



## Usaidizi wa akaunti ya mtandao ya Centrelink - Report employment income

Mapato yote ya ajira huathiri malipo yako kutoka kwetu. Ili kuhakikisha tunakulipa kiasi sahihi, tunakuhitaji kutoa ripoti ya mapato yote ya ajira yako na ya mwenzi wako.

Fuata mwongozo huu kutoa ripoti ya mapato yako ya ajira na mahitaji ya Job Plan kwa kutumia akaunti yako ya mtandao ya Centrelink.

Katika mwongozo huu

- Hatua ya 1: anza tu
- Hatua ya 2: kuhakikisha habari za ajira zilizotolewa na mwajiri wako
- Hatua ya 3: toa report employment income (ripoti ya mapato ya ajira) yasiyotolewa na mwajiri wako
- Hatua ya 4: sasisha mahitaji ya Mpango wa Kazi
- Hatua ya 5: kagua na wasilisha sasisho lako
- Hatua ya 6: ondoka akaunti

### Muhtasari ya Report employment income

Gross income ni kiasi ambacho mwajiri wako anachokulipa kabla ya kukata kodi na mikato mingine. Lazima utoe ripoti ya gross income ambayo mwajiri wako alikulipia na gross income ambayo mwajiri wa mwenzi wako alimlipia, katika reporting period yako. Unaweza kuona kiasi cha gross pay yako kwenye taarifa ya mapato (payslip).

Ikiwa hutoi ripoti ya mapato kila mara, unahitaji kutuambia kuhusu mapato yoyote unayopata ndani ya siku 14 ya kulipwa na mwajiri wako.

Ikiwa unatoa ripoti ya mapato kila mara, unahitaji kutoa ripoti kwa tarehe yako ya kutoa ripoti au baadaye.

Ili kuhakikisha utawahi kulipiwa, unapaswa kuweka ripoti yako kabla ya 5 pm wakati wa eneo kwa tarehe yako ya kutoa ripoti. Kupata habari zaidi katika Kiingereza na lugha nyingine, nenda kwa [servicesaustralia.gov.au/incomereporting](https://servicesaustralia.gov.au/incomereporting)

Huenda kuna kazi au shughuli nyingine ambazo unahitaji kufanya ili kuendelea kupata malipo yako. Hii itategemea malipo unayopata. Kupata habari ziadi kuhusu mutual obligation requirements katika Kiingereza na lugha nyingine, nenda kwa [servicesaustralia.gov.au/mutualobligation](https://servicesaustralia.gov.au/mutualobligation)

Pia tuna nyenzo zilizotafisiriwa za kukusaidia kujifunza zaidi juu ya mutual obligation requirements. Nenda kwa [servicesaustralia.gov.au/yourlanguage](https://servicesaustralia.gov.au/yourlanguage) ambapo unaweza kusoma au kusikiliza habari katika lugha yako.

Jinsi unavyotoa ripoti hutegemea inavyokuwa kwako. Mafunzo katika mwongozo huu yanaweza kutohusu kwako.

Waajiri wengine hutumia Single Touch Payroll (STP). Hii inamaanisha wanatuma habari zako kwetu na kwa Australian Taxation Office (ATO) moja kwa moja. Tunaitumia kwa employment income report yako. Unaweza kukagua habari kwanza kabla ya kuendelea na kukamilisha ripoti yako.

Huenda kuhitaji kubadilisha au kuongeza maelezo ili ripoti yako ni nzima na sahihi. Habari ambazo tunazo zinategemea juu ya jinsi ya mwajiri wako anavyofanya ripoti yake ya orodha ya wapokea mshahara.

Baada ya umeshakagua na kuweka habari, itajijaza employment income report yako. Ikiwa una mwenzi, hatutajaza habari zake kwa wewe kukagua.

Picha za skini katika mwongozo huu zimetoka kompyuta. Mpangilio wa ukurasa utaonekana tofauti ikiwa unatumia kifaa cha mkononi.

## Hatua ya 1: anza tu

Ingia kwa myGov na chagua **Centrelink**.

Kuna njia 2 za kuanza, kwa kutumia ama:

- Tasks zako
- MENU.

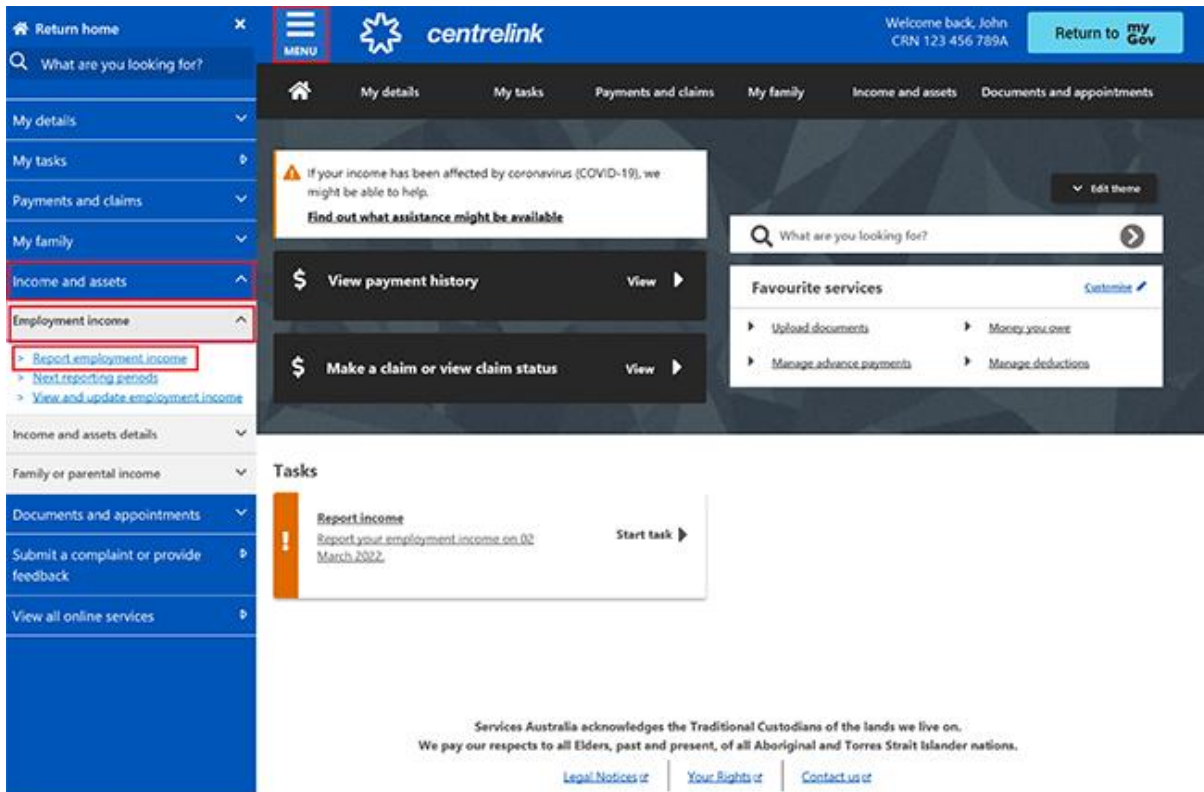
Kutumia Tasks

Kutoka kazi ya **Report income**, chagua **Start task**.

The screenshot shows the Centrelink myGov interface. At the top, there's a blue header with the Centrelink logo and a user greeting: "Welcome back, John CRN 123 456 789A" with a "Return to myGov" button. Below the header is a dark navigation bar with icons and labels for "My details", "My tasks", "Payments and claims", "My family", "Income and assets", and "Documents and appointments". The main content area has a white background with a dark sidebar on the left. The sidebar contains a notification about COVID-19 assistance, a search bar, and a "Favourite services" section with links like "Upload documents", "Manage advance payments", "Money you owe", and "Manage deductions". A "Tasks" section is highlighted with a red box, showing a "Report income" task with a "Start task" button. At the bottom, there is a footer with a traditional custodianship acknowledgment and links for "Legal Notices", "Your Rights", and "Contact us".

