Previous reports](#) | [Upcoming reporting periods](#)

## 3 Gross employment income

## My pay

## DIGITAL STORE

No ABN recorded

\$48.20 paid 12 November 2020  
includes \$0.00 backpay

Edit

Delete

## ONLINE SHOP

ABN: 00 000 000 000

\$52.80 paid 05 November 2020  
includes \$0.00 backpay

Edit

Delete

[Add more pay](#)

## My partner's pay

## MOBILE PHONE HUT

No ABN recorded

\$78.00 paid 11 November 2020  
includes \$0.00 backpay

Edit

Delete

[Add more pay](#)

## 4 Hours this period

## My hours

No hours

[+ Add hours](#)

## My partner's hours

No hours

[+ Add hours](#)[Continue](#)کارفرمای خود را از لیست انتخاب نموده و بعداً گزینه **Next** را انتخاب نمایید.

[Home](#) > [Report employment income](#)

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## Add Hours

Hours worked between 04 November 2020 to 17 November 2020

Select an employer to add hours for:

ONLINE SHOP

DIGITAL STORE

[+ Add new employer](#)

[Manage employers](#)

Use 'Manage employers' to remove employers and change Jobkeeper status

[Next](#)

مجموع ساعاتی که در جریان دوره راپوردهی خود کار کرده‌اید را تا نزدیکترین تعداد ساعت وارد کنید. بطور مثال، اگر 3.5 ساعت کار کرده‌اید، عدد 4 را وارد کنید. این موضوع می‌تواند با ساعات ثبت‌شده در فیش معاش شما متفاوت باشد.

[Home](#) > [Report employment income](#)

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## 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.

برای ادامه مراحل، گزینه **Continue** را انتخاب نمایید.

[Home](#) > [Report employment income](#)

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### 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.

اگر شما یا شریک زندگیتان برای بیش از یک کارفرما کار کرده‌اید، برای وارد کردن ساعات کار مربوط به دیگر کارفرمایان، گزینه **Add more hours** را انتخاب نمایید.

بعد از پایان وارد کردن ساعات کاری خود و یا شریک زندگیتان، گزینه **Continue** را انتخاب نمایید.

اگر **Job Plan** دارید، برای راپور الزامات خود به **مرحله 4** مراجعه کنید.

اگر **Job Plan** ندارید، برای بررسی و ارسال معلومات خود به **مرحله 5** بروید.

[Home](#) > [Report employment income](#)

## Report Employment Income

Reporting Period

04 - 17 November 2020

[Previous reports](#) | [Upcoming reporting periods](#)

## Gross employment income

## My pay

<b>DIGITAL STORE</b> No ABN recorded	
<b>\$48.20</b> paid 12 November 2020 includes \$0.00 backpay	<a href="#">Edit</a> <a href="#">Delete</a>

<b>ONLINE SHOP</b> ABN: 00 000 000 000	
<b>\$52.80</b> paid 05 November 2020 includes \$0.00 backpay	<a href="#">Edit</a> <a href="#">Delete</a>

[Add more pay](#)

## My partner's pay

<b>MOBILE PHONE HUT</b> No ABN recorded	
<b>\$78.00</b> paid 11 November 2020 includes \$0.00 backpay	<a href="#">Edit</a> <a href="#">Delete</a>

[Add more pay](#)

## Hours this period

## My hours

<b>ONLINE SHOP</b> ABN: 00 000 000 000	
<b>New</b> 2 hours worked	<a href="#">Edit</a> <a href="#">Delete</a>

[Add more hours](#)

## My partner's hours

<b>MOBILE PHONE HUT</b> No ABN recorded	
<b>New</b> 3 hours worked	

[Add more hours](#)[Continue](#)

## مرحله 4: به روزرسانی الزامات Job Plan

گزینه **Yes** یا **No** را انتخاب نمایید تا به ما بگویید آیا الزامات Job Plan خود برای دوره راپوردهی خود را برآورده کرده‌اید یا خیر. بعداً گزینه **Next** را انتخاب نمایید.