Kutumia MENU

Chagua **MENU**, na fuata na **Income and assets**, ndipo **Employment income** na **Report employment income**.



## Hatua ya 2: kuhakikisha habari za ajira zilizotolewa na mwajiri wako

Ujumbe wa **Before you report** utakuambia kuna habari za ajira zilizojazwa za kuangalia, kama habari za ajira zinapatikana kutoka mwajiri wako.

Ikiwa hatuonyeshi habari zilizojazwa tayari, nenda kwa **Hatua ya 3**.

Wakati mwajiri wako anatupa habari zako kwa mara ya kwanza, tutaonyesha jina la mwajiri wako na Australian Business Number (ABN) yake au Withholding Payer Number (WPN). Lazima uhakikishe ikiwa unafanya kazi kwa huyo. Hatutajaza mapato yako ya ajira hadi ripoti ifuatayo.

Wajiri wanaweza kuwa na jina tofauti na jina lake la biashara lililosajiliwa. Ikiwa hutambui jina la mwajiri, tutaonyesha majina tofauti ya biashara ya mwajiri.

Ikiwa una zaidi kuliko mwajiri mmoja wa Single Touch Payroll, utahitaji kuhakikisha habari zilizojazwa tayari kwa kila mwajiri, mmoja ndipo mmoja.

Habari za mwajiri kwa mwenzi wako hazitasasisha moja kwa moja. Ikiwa unahitaji usaidizi, soma habari zenye ikoni ya **alama ya swali** kwenye kila ukurasa.

Kwa next reporting date (tarehe ijayo ya kutoa ripoti) yako, tutakujulisha kuwa tumejaza habari kadhaa za mshahara na unachohitaji kufanya. Chagua **Check employment details**.

## Before you report

We've pre-filled some pay details reported by your employer. We need you to check these details.

You may have to do one or more of the following:

- confirm your employer
- check the gross income amounts
- answer questions about your pay
- add pay details.

You can submit your report after you have checked your employment details.

[Check employment details](#)

[Home](#)

Tutaonyesha jina la mwajiri wako na Australian Business Number (ABN) yake na tutakuuliza ikiwa unafanya kazi kwake.

Chagua ama:

- **Yes** ikiwa unafanya kazi kwa mwajiri anayeonekana
- **No** ikiwa hufanyi kazi kwa mwajiri anayeonekana

Kisha chagua **Next**.

[Home](#) > Confirm employer

[< Back](#)

Employer 1 of 1

Do you work for **Online shop?**

ABN: 00 000 000 001



Yes



No

[Next](#)

Ikiwa umeshatuambia tayari kuhusu mwajiri wako, umchague kutoka orodha. Ndipo tunaweza kulinganisha na mwajiri kwenye rekodi yako.

Ikiwa hayupo kwenye orodha, chagua **None of the above** na andika jina la mwajiri unalotaka tuweke. Kisha chagua **Next**.

[Home](#) > Confirm employer

< Back

Employer 1 of 1

**If Online shop (ABN: 00000000001) is the same as any of your existing employers, please tell us which one.**

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

MOBILE HUT

None of the above

What name would you like this employer to be recorded as?

Online shop

Next

Tutaonyesha habari hizi za mshahara hapa:

- Tarehe ya mshahara
- Kipindi cha mshahara
- Aina za mshahara, kwa mfano, mshahara na likizo ya kulipwa
- Mshahara ya jumla, yaani kiasi kabla ya kukata kodi na mikato mingine yoyote
- Mapato yanayoweza kuthaminiwa
- Mapato yasiyoweza kuthaminiwa, ikifaa.

Kagua habari za mshahara wako ikiwa huna hakika kuhusu habari zilizojazwa tayari kwenye ukurasa.

Ikiwa habari zozote si sahihi au hazijazwi, itabidhii ufanye mabadiliko.

Chagua ama:

- **Edit dates** ili kufanya mabadiliko kwa kipindi cha mshahara, hutaweza kubadilisha tarehe ya mshahara
- **Edit or add pay** ili kufanya mabadiliko kwa habari za mapato zilizojazwa, au kuongeza mshahara kwa mwajiri huyo.

Ikiwa unafanya mabadiliko, tunaweza kukuomba kutupa uthibitisho.

Ikiwa ulilipwa mara zaidi kuliko mara moja na mwajiri huyo katika reporting period (kipindi cha kutoa ripoti), tutaonyesha habari za mshahara ili ukagwe mmoja mmoja.

Chagua **Next** ili kuendelea.

[Home](#) > Pay details

< Back



Do not refresh or close your browser once you select 'Submit and continue'. It may take a few moments for your pay details to be successfully added.

## Pay 1 of 1

Check these details are correct.

### Online shop

ABN 00 000 000 001

Pay date: 21 February 2022

Pay period: 8 to 21 February 2022

[Edit dates](#)

### Pay details

|                  |          |
|------------------|----------|
| Salary and Wages | \$650.00 |
|------------------|----------|

[Edit or add pay](#)

### Totals

|           |          |
|-----------|----------|
| Gross pay | \$650.00 |
|-----------|----------|

|                                     |          |
|-------------------------------------|----------|
| Assessable income <a href="#">?</a> | \$650.00 |
|-------------------------------------|----------|

[Next](#)

Chagua **Yes** au **No** ili kutujulisha ikiwa unahitaji kuweka habari za mshahara kwa mwajiri huyo.

Ikiwa unachagua **Yes**, unaweza kuweka habari za mshahara kwa mwajiri pekee wa Single Touch Payroll ambazo unahariri kwa sasa. Unaweza kuongeza aina yoyote ya mshahara ambayo

hayajazwa kama ulilipwa katika kipindi cha kutoa ripoti. Hii inajumuisha mapato yote, kama bonasi, mapato ya asilimia ya faida na malipo ya kukomesha uliyopata kutoka mwajiri wa Single Touch Payroll.

Kisha chagua **Next**.

[Home](#) > Add pay details

[< Back](#)

Add pay details

### Do you need to add pay details?

You can add pay details when:

- you have confirmed your employer
- your pay details haven't been pre-filled
- you have been paid between 9 to 22 February 2022.

If you cannot see the employer you want to add pay details for, you can do this before submitting your report.

Yes  No

**Next**

Tutakuonyesha muhtasari ya habari za mwajiri na mshahara wako zilizojazwa. Kagua kila sehemu ili kukagua habari zote ni sahihi.

Ikiwa uliweka habari za mshahara, utakuwa na chaguo la **Delete pay**. Unaweza kuziweka tena kama uliziandika vibaya.

Ikiwa unahitaji kufanya mabadilisho, chagua ama:

- **Edit employer** ili kufanya mabadiliko kwa mwajiri wako
- **Edit details** ili kufanya mabadiliko kwa mshahara wako.

Ikiwa unafanya mabadiliko, tunaweza kukuomba kutupa uthibitisho.

Soma tamko hilo. Ikiwa unaelewa na kukubali na tamko hilo, chagua **I have read and agree with the terms and conditions**. Kisha chagua **Submit and continue**.

Wakati unapochagua Submit and continue, unahakikisha tu habari za ajira za Single Touch Payroll. Huwezi kubadilisha habari hizi baada ya umeziwasilisha. Baada ya umewasilisha, lazima ukamilishe iliyobaki ya ripoti yako.

## Review and submit

Check the details you entered are correct.

### Employer details

Employer 1 of 1

#### Online shop

**ABN** 00 000 000 001

Do you work for Online shop? Yes

What is the employer's name? Online shop

[Edit employer](#)

### Pay details

Pay 1 of 1

#### Online shop

**ABN** 00 000 000 001

**Pay date:** 21 February 2022

**Pay period:** 8 to 21 February 2022

#### Pay details

|                  |          |
|------------------|----------|
| Salary and Wages | \$650.00 |
|------------------|----------|

[Edit details](#)

#### Totals

|           |          |
|-----------|----------|
| Gross pay | \$650.00 |
|-----------|----------|

|                     |          |
|---------------------|----------|
| Assessable income ⓘ | \$650.00 |
|---------------------|----------|

[Delete pay](#)

### Declaration

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 understand that once I have submitted this information:

- Centrelink may ask me for more details including about pre-filled information.
- I must contact Centrelink to make changes to the pre-filled information or any added pay details.

I have read and agree with the terms and conditions.

[Submit and continue](#)



Tutakujulisha:

- gross pay (mshahara wa jumla) wako iliwekwa kwa ufanisi kwa rekodi yako
- habari kuhusu mwajiri wako
- kiasi na tarehe ya gross pay (mshahara wa jumla) wako.

Hatutaonyeshi mapato yoyote yasiyoweza kuthaminiwa uliyotujulisha tayari. Mapato yasiyothaminiwa, kama posho ya kufua nguo, haitatumika kuhesabu kiwango chako cha malipo na ustahiki.

Nenda kwa **Hatua ya 3** ili kuendelea ripoti yako.

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

✔ **Successfully added**  
• 1 pay added to your record

## Report Employment Income

Reporting Period  
17 February - 02 March 2022 [Previous reports](#) | [Upcoming reporting periods](#)

**Gross employment income**

**My pay**

ONLINE SHOP  
ABN: 00 000 000 001

---

**\$650.00** paid 02 March 2022 Edit

+ Add more 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

## Hatua ya 3: report employment income ambayo hakutolewa na mwajiri wako

Huwezi kuweka baadhi ya aina za mapato ya ajira kwa waajiri wa non-Single Touch Payroll. Hizo zinajumuisha bonasi, mapato ya asilimia ya faida au pesa iliyolipwa kwako baada ya tarehe ulipoacha kufanya kazi kwa mwajiri wako. Kutujulisha kuhusu mapato mengine ya ajira ya kulipwa, tumia Manage income and assets service kwa [servicesaustralia.gov.au/centrelinkupdateotherincome](https://servicesaustralia.gov.au/centrelinkupdateotherincome)

Tunaweza kuonyesha **Reporting tips** ili kukusaidia kutoa ripoti kwa njia sahihi. Ikiwa unapata ujumbe huu, tafadhali uisome, ndipo chagua **Got it** ili kuendelea.

## Reporting tips

Here are some tips to help you report the right way:

- Report the gross amount you were paid before tax and other deductions, not the net amount. You'll find this on your payslip.
- Report your partner's gross employment income, even if they're not on an income support payment.
- If you're [self-employed](#), don't report here.
- Don't send us your payslips unless we ask you to.
- Report before 5pm local time on your reporting date to get paid on time.

For more information visit [Services Australia - Report Income](#).

Got it

Ukurasa wa Report Employment income utaonyesha:

- habari yoyote ya kipato ya Single Touch Payroll uliyohakikisha
- **Reporting period** yako
- sehemu ya **Gross employment income** kwa wewe na mwenzi wako
- sehemu ya **Hours this period** kwa wewe na mwenzi wako.

Unaweza pia kuchagua mojawapo ya chaguzi hapa chini:

- **Previous reports** kuangalia na kubadilisha mapato uliyotoa ripoti hadi vipindi 6 vyako vya ripoti vya zamani. Hii haijumuishi waajiri wa Single Touch Payroll.
- **Upcoming reporting periods** kuangalia hadi vipindi 6 vya vipindi vyako vijavyo vya ripoti.

Ikiwa unahitaji kutoa ripoti kila mara, wasilisha ripoti yako kwa tarehe inayotarajia. Ikiwa hutoi ripoti kila mara, unaweza kutumia huduma hii wakati wowote ili kutujulisha mapato yako ya ajira. Unahitaji kufanya hivi ndani ya siku 14 za kulipwa na mwajiri wako.

Ikiwa wewe na mwenzi wako hamkulipwa mapato mengine yoyote ya ajira katika reporting period (kipindi cha kutoa ripoti) chako, chagua **Continue**, na ujumbe wa Submit partial report huenda kuonekana. Huu ni mwaliko kwako kuangalia kuwa kila kitu unachohitaji kutujulisha kimewekwa ndani. Ikiwa hakuna haja ya kujumuisha chochote kingine, chagua **Yes, submit report** kuendelea.

Ikiwa una Job Plan, nenda kwa **Hatua ya 4** kutoa ripoti ya mahitaji yako.

Ikiwa huna Job Plan, nenda kwa **Hatua ya 5** kuangalia na kuwasilisha habari zako, na kisha kukamilisha ripoti yako.

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

✔ **Successfully added**  
 • 1 pay added to your record

## Report Employment Income

Reporting Period  
**17 February - 02 March 2022**

[Previous reports](#)

[Upcoming reporting periods](#)

|  |  |
|--|--|
| <div style="border: 1px solid #ccc; padding: 5px;"> <span style="font-size: 20px;">⊖</span> <b>Gross employment income</b><br/> <b>My pay</b><br/> <hr/> <p>ONLINE SHOP<br/> <small>ABN: 00 000 000 001</small></p> <hr/> <p><b>\$650.00</b> paid 02 March 2022 <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Edit</span></p> </div> | <div style="border: 1px solid #ccc; padding: 5px;"> <b>My partner's pay</b><br/> <hr/> <p>No pay <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">+ Add pay</span></p> </div>       |
| <span style="border: 1px solid #ccc; padding: 2px 5px; color: blue;">+ Add more pay</span>   |  |
| <div style="border: 1px solid #ccc; padding: 5px;"> <span style="font-size: 20px;">⌚</span> <b>Hours this period</b><br/> <b>My hours</b><br/> <hr/> <p>No hours <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">+ Add hours</span></p> </div>   | <div style="border: 1px solid #ccc; padding: 5px;"> <b>My partner's hours</b><br/> <hr/> <p>No hours <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">+ Add hours</span></p> </div> |
| <span style="border: 1px solid red; padding: 5px 15px; color: white; background-color: #0070c0;">Continue</span>   |  |

Ikiwa unahitaji kuripoti mapato mengine ya ajira, chagua **Add more pay** katika **Gross employment income**.

Unahitajika kujumuisha zote zifuatazo:

- mapato ya jumla yoyote uliyolipwa katika kipindi cha kutoa ripoti
- mapato ya jumla yoyote ambayo mwenzi wako alilipwa katika kipindi cha kutoa ripoti
- mapato ya jumla yoyote ambayo mwajiri wako anadai na sasa amelipa kwako au mwenzi wako kwa kazi uliyofanywa katika kipindi kingine cha mshahara
- saa ambazo nyote wewe na mwenzi wako mlifanya kazi, ikihitajika.

Huenda hutahitaji kuripoti saa zilizofanywa kazi. Hii inategemea aina ya malipo ambayo wewe na mwenzi wako mnapata. Ikiwa hakuna haja ya kutoa ripoti ya saa zilizofanywa kazi, chagua la Add hours halitaonekana.

Ikiwa unasubiri kupata mshahara wa nyuma, usitoi ripoti huu kama mapato hadi unapoupata.

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



### Successfully added

- 1 pay added to your record

## Report Employment Income

Reporting Period

17 February - 02 March 2022

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

### Gross employment income

#### My pay

ONLINE SHOP  
ABN: 00 000 000 001

---

\$650.00 paid 02 March 2022 Edit

[Add more 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](#)

Unaweza kuchagua mojawapo ifuatayo

- mwajiri wako kutoka orodha, kisha chagua **Next** ili **kuweka mshahara wako**
- **Add new employer** ikiwa mwajiri wako haonekani kwenye orodha
- **Manage employers** ili kuondoa mwajiri.