[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?

Yes  No

[Next](#)

اگر الزامات پلان کاری خود را برآورده کرده‌اید، گزینه **Continue** را انتخاب نمایید. بعداً برای بررسی و ارسال جزئیاتی که به ما ارائه داده‌اید، به **مرحله 5** بروید.

[Home](#) > [Report employment income](#)

[^ Previous](#)

Press "Continue" to save your changes and proceed.

[Continue >](#)

اگر الزامات پلان کاری خود را برآورده نکرده باشید، نمی‌توانید راپور خود را تکمیل نمایید.  
اگر به روزرسانی شما تکمیل نشده باشد و برای تکمیل راپور خود باید با ما در تماس شوید، این موضوع را به شما اطلاع خواهیم داد.  
برای بازگشت به صفحه اصلی خود، گزینه **Return home** را انتخاب نمایید، بعداً برای خروج از سیستم به مرحله 6 بروید.

Home > Record employment income

✘ Update failed because you have not met your compulsory requirements.

## Receipt

<b>Submitted:</b>	10:05 am AEDT 17 November 2020
<b>Receipt ID:</b>	0000000001
<b>CRN:</b>	123 456 789A

Your report could not be finalised and your record could not be updated.

- This means you will not be paid. Please [contact us](#) in order to complete your report.

Information you provided ▼

Return home
Save your Receipt

Print

## مرحله 5: بررسی و ارسال

برای بررسی صحت به روزرسانی‌های خود، گزینه **Begin** را انتخاب نمایید.

[Home](#) > [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.*

**Begin**



Make sure you review each section of your update.

ما خلاصه‌ای از جزئیاتی که به ما ارائه داده‌اید را در اختیار شما قرار می‌دهیم. برای بررسی صحت تمام جزئیات، هر یک از بخش‌ها را مرور نمایید. اگر می‌خواهید تغییری ایجاد کنید، گزینه **Edit** را انتخاب نمایید. اگر جزئیات صحیح است، گزینه **Next** را انتخاب نمایید.

[Home](#) > [Report employment income](#)

^ Previous

## Employers

### 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

Next

I have read and agree with the **above conditions** اعلامیه را بخوانید. اگر این اعلامیه را درک کرده‌اید و با آن موافق هستید، گزینه  
بعداً گزینه **Submit** را انتخاب نمایید.

[Home](#) > [Report employment income](#)

[^ 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

رسید خود را دریافت کنید

وقتی راپور خود را ارائه می دهید، به شما رسید می‌دهیم. **Receipt ID** را برای سوابق خود یادداشت کنید.

رسید شما بشمول موارد ذیل خواهد بود:

- پرداخت بعدی شما
- موجودی **working credit** شما
- تاریخ راپوردهی بعدی شما
- معلوماتی که باید بر بنیاد شرایط خود بدانید.

رسید شما ممکن است پرداخت بعدی شریک زندگیتان و موجودی **working credit** او را نیز نشان دهد. این جزئیات در صورت دریافت پرداخت از جانب آن‌ها نشان داده می‌شوند و امکان دسترسی به معلومات آن‌ها را برای شما فراهم می‌سازد.

گزینه:

- **Information you provided** را انتخاب نمایید تا خلاصه‌ای از جزئیات عاید خود را مشاهده کنید
- برای بازگشت به صفحه اصلی خود، گزینه **Return home** را انتخاب نمایید، بعداً به **مرحله 6** بروید
- **Save receipt** را انتخاب نمایید تا یک نسخه کاپی از رسید خود را نگهداری کنید
- برای چاپ رسید خود، گزینه **Print** را انتخاب نمایید.

[Home](#) > [Report 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
Print

## مرحله 6: خروج از سیستم

از صفحه اصلی خود، می‌توانید معاملات دیگر را انجام دهید یا آیکن **myGov** را انتخاب نمایید تا به **myGov** بازگردید.

MENU centrelink Welcome back, John CRN 123 456 789A

My Details Payments and Claims My Family Income and Assets Documents and Appointments

If your income has been affected by coronavirus (COVID-19), we might be able to help. [Find out what assistance might be available](#) [Edit theme](#)

What are you looking for?

**Favourite services** [Customise](#)

- [Upload documents](#)
- [Money you owe](#)
- [Manage advance payments](#)
- [Manage deductions](#)

**View Payment History** [View](#)

**Make a claim or view claim status** [View](#)

### 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](#) | [Your Rights](#) | [Contact us](#)

برای حفظ حریم خصوصی و امنیت خود، بعد از اتمام استفاده از حساب myGov خود، **sign out** کنید.



# 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 [servicessaustralia.gov.au/incomereporting](https://servicessaustralia.gov.au/incomereporting)

There are other things you need to do to keep getting your payment. Read more about [servicessaustralia.gov.au/mutualobligations](https://servicessaustralia.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**.

**MENU** **centrelink** Welcome back, John  
CRN 123 456 789A

My Details Payments and Claims My Family Income and Assets Documents and Appointments

If your income has been affected by coronavirus (COVID-19), we might be able to help.  
[Find out what assistance might be available](#)

**View Payment History** [View](#)

**Make a claim or view claim status** [View](#)

What are you looking for?

**Favourite services** [Customise](#)

- [Upload documents](#)
- [Money you owe](#)
- [Manage advance payments](#)
- [Manage deductions](#)

**Outstanding tasks**  
We need you to complete the following:

**Report income** [Start task](#)

[Report your employment income on 17 November 2020](#)

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.

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Using MENU

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

The screenshot shows the Centrelink MyGov user interface. On the left, a navigation menu is open, highlighting 'Income and Assets' and 'Employment income', with a 'Report' button selected. The main dashboard area features a COVID-19 assistance notification, buttons for 'View Payment History' and 'Make a claim or view claim status', and an 'Outstanding tasks' section with a 'Report income' task due on 17 November 2020. The footer includes a disclaimer and links for 'Legal Notices', 'Your Rights', and 'Contact Us'.

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.

[Home](#) > Report

### Before you start your report

We have received information reported by your employer through Single Touch Payroll.

Do you work for **ONLINE SHOP?**  
ABN: 00 000 000 000

You might know this employer as:

- Online Shop Enterprises

Yes

No

[Next](#)

 [Read more about Single Touch Payroll](#)

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 (ABN: 00 000 000 000) is the same as any of your existing employers, please tell us which one.

We'll merge these employers together so you don't have duplicates.

 Online Shop

Or

 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?

[Next](#)

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

[Home](#) > Report

[^ Previous](#)

Press "Continue" to save your changes and continue to your report.

[Continue >](#)

The Report Employment Income page will show:

- your reporting period
- 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.

[Home](#) > [Report employment income](#)

## Report Employment Income

Reporting Period  
04 - 17 November 2020

[Previous reports](#) [Upcoming reporting periods](#)

<p><b>Gross employment income</b></p> <p>My pay</p> <p>No pay <a href="#">+ Add pay</a></p>	<p>My partner's pay</p> <p>No pay <a href="#">+ Add pay</a></p>
<p><b>Hours this period</b></p> <p>My hours</p> <p>No hours <a href="#">+ Add hours</a></p>	<p>My partner's hours</p> <p>No hours <a href="#">+ Add hours</a></p>

[Continue](#)

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 earned 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:

- 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.

[Home](#) > [Report employment income](#)

## Report Employment Income

Reporting Period  
04 - 17 November 2020

[Previous reports](#) | [Upcoming reporting periods](#)

**⑤ Gross employment income**

**My pay**

No pay [+ Add pay](#)

**My partner's pay**

No pay [+ Add pay](#)

**④ Hours this period**

**My hours**

No hours [+ Add hours](#)

**My partner's 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.

[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**

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

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](#)

[^ Previous](#)

Do you receive JobKeeper from Digital Store?

Yes

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](#) > [Report employment 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  
 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**.