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

[← Back](#)

## Add Pay

Paid between 17 February 2022 to 02 March 2022

Select an employer to add pay for:

ONLINE SHOP

[+ Add new employer](#)

[Manage employers](#)

[Next](#)

### Add new employer (Ongeza mwajiri mpya)

Unaweza kuongeza mwajiri mpya kwa wewe au mwenzi wako.

Andika **ABN** (Australian Business Number) ya mwajiri wako. Unaweza kuikuta hii kwenye karatasi yako ya mshahara. Kisha chagua **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**

Ikiwa huwezi kupata ABN ya mwajiri wako, chagua **I don't know the employer's ABN**, ndipo **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**

Andika jina la **employer** wako, ndipo chagua **Next**.

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

^ Previous

What is the employer's name?

Next

Katika mfano huu, jina la mwajiri ni Digital store (Duka la Dijitali).  
Chagua **Continue** ili kuhifadhi mabadiliko yako na kuendelea.

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

^ Previous

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

Continue >

Mwajiri wako mpya ataonekana kwenye ukurasa wa Add Pay. Chagua **Next** ili kuendelea.

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

[← Back](#)

## Add Pay



Paid between 17 February 2022 to 02 March 2022

Select an employer to add pay for:

Online shop

Digital store

[+ Add new employer](#)

[Manage employers](#)

[Next](#)

## Ongeza mapato

Ikiwa unahitaji usaidizi, soma habari zenye **ikoni ya alama ya swali** katika kila ukurasa.

Katika reporting period hii, ikiwa wewe au mwenzi wako mlilipwa mara zaidi kuliko moja na mwajiri mmoja, utahitaji kujaza kila mshahara tofauti. Ikiwa una zaidi ya kazi moja, utahitaji kujaza mapato tofauti uliyopata kutoka kila mwajiri.

Chagua **ikoni ya kalenda** na chagua tarehe ambayo mwajiri wako alipokulipia. Angalia vizuri karatasi yako ya mshahara na hakikisha ni tarehe hii kwenye karatasi yako ya mshahara. Tarehe hii inaweza kuwa tofauti na tarehe ambayo malipo yanawekwa kwenye akaunti yako ya benki. Badala ya kuchagua ikoni ya kalenda, unaweza kuandika tarehe kama ss/mm/mmmm.

Ingiza **Gross amount paid**, kabla ya kukatwa kodi na makato. Unaweza kuikuta hii kwenye karatasi yako ya mshahara. Tumia Australian dollars and cents, zikiwemo pointi ile ya desimali.

Kisha chagua **Next**.



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

[← Back](#)


## Add pay

Paid between 17 February - 02 March 2022

Enter any gross employment income you were paid from **DIGITAL STORE** between **17 February 2022 - 02 March 2022**

Each pay needs to be added separately and shouldn't include bonuses, commissions, royalties, and income from self employment.


**Date paid**

dd/mm/yyyy 

**Gross amount paid**

\$

**Next**

 Gross amount is the total income paid before tax and other deductions. You can find gross income amount on your payslip, or you can ask your employer. Bonuses, commissions and royalties should be added in Manage Income and Assets.

Chagua **Yes** au **No** ili kutuambia kama malipo hayo yanajumuisha malipo yoyote ya nyuma. Kisha chagua **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.

Chagua **Yes** au **No** ili kutuambia ikiwa kipindi hiki cha mshahara ni muda mrefu kuliko wiki mbili.  
Kisha chagua **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**

Chagua **Continue** ili kuendelea.

[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.

Tutakupa muhtasari ya maelezo uliyoweka.

Mapato yako yote ya kila mwajiri yataonekana katika **Gross employment income** chini ya **My pay**.

Ikiwa umetoa ripoti ya mapato kwa ajili ya mwenzi wako, hii itakuwa chini ya **My partner's pay**.

Katika ukurasa huu, unaweza kubadilisha habari ulizoweka katika reporting period (kipindi cha kutoa ripoti) chako. Chagua yoyote yafuatayo:

- **Edit** ikiwa unahitaji kubadilisha habari ulizoweka, kwako na kwa mwenzi wako.
- **Delete** ikiwa unahitaji kuondoa habari ulizoweka kwa wewe na mwenzi wako
- **Add more pay** ikiwa una zaidi ya kazi moja na kuhitaji kuingiza mapato kutoka mwajiri tofauti
- **Add more pay** ikiwa ulilipwa zaidi kuliko mara moja na mwajiri mmoja.

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

## Report Employment Income

Reporting Period

17 February - 02 March 2022

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

### Gross employment income

| My pay   | My partner's pay   |
|--|--|
| <p>Digital store</p> <p><b>New</b></p> <p><b>\$42.80</b> paid 26 February 2022</p> <p><a href="#">Edit</a> <a href="#">Delete</a></p> <hr/> <p>ONLINE SHOP<br/>ABN: 00 000 000 001</p> <p><b>\$650.00</b> paid 02 March 2022</p> <p><a href="#">Edit</a></p> <p><a href="#">+ Add more pay</a></p> | <p>Mobile phone hut</p> <p><b>\$78.00</b> paid 26 February 2022</p> <p><a href="#">Edit</a> <a href="#">Delete</a></p> <p><a href="#">+ Add more pay</a></p> |
| <p><a href="#">+ Add more pay</a></p>  |  |
| Hours this period  | Hours this period  |
| <p>My hours</p> <p>No hours</p> <p><a href="#">+ Add hours</a></p>   | <p>My partner's hours</p> <p>No hours</p> <p><a href="#">+ Add hours</a></p>   |
| <p><a href="#">Continue</a></p>  |  |

Chagua **Add hours** ikiwa unahitaji kutujulisha saa ambazo wewe au mwenzi wako ulifanya kazi kwa kila mwajiri katika reporting period (kipindi cha kutoa ripoti) yako.

Huenda hutahitaji kuripoti saa zilizofanywa kazi. Hii inategemea aina ya malipo ambayo wewe na mwenzi wako mnapata. Ikiwa hakuna haja ya kutoa ripoti ya saa zilizofanywa kazi, chaguo la Add hours halitaonekani. Unaweza kuchagua **Continue** ili kuendelea.

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

## Report Employment Income

Reporting Period  
17 February - 02 March 2022

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

### Gross employment income

#### My pay

Digital store

**New**

**\$42.80** paid 26 February 2022

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

ONLINE SHOP

ABN: 00 000 000 001

**\$650.00** paid 02 March 2022

[Edit](#)

[Add more pay](#)

#### My partner's pay

Mobile phone hut

**\$78.00** paid 26 February 2022

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

[Add more pay](#)

### Hours this period

#### My hours

No hours

[+ Add hours](#)

#### My partner's hours

No hours

[+ Add hours](#)

[Continue](#)

**Choose your employer** katika orodha, ndipo chagua **Next**.

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

[← Back](#)

## Add Hours

Hours between 17 February 2022 to 02 March 2022

Select an employer to add hours for:

Digital store

Online shop

[+ Add new employer](#)

[Manage employers](#)

[Next](#)

Ingiza **Hours** zote ulizofanya kazi katika kipindi cha kutoa ripoti yako, kwa saa iliyo karibu zaidi. Kwa mfano, ikiwa ulifanya kazi kwa saa 3.5, ingiza 4. Hii inaweza kuwa tofauti na saa zilizowekwa kwenye karatasi yako ya mshahara. Kisha chagua **Next**.

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

[← Back](#)

## Add hours worked for Digital store

*You must answer all questions unless they are marked optional.*

How many hours did you work for Digital store between 17 February 2022 - 2 March 2022

 Hours

[Next](#)



We need to know the actual hours worked during this reporting period. This might be different to what's on your payslip.

Chagua **Continue** ili kuendelea.

[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.

Ikiwa wewe au mwenzi wako ulifanya kazi kwa zaidi ya mwajiri mmoja, chagua **Add more hours** ili kuingiza saa za waajiri wengine.

Wakati unapomaliza kuweka namba ya saa wewe na mwenzi wako mlifanya kazi, chagua **Continue**.