[Home](#) > [Report employment income](#)

[← 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**



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](#) > [Report employment income](#)

[^ Previous](#)

Did this pay include any back pay?

Yes  No

[Next](#)

 Back pay is money you were paid for work you did in previous pay periods.

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.

Yes  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.

[Home](#) > [Report employment income](#)

## Report Employment Income

Reporting Period

04 - 17 November 2020

[Previous reports](#) | [Upcoming reporting periods](#)

### Gross employment income

#### My pay

**Digital Store**  
No ABN recorded

---

**New**  
**\$48.20** paid 12 November 2020  
includes \$0.00 backpay

[Edit](#) [Delete](#)

**ONLINE SHOP**  
ABN: 00 000 000 000

---

**\$52.80** paid 05 November 2020  
includes \$0.00 backpay

[Edit](#) [Delete](#)

[Add more pay](#)

#### My partner's pay

**MOBILE PHONE HUT**  
No ABN recorded

---

**\$78.00** paid 11 November 2020  
includes \$0.00 backpay

[Edit](#) [Delete](#)

[Add more pay](#)

#### Hours this period

##### My hours

No hours [+ Add hours](#)

##### My partner's 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.

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Services Australia

[Home](#) > [Report employment income](#)

## Report Employment Income

Reporting Period  
04 - 17 November 2020

[Previous reports](#) | [Upcoming reporting periods](#)

### 3 Gross employment income

#### My pay

##### DIGITAL STORE

No ABN recorded

**\$48.20** paid 12 November 2020  
includes \$0.00 backpay

Edit

Delete

##### ONLINE SHOP

ABN: 00 000 000 000

**\$52.80** paid 05 November 2020  
includes \$0.00 backpay

Edit

Delete

[Add more pay](#)

#### My partner's pay

##### MOBILE PHONE HUT

No ABN recorded

**\$78.00** paid 11 November 2020  
includes \$0.00 backpay

Edit

Delete

[Add more pay](#)

### 4 Hours this period

#### My hours

No hours

[+ Add hours](#)

#### My partner's hours

No hours

[+ Add hours](#)

[Continue](#)

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

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](#) > [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?

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** >



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.

[Home](#) > [Report employment income](#)

## Report Employment Income

Reporting Period  
04 - 17 November 2020[Previous reports](#) | [Upcoming reporting periods](#)

## Gross employment income

## My pay

DIGITAL STORE No ABN recorded	
\$48.20 paid 12 November 2020 includes \$0.00 backpay	<a href="#">Edit</a> <a href="#">Delete</a>

ONLINE SHOP ABN: 00 000 000 000	
\$52.80 paid 05 November 2020 includes \$0.00 backpay	<a href="#">Edit</a> <a href="#">Delete</a>

[Add more pay](#)

## My partner's pay

MOBILE PHONE HUT No ABN recorded	
\$78.00 paid 11 November 2020 includes \$0.00 backpay	<a href="#">Edit</a> <a href="#">Delete</a>

[Add more pay](#)

## Hours this period

## My hours

ONLINE SHOP ABN: 00 000 000 000	
<b>New</b> 2 hours worked	<a href="#">Edit</a> <a href="#">Delete</a>

[Add more hours](#)

## My partner's hours

MOBILE PHONE HUT No ABN recorded	
<b>New</b> 3 hours worked	

[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**.

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## 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?

Yes  No

[Next](#)

If you have met your Job Plan requirements, select Continue. Then go to [Step 5](#) to review and submit the details you have given us.