Ikiwa una Job Plan, nenda kwa **Hatua ya 4** kutoa ripoti ya mahitaji yako.

Ikiwa huna Job Plan, nenda kwa **Hatua ya 5** kukagua na kuwasilisha habari zako, na kisha kamilisha ripoti yako.

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

## Report Employment Income

Reporting Period  
17 February - 02 March 2022

### Gross employment income

#### My pay

|                                    |   |
|------------------------------------|---|
| Digital store                      |   |
| \$42.80 paid 26 February 2022      | <a href="#">Edit</a> <a href="#">Delete</a> |
| ONLINE SHOP<br>ABN: 00 000 000 001 |   |
| \$650.00 paid 02 March 2022        | <a href="#">Edit</a>                        |

[Add more pay](#)

#### My partner's pay

|                               |   |
|-------------------------------|---|
| Mobile phone hut              |   |
| \$78.00 paid 26 February 2022 | <a href="#">Edit</a> <a href="#">Delete</a> |

[Add more pay](#)

### Hours this period

#### My hours

|                              |   |
|------------------------------|---|
| Digital store                |   |
| <b>New</b><br>2 hours worked | <a href="#">Edit</a> <a href="#">Delete</a> |

[Add more hours](#)

#### My partner's hours

|                  |   |
|------------------|---|
| Mobile phone hut |   |
| 3 hours worked   | <a href="#">Edit</a> <a href="#">Delete</a> |

[Add more hours](#)

[Continue](#)

## Hatua ya 4: sasisha mahitaji ya Job Plan

Ikiwa wewe ni job seeker anayesimamiwa na Centrelink, tutakuuliza kama umekidhi mahitaji yako ya Job Plan kwa reporting period (kipindi cha kutoa ripoti).

Mahitaji yako ya Job Plan yanaweza kuwa kukamilisha shughuli kama:

- kutafuta kazi
- kuhudhuria miadi pamoja na mtoaji wa huduma ya ajira



- kukamilisha kozi.

Chagua **Yes** au **No** kutuambia ikiwa umekidhi mahitaji yako ya Job Plan.

Kisha chagua **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 17 February 2022 - 02 March 2022?

Yes  No

**Next**

Ikiwa umekidhi mahitaji yako ya Job Plan, chagua **Continue**. Kisha uende kwa **Hatua ya 5** ili kukagua na kuwasilisha habari ambazo umetupa.

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

[^ Previous](#)

Press "Continue" to save your changes and proceed.

[Continue >](#)


Ikiwa hujakidhi mahitaji yako ya Job Plan, hutaweza kukamilisha ripoti yako.

Tutakujulisha kama sasisho lako limeshindwa. Ikiwa limeshindwa, utahitaji kutupiga simu ili kukamilisha ripoti yako.

Unaweza pia kupiga simu kwa **131 202** kuzungumza nasi katika lugha yako kuhusu kutoa ripoti ya mapato yako na malipo na huduma za **Centrelink**. Pia unaweza kutembelea kituo cha huduma. Utujulishe ikiwa unahitaji mkalimani na tutapanga mmoja kwa bure.

Chagua **Return home** kurudi kwa ukurasa wako wa mwanzo, kisha uende kwa **Hatua ya 6** ili sign out.

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


 Update failed because you have not met your compulsory requirements.

## Receipt

Submitted: 08:53 am AEDT 02 March 2022  
 Receipt ID: 0000000001  
 CRN: 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](#) for assistance.

Information you provided 

[Return home](#)

[Save your Receipt](#)

 Print

## Hatua ya 5: angalia na wasilisha sasisho yako

Chagua **Begin** ili kuangalia kama sasisho zako ni sahihi.

[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.

Tutakupa muhtasari ya habari ambazo umekupa.

Kagua kila sehemu ili kukagua habari zote ni sahihi.

Chagua **Edit** ikiwa unahitaji kubadilisha habari zozote ulizotupa. Hutaweza kubadilisha habari zozote zilizotolewa na mwajiri wako na zile ambazo umewasilisha tayari.

Ikiwa habari ni sahihi, chagua **Next**.

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

Previous

## Employers

### My new employer

|          |               |
|----------|---------------|
| Employer | Digital store |
| ABN      | Not given     |

Edit

### Partner's new employer

|          |                  |
|----------|------------------|
| Employer | Mobile phone hut |
| ABN      | Not given        |

Edit

Next

Soma tamko hilo. Ikiwa unaelewa na kukubali na tamko lile, chagua **I have read and agree with the above conditions.**

Ndipo chagua **Submit.**

[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

## Pata risiti yako

Tutakupa risiti wakati unapowasilisha ripoti yako. Andika **Receipt ID** kwa rekodi zako.

Risiti yako itajumuisha ifuatayo:

- **Next payment** yako
- **Working Credit, Work Bonus** au **Income Bank balance**
- **Next reporting date** yako
- habari nyingine unazohitaji kujua.

Risiti yako huenda kuonyehsa next payment (malipo yajayo) ya mwenzi wako na Working Credit, Work Bonus au Income Bank balance. Maelezo hayo yataonyesha kama anapata malipo na kama anakuruhusu kufikia habari zake.

Chagua yoyote yafuatayo:

- **Information you provided** ili kuangalia muhtasari ya maelezo ya mapato yako
- **Return home** kurudi kwa ukurasa wako wa mwanzo, kisha uende kwa **Hatua ya 6** ili sign out (ondoka)
- **Save your Receipt** ili kuwa nawe nakala ya risiti yako
- **Print** ili kuchapisha risiti yako.

Home > Report employment income

✔ Report submitted

## Receipt

**Submitted:** 10:49 am AEDT 02 March 2022

**Receipt ID:** 000000001

**CRN:** 123 456 789A

**Your next payment:** \$555.30 on 08 March 2022

**Jane's next payment:** \$756.20 on 09 March 2022

**Your Working Credit:** \$528.00

**Jane's Working Credit:** \$240.00

- Please keep a copy of this page for your records
- **Your next reporting date is 21 March 2022**
- For Reporting information, search 'Report' on the Services Australia website.
- If you have any other income to report from sources other than employment, please update [Manage Income and Assets](#).
- Your partner's next payment of \$756.20 will be paid on 09/03/2022.
- 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.

Information you provided

Return home
Save your Receipt
Print

## Hatua ya 6: sign out (ondoka)

Kwenye ukurasa wako wa mwanzo, unaweza kukamilisha shughuli nyingine au chagua **Return to myGov** kurudi kwa akaunti yako ya myGov.

MENU

centrelink

Welcome back, John  
CRN 123 456 789A

Return to myGov

My details My tasks 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
- Manage advance payments
- Money you owe
- Manage deductions

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](#)

Kulinda usiri wako na usalama, **sign out (ondoka)** wakati ulipokuwa umemaliza kutumia akaunti yako ya myGov.

Kwa habari zaidi juu ya akaunti yako ya mtandaoni na miongozo ya Kiingereza ya programu (app) ya Express Plus, uende kwa [servicessaustralia.gov.au/centrelinkguides](https://servicessaustralia.gov.au/centrelinkguides)



# Centrelink online account help – Report employment income

Employment income affects your payment from us. To make sure we are paying you the right amount, we need you to report gross employment income for you and your partner.

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: confirming employment details provided by your employer
- Step 3: report employment income not provided by your employer
- Step 4: update Job Plan requirements
- Step 5: review and submit your update
- Step 6: sign out

## Report employment income overview

Gross income is the amount your employer pays you before tax and other deductions. You must report the gross income your employer paid you, and gross income your partner's employer paid them, in your reporting period. You can find your gross pay amount on your payslip.

If you do not report income regularly, you need to tell us about any income you get within 14 days of being paid by your employer.

If you report income regularly, you need to report on or after your reporting date

To make sure you get paid on time, you must submit your report by 5 pm local time on your reporting date. For more information in English and other languages, go to [servicessaustralia.gov.au/incomereporting](https://servicessaustralia.gov.au/incomereporting).

There may be other tasks or activities you need to do to keep getting your payment. This depends on the payment you get. For more information about mutual obligation requirements in English and other languages, go to [servicessaustralia.gov.au/mutualobligation](https://servicessaustralia.gov.au/mutualobligation).

We also have translated resources to help you learn more about mutual obligation requirements. Go to [servicessaustralia.gov.au/yourlanguage](https://servicessaustralia.gov.au/yourlanguage) where you can read or listen to information in your language.

How you report depends on how it is for you. Some instructions in this guide may not apply to you.

Some employers use Single Touch Payroll. (STP). This means they send your information to us and the Australian Taxation Office (ATO) automatically. We use it for your employment income report. You can review the information before you continue and then complete your report.

You may need to change or add details so your report is complete and correct. The information we have depends on how your employer does their payroll reporting.

After you check and submit the information, it will pre-fill into your employment income report. If you have a partner, we will not pre-fill their information for you to check.

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



## Step 1: get started

Sign in to myGov and select **Centrelink**.

There are 2 ways to start, using either:

- your Tasks
- the MENU.

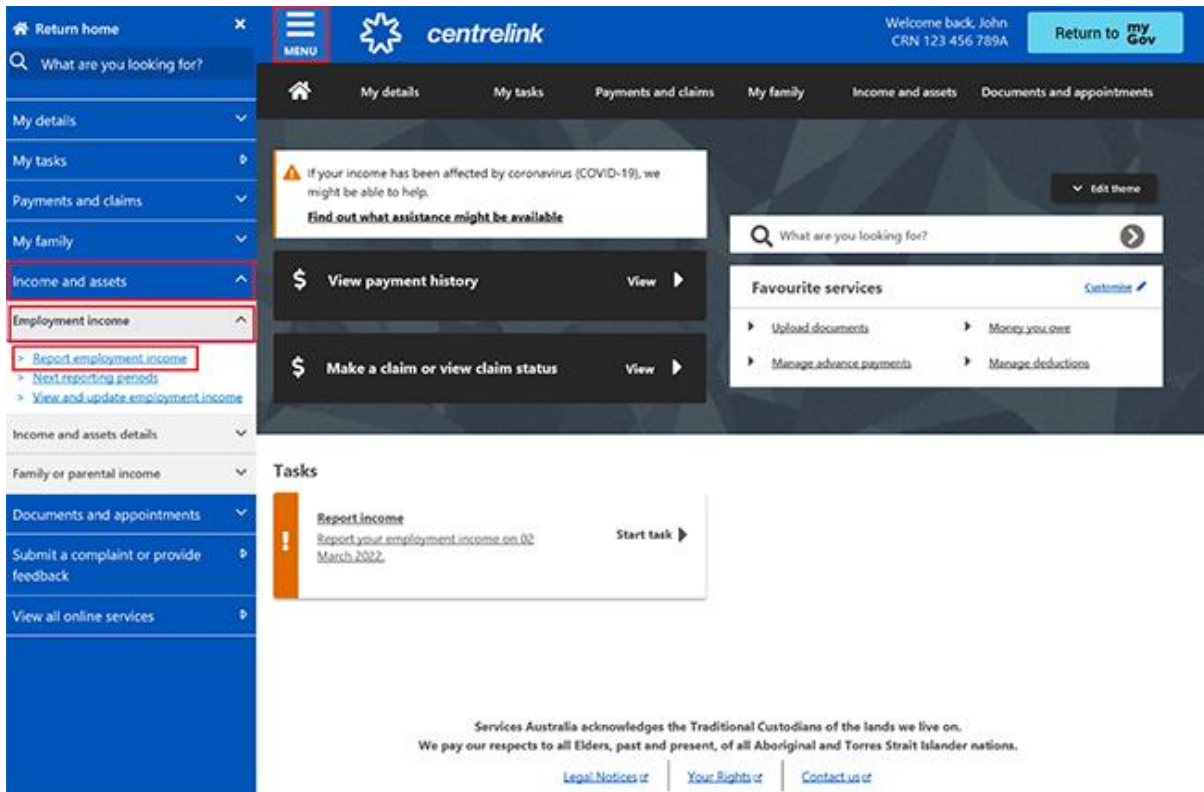
Using Tasks

From the **Report income** task, select **Start task**.

The screenshot shows the Centrelink myGov dashboard. At the top, there is a blue header with the Centrelink logo, a user greeting 'Welcome back, John CRN 123 456 789A', and a 'Return to myGov' button. Below the header is a navigation bar with tabs: Home, My details, My tasks, Payments and claims, My family, Income and assets, and Documents and appointments. The main content area features a notification about COVID-19 assistance, a search bar, and a 'Favourite services' section with links like 'Upload documents' and 'Manage advance payments'. A 'Tasks' section is highlighted with a red box, containing a task titled 'Report income' with a 'Start task' button. At the bottom, there is a footer with a statement from Services Australia and links for 'Legal Notices', 'Your Rights', and 'Contact us'.

Using MENU

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



## Step 2: confirming employment details provided by your employer

A **Before you report** message will tell you there is pre-filled employment information to check, if employment details are available from your employer.

If we do not show pre-filled information, go to **Step 3**.

When your employer gives us your details for the first time, we will show the name of your employer and their Australian Business Number (ABN) or Withholding Payer Number (WPN). You must confirm if you work for them. We will not pre-fill your employment income until your next report.

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

If you have more than one Single Touch Payroll employer, you will need to confirm the pre-filled information for each employer, one at a time.

The employer details for your partner will not automatically update. If you need help, read the information with the **question mark** icon on each page.

On your next reporting date, we will tell you we pre-filled some pay details and what you may need to do. Select **Check employment details**.

## Before you report

We've pre-filled some pay details reported by your employer. We need you to check these details.

You may have to do one or more of the following:

- confirm your employer
- check the gross income amounts
- answer questions about your pay
- add pay details.

You can submit your report after you have checked your employment details.

[Check employment details](#)

[Home](#)

We will show the name of your employer and their Australian Business Number (ABN) and ask if you work for them.

Select either:

- **Yes** if you work for the employer shown
- **No** if you do not work for the employer shown.

Then select **Next**.

[Home](#) > Confirm employer

[< Back](#)

Employer 1 of 1

Do you work for **Online shop?**

ABN: 00 000 000 001



Yes



No

[Next](#)

If you have already told us about your employer, select them from the list. We can then match the employer on your record.

If they are not in the list, select **None of the above** and type in the name you want us to record your employer as. Then select **Next**.

[Home](#) > Confirm employer

< Back

Employer 1 of 1

**If Online shop (ABN: 00000000001) is the same as any of your existing employers, please tell us which one.**

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

MOBILE HUT

None of the above

What name would you like this employer to be recorded as?

Online shop

Next

We will show these pay details below:

- Pay date
- Pay period
- Pay types, for example, salary and wages, and paid leave
- Gross pay, this is the amount before tax and any other deductions
- Assessable income
- Non-assessable income, if applicable.

Check your payslip if you are not sure about the pre-filled details on the page.

If any details are wrong or not pre-filled, you will have to make changes.

Select either:

- **Edit dates** to make changes to the pay period, you will not be able to change the pay date
- **Edit or add pay** to make changes to the pre-filled income details, or to add pay for this employer.

If you make changes, we may ask you to give us proof.

If you were paid more than once by this employer in the reporting period, we will show the pay details one at a time for you to review.

Select **Next** to continue.

[Home](#) > Pay details

< Back



Do not refresh or close your browser once you select 'Submit and continue'. It may take a few moments for your pay details to be successfully added.

## Pay 1 of 1

Check these details are correct.