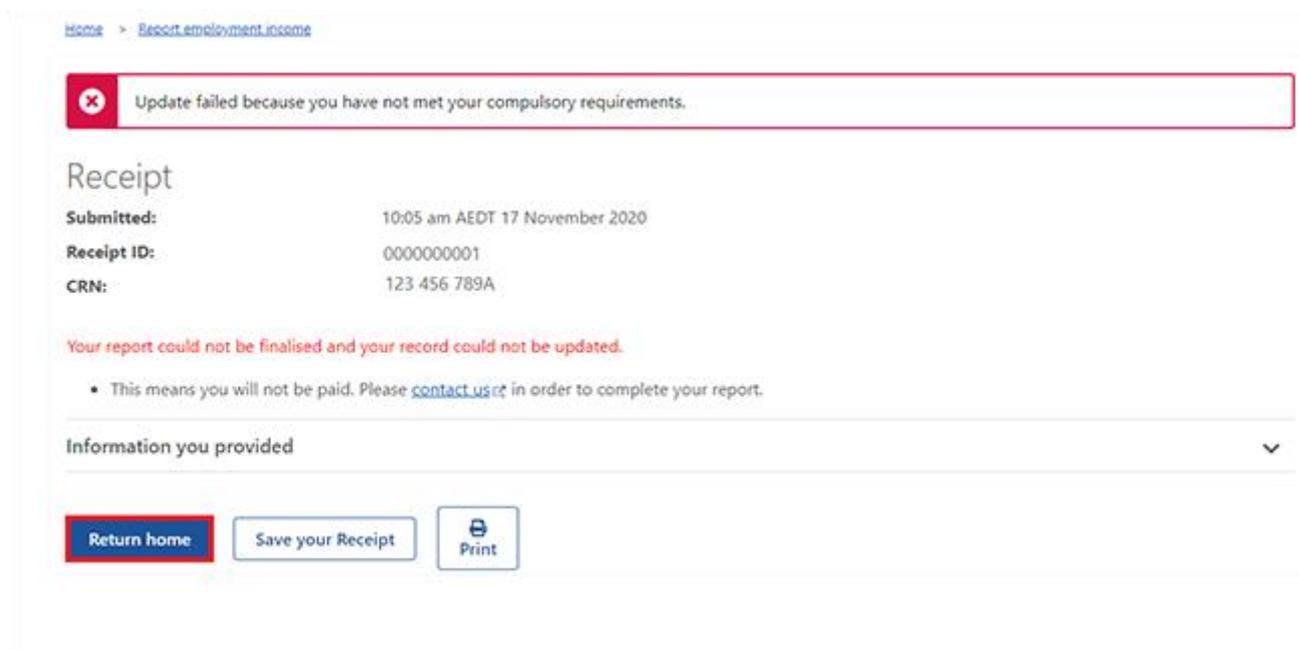
[Home](#) > [Report employment income](#)

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Press "Continue" to save your changes and proceed.

[Continue >](#)

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.



The screenshot shows a web page with a breadcrumb trail: [Home](#) > [Report employment income](#). A red error banner at the top contains a red 'x' icon and the text: "Update failed because you have not met your compulsory requirements." Below this is a section titled "Receipt" with the following details:

<b>Submitted:</b>	10:05 am AEDT 17 November 2020
<b>Receipt ID:</b>	0000000001
<b>CRN:</b>	123 456 789A

Below the receipt details, a red message states: "Your report could not be finalised and your record could not be updated." This is followed by a bullet point: "• This means you will not be paid. Please [contact us](#) in order to complete your report." A section titled "Information you provided" is partially visible with a downward arrow. At the bottom, there are three buttons: "Return home" (highlighted with a red border), "Save your Receipt", and "Print".

## Step 5: review and submit

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

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## 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.

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**.

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## Employers

### 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

Next

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

Then select **Submit**.

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### 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

### 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:** 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
Print

## Step 6: sign out

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

MENU  **centrelink** Welcome back, John  
CRN 123 456 789A 

 My Details Payments and Claims My Family Income and Assets Documents and Appointments

 If your income has been affected by coronavirus (COVID-19), we might be able to help.  
[Find out what assistance might be available](#) Edit theme

 **View Payment History** View ▶

 **Make a claim or view claim status** View ▶

What are you looking for? ▶

**Favourite services** Customise

- [Upload documents](#)
- [Manage advance payments](#)
- [Money you owe](#)
- [Manage deductions](#)

### 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](#) | [Your Rights](#) | [Contact us](#)

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