### Online shop

ABN 00 000 000 001

Pay date: 21 February 2022

Pay period: 8 to 21 February 2022

[Edit dates](#)

### Pay details

|                  |          |
|------------------|----------|
| Salary and Wages | \$650.00 |
|------------------|----------|

[Edit or add pay](#)

### Totals

|           |          |
|-----------|----------|
| Gross pay | \$650.00 |
|-----------|----------|

|                                     |          |
|-------------------------------------|----------|
| Assessable income <a href="#">?</a> | \$650.00 |
|-------------------------------------|----------|

[Next](#)

Select **Yes** or **No** to tell us if you need to add pay details for this employer.

If you select **Yes**, you can only add pay details for the Single Touch Payroll employer you are currently editing. You can add any pay type that has not been pre-filled if you were paid within the

reporting period. This includes all income, such as bonuses, commission income and termination payments you got from your Single Touch Payroll employer.

Then select **Next**.

[Home](#) > Add pay details

[< Back](#)

Add pay details

### Do you need to add pay details?

You can add pay details when:

- you have confirmed your employer
- your pay details haven't been pre-filled
- you have been paid between 9 to 22 February 2022.

If you cannot see the employer you want to add pay details for, you can do this before submitting your report.

Yes  No

**Next**

We will show you a summary of your pre-filled employer and pay details. Review each section to check all the details are correct.

If you added in pay details, you will have the option to **Delete pay**. You can add them again if you typed them wrong.

If you need to make changes, select either:

- **Edit employer** to make changes to your employer
- **Edit details** to make changes to your pay.

If you make changes, we may ask you to give us proof.

Read the declaration. If you understand and agree with the declaration, select **I have read and agree with the terms and conditions**. Then select **Submit and continue**.

When you select Submit and continue, you are only confirming the Single Touch Payroll employment details. You cannot change these details after you submit them. After you submit, you must complete the rest of your report.

## Review and submit

Check the details you entered are correct.

### Employer details

Employer 1 of 1

#### Online shop

**ABN** 00 000 000 001

Do you work for Online shop? Yes

What is the employer's name? Online shop

[Edit employer](#)

### Pay details

Pay 1 of 1

#### Online shop

**ABN** 00 000 000 001

**Pay date:** 21 February 2022

**Pay period:** 8 to 21 February 2022

#### Pay details

|                  |          |
|------------------|----------|
| Salary and Wages | \$650.00 |
|------------------|----------|

[Edit details](#)

#### Totals

|           |          |
|-----------|----------|
| Gross pay | \$650.00 |
|-----------|----------|

|   |          |
|---|----------|
| Assessable income  | \$650.00 |
|---|----------|

[Delete pay](#)

### Declaration

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 understand that once I have submitted this information:

- Centrelink may ask me for more details including about pre-filled information.
- I must contact Centrelink to make changes to the pre-filled information or any added pay details.

I have read and agree with the terms and conditions.

[Submit and continue](#)

We will let you know:

- your gross pay was successfully added to your record
- the details about your employer
- the amount and date of your gross pay.

We will not show any income that is not assessable that you told us about earlier. Income that is not assessable, like laundry allowance is not used to work out your rate of payment and entitlement.

Go to **Step 3** to continue your report.

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

✔ **Successfully added**

- 1 pay added to your record

## Report Employment Income

Reporting Period  
17 February - 02 March 2022 [Previous reports](#) | [Upcoming reporting periods](#)

**3** Gross employment income

**My pay**

ONLINE SHOP  
ABN: 00 000 000 001

---

**\$650.00** paid 02 March 2022 Edit

+ Add more 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

### Step 3: report employment income not provided by your employer

You cannot enter some employment income types for non-Single Touch Payroll employers. This includes bonuses, commission income or money paid to you after the date you stop working for your employer. To tell us about other paid employment income, use the Manage income and assets service at [servicessaustralia.gov.au/centrelinkupdateotherincome](https://servicessaustralia.gov.au/centrelinkupdateotherincome).

We may show some **Reporting tips** to help you report the right way. If you get this message, please read it, then select **Got it** to continue.



## Reporting tips

Here are some tips to help you report the right way:

- Report the gross amount you were paid before tax and other deductions, not the net amount. You'll find this on your payslip.
- Report your partner's gross employment income, even if they're not on an income support payment.
- If you're [self-employed](#), don't report here.
- Don't send us your payslips unless we ask you to.
- Report before 5pm local time on your reporting date to get paid on time.

For more information visit [Services Australia - Report Income](#).

Got it

The Report Employment Income page will show:

- any Single Touch Payroll income details you confirmed
- your **reporting period**
- a **Gross employment income** section for you and your partner
- **Hours this period** section for you and your partner.

You can also select one of the options below:

- **Previous reports** to view and change income you reported for up to 6 of your past reporting periods. This does not include Single Touch Payroll employers.
- **Upcoming reporting periods** to view up to 6 of your future reporting periods.

If you need to report regularly, submit your report on the date it is due. If you are not reporting regularly, you can use this service any time to let us know your employment income. You need to do this within 14 days of being paid by your employer.

If you and your partner did not get paid any other employment income in your reporting period, select **Continue**, a Submit partial report message may appear. This is a prompt for you to check that everything you need to tell us is included. If you do not need to include anything else, select **Yes, submit report** to continue.

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

If you do not have a Job Plan, go to **Step 5** to review and submit your information, and then complete your report.

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

✔ **Successfully added**  
 • 1 pay added to your record

## Report Employment Income

Reporting Period  
**17 February - 02 March 2022**
Previous reports
Upcoming reporting periods

|  |   |
|--|---|
| <div style="border: 1px solid #ccc; padding: 5px;"> <span style="font-size: 1.2em;">ⓘ</span> <b>Gross employment income</b><br/> <b>My pay</b><br/> <hr/> <p>ONLINE SHOP<br/> <small>ABN: 00 000 000 001</small></p> <hr/> <p><b>\$650.00</b> paid 02 March 2022</p> <div style="text-align: right;"><a href="#">Edit</a></div> </div> | <div style="border: 1px solid #ccc; padding: 5px;"> <b>My partner's pay</b><br/> <hr/> <p>No pay</p> <div style="text-align: right;"><a href="#">+ Add pay</a></div> </div>       |
| <a href="#">+ Add more pay</a>   |   |
| <div style="border: 1px solid #ccc; padding: 5px;"> <span style="font-size: 1.2em;">ⓘ</span> <b>Hours this period</b><br/> <b>My hours</b><br/> <hr/> <p>No hours</p> <div style="text-align: right;"><a href="#">+ Add hours</a></div> </div>   | <div style="border: 1px solid #ccc; padding: 5px;"> <b>My partner's hours</b><br/> <hr/> <p>No hours</p> <div style="text-align: right;"><a href="#">+ Add hours</a></div> </div> |

[Continue](#)

If you have other employment income to report, select **Add more pay** in **Gross employment income**.

You need to include all of the following:

- any gross income you were paid in the reporting period
- any gross income your partner was paid in the reporting period
- any gross income your employer owed and has now paid you or your partner from work you did in another pay period
- the hours both you and your partner worked, if required.

You may not need to report the hours worked. This depends on the payment type you and your partner get. If you do not need to report hours worked, the Add hours option will not show.

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

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



### Successfully added

- 1 pay added to your record

## Report Employment Income

Reporting Period  
17 February - 02 March 2022

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

### Gross employment income

#### My pay

ONLINE SHOP  
ABN: 00 000 000 001

---

\$650.00 paid 02 March 2022 Edit

[Add more 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](#)

You can select one of the following:

- your employer from the list, then select **Next** to **add your pay**
- **Add new employer** if your employer does not appear on the list
- **Manage employers** to remove an employer.

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

[← Back](#)

## Add Pay

Paid between 17 February 2022 to 02 March 2022

Select an employer to add pay for:

ONLINE SHOP

[+ Add new employer](#)

[Manage employers](#)

[Next](#)

### Add new employer

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

Type in the **ABN** (Australian Business Number) for your employer. You can find this on your payslip. Then select **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**

If you cannot find the ABN for your employer, 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**

Type in the name of your **employer**, then select **Next**.

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

^ Previous

What is the employer's name?

Next

In this example, the name of the employer is Digital store.  
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



Paid between 17 February 2022 to 02 March 2022

Select an employer to add pay for:

Online shop

Digital store

[+ Add new employer](#)

[Manage employers](#)

[Next](#)

### Add pay

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

In this reporting period, if you or your partner got paid more than once by the same employer, you will need to add each pay separately. If you 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 your employer paid you. Check your payslip and make sure this is the date on your payslip. This date can be different to when the payment goes in your bank account. Instead of selecting the calendar icon, you can type in the date as 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 17 February - 02 March 2022

Enter any gross employment income you were paid from **DIGITAL STORE** between **17 February 2022 - 02 March 2022**

Each pay needs to be added separately and shouldn't include bonuses, commissions, royalties, and income from self employment.


Date paid

dd/mm/yyyy 

Gross amount paid

\$

**Next**

 Gross amount is the total income paid before tax and other deductions. You can find gross income amount 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.

We will give you a summary of the details you added.

Your total income for each employer will show in **Gross employment income** under **My pay**.

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

On this page, you can change the details you have added in your reporting period. Select any of the following:

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

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

## Report Employment Income

Reporting Period

17 February - 02 March 2022

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

## Gross employment income

| My pay   | My partner's pay  |
|--|---|
| <p>Digital store</p> <p><b>New</b></p> <p>\$42.80 paid 26 February 2022</p> <p><a href="#">Edit</a> <a href="#">Delete</a></p> <hr/> <p>ONLINE SHOP<br/>ABN: 00 000 000 001</p> <p>\$650.00 paid 02 March 2022</p> <p><a href="#">Edit</a></p> <p><a href="#">Add more pay</a></p> | <p>Mobile phone hut</p> <p>\$78.00 paid 26 February 2022</p> <p><a href="#">Edit</a> <a href="#">Delete</a></p> <p><a href="#">Add more pay</a></p> |
| <p><a href="#">Add more pay</a></p>  |   |
| <p>Hours this period</p> <p>My hours</p> <p>No hours</p> <p><a href="#">+ Add hours</a></p>  | <p>My partner's hours</p> <p>No hours</p> <p><a href="#">+ Add hours</a></p>  |
| <p><a href="#">Continue</a></p>  |   |

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

You may not need to report the hours worked. This depends on the payment type you and your partner get. If you do not need to report hours worked, the Add hours option will not show. You can select **Continue** to proceed.

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

## Report Employment Income

Reporting Period  
17 February - 02 March 2022

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

### Gross employment income

#### My pay

Digital store

**New**

\$42.80 paid 26 February 2022

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

ONLINE SHOP

ABN: 00 000 000 001

\$650.00 paid 02 March 2022

[Edit](#)

[Add more pay](#)

#### My partner's pay

Mobile phone hut

\$78.00 paid 26 February 2022

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

[Add more pay](#)

### 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 between 17 February 2022 to 02 March 2022

Select an employer to add hours for:

Digital store

Online shop

[+ Add new employer](#)

[Manage employers](#)

[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. Then select **Next**.

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

[← Back](#)

## Add hours worked for Digital store

*You must answer all questions unless they are marked optional.*

How many hours did you work for Digital store between 17 February 2022 - 2 March 2022

  
Hours

[Next](#)



We need to know the actual hours worked during this reporting period. This might be different to what's 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 adding the hours you or your partner have worked, select **Continue**.

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

If you do not have a Job Plan, go to **Step 5** to review and submit your information, and then complete your report.

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

## Report Employment Income

Reporting Period  
17 February - 02 March 2022

### 5 Gross employment income

#### My pay

|                               |   |
|-------------------------------|---|
| Digital store                 |   |
| \$42.80 paid 26 February 2022 | <a href="#">Edit</a> <a href="#">Delete</a> |

|                                    |                      |
|------------------------------------|----------------------|
| ONLINE SHOP<br>ABN: 00 000 000 001 |                      |
| \$650.00 paid 02 March 2022        | <a href="#">Edit</a> |

[Add more pay](#)

#### My partner's pay

|                               |   |
|-------------------------------|---|
| Mobile phone hut              |   |
| \$78.00 paid 26 February 2022 | <a href="#">Edit</a> <a href="#">Delete</a> |

[Add more pay](#)

### 6 Hours this period

#### My hours

|                              |   |
|------------------------------|---|
| Digital store                |   |
| <b>New</b><br>2 hours worked | <a href="#">Edit</a> <a href="#">Delete</a> |

[Add more hours](#)

#### My partner's hours

|                  |   |
|------------------|---|
| Mobile phone hut |   |
| 3 hours worked   | <a href="#">Edit</a> <a href="#">Delete</a> |

[Add more hours](#)

[Continue](#)

## Step 4: update Job Plan requirements

If you are a job seeker managed by Centrelink, we will ask if you have met your Job Plan requirements for the reporting period.

Your Job Plan requirements may be completing activities like:

- looking for work
- attending appointments with your employment services provider
- completing a course.

Select **Yes** or **No** to tell us if you met your Job Plan requirements.  
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 17 February 2022 - 02 March 2022?

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](#)

[^ Previous](#)

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 failed. If it did, you will need to call us to complete your report. You can also call **131 202** to speak with us in your language about reporting your income and **Centrelink** payments and services. You can also visit a service centre. Let us know if you need an interpreter and we will arrange one for free.

Select **Return home** to go back to your homepage, then go to **Step 6** to sign out.

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

 Update failed because you have not met your compulsory requirements.

## Receipt

Submitted: 08:53 am AEDT 02 March 2022  
 Receipt ID: 000000001  
 CRN: 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](#) for assistance.

Information you provided [v](#)

[Return home](#)

[Save your Receipt](#)

  
Print

## Step 5: review and submit your update

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

[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.

We will give you a summary of the details you have given us.

Review each section to check all the details are correct.

Select **Edit** if you need to make changes to any details you gave us. You will not be able to change any details that were provided by your employer and you have already submitted.

If the details are correct, select **Next**.

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

Previous

### Employers

My new employer

|          |               |
|----------|---------------|
| Employer | Digital store |
| ABN      | Not given     |

Edit

Partner's new employer

|          |                  |
|----------|------------------|
| Employer | Mobile phone hut |
| ABN      | Not given        |

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.**

[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

## 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 the following:


- your **next payment**
- your **Working Credit, Work Bonus or Income Bank balance**
- your **next reporting date**
- other information you need to know.

Your receipt may also show your partner's next payment and Working Credit, Work Bonus or Income Bank balance. These details will show if they get a payment and they permit you to access their information.



Select any of the following:

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


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

 Report submitted

## Receipt

|  |                             |
|--|-----------------------------|
| Submitted:   | 10:49 am AEDT 02 March 2022 |
| Receipt ID:  | 000000001                   |
| CRN:   | 123 456 789A                |
| Your next payment:   | \$555.30 on 08 March 2022   |
| Jane's next payment:   | \$756.20 on 09 March 2022   |
| Your Working Credit:    | \$528.00                    |
| Jane's Working Credit:  | \$240.00                    |


- Please keep a copy of this page for your records
- **Your next reporting date is 21 March 2022**
- For Reporting information, search 'Report' on the Services Australia website.
- If you have any other income to report from sources other than employment, please update [Manage Income and Assets](#).
- Your partner's next payment of \$756.20 will be paid on 09/03/2022.
- 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.

Information you provided 

[Return home](#) [Save your Receipt](#) [Print](#)

## Step 6: sign out

From your homepage, you can complete other transactions or select **Return to myGov** to go back to your myGov account.

MENU  **centrelink** Welcome back, John  
CRN 123 456 789A [Return to myGov](#)

[Home](#) [My details](#) [My tasks](#) [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? [Customise](#)

**Favourite services**

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

**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.

For more information about online account and Express Plus mobile app guides in English, go to [servicessaustralia.gov.au/centrelinkguides](https://servicessaustralia.gov.au/centrelinkguides).