

Information you need to know about reporting employment and using the Earnings Worksheet (SU505i)

Who is this information for

If you are receiving a payment and you or your partner are working, this information will help you understand how your payment is affected by income from full-time, part-time or casual employment and what other assistance we may also provide.

Often the opportunity to do casual or part-time work comes along before a full-time job.

This provides you with the opportunity to gain work experience, skills and earn extra money. Depending on how much you earn, you may still qualify for some of your payment.

Are you or your partner employed?

The rate of many payments depends on whether you (or your partner) are receiving any income.

To pay you the correct amount, we need to know how much money you are earning.

Earnings Worksheets help you work out the amount of money you earn each fortnight.

You must tell us the gross amount earned in the fortnight that ends on your reporting day. Make sure you report by **5 pm** on your reporting day to avoid any delays in your payment.

Definition of a partner

If you have a partner, we generally consider you a member of a couple. Under social security and family assistance law, we consider you a member of a couple if you are either:

- married
- in a registered relationship
- in a de facto relationship.

We may still consider you a member of a couple if you are not physically living with your partner. For example, your partner may fly-in fly-out or live away for work, like military or oil rig workers.

For more information, go to servicesaustralia.gov.au/moc

For more information

Go to servicesaustralia.gov.au or visit one of our service centres.

Call us

Older Australians	132 300
Disability, Sickness and Carers	132 717
Employment Services	132 850
Families and Parents	136 150
Youth and Students	132 490

To speak to us in other languages, call us on **131 202**.

Note: Call charges may apply.

If you have a hearing or speech impairment, you can contact the **TTY service** Freecall™ **1800 810 586**. A TTY phone is required to use this service.

What you must tell us

You must tell us about any income you (and/or your partner) have earned **within 14 days**. You will need to tell us about:

- the dates you (or your partner) worked, and how much you (or your partner) earned (before tax), even if you have not been paid
- the hours you (and your partner) worked
- if you return your form every 4 weeks or more, you need to tell us as soon as you start work (this may change the day you return your form).

You can do this by your Reporting Statement lodged via:

- self service (online services or phone self service)
- in person at one of our service centres
- in writing (only if it is due **within the next 14 days**).

Failure to declare your income correctly may result in a delay to your payment. You may also be paid too much which could result in a debt and an additional recovery fee.

To help us pay you the right amount you should bring your payslips with you the next time you visit one of our service centres.

To help you keep track of your work you can download an **Earnings Worksheet (SU505)** form from servicesaustralia.gov.au/forms

Please keep this for your information

Declaring your earnings

How to declare your earnings

You can complete an Earnings Worksheet like the example shown, for your own records. This will help you when you have to advise us of your fortnightly earnings.

You must tell us **within 14 days** of any income you have earned. We will use this information to calculate your correct rate of payment.

Points to remember

- 1 You must declare your earnings for all dates you worked in the last 14 days up to your reporting day, even if you have not yet been paid.
- 2 You must declare your gross earnings. This is the amount earned before tax and other deductions.
- 3 Your employer can tell you your hourly rate of pay including any penalty or overtime rates and any allowances.
- 4 If you are paid by piece rate, for example, bucket, bin, bag or kilo, you can record income on the **Earnings Worksheet Piece rate (SU505(p))** form).
- 5 Allowances may be paid by your employer in addition to the standard rate of pay.

Compensatory allowances are exempt from the income test and are not included as part of your gross income. These allowances may include money for meals, accommodation, travel, fares, fuel or tools etc.

Do not include these unless the amount exceeds the amount spent.

Where allowances are paid for additional duties, for example, first aid officer, remote allowance, these allowances must be included in your gross wages advised to us.

We can advise you if allowances you have received are exempt or not.

- 6 If you have more than one employer or if you have a partner and they work, these earnings should be recorded in the same way on a separate Earnings Worksheet.
- 7 Please keep your payslip(s) because we may need to review your income details.

Download additional copies of an **Earnings Worksheet (SU505)** form from servicessaustralia.gov.au/forms

Do NOT return this worksheet to us.

This worksheet will help you calculate the amount of wages you need to advise, for each employer.

This is your (or your partner's) gross entitlement (that is before tax or salary sacrifice is deducted) plus remunerative (not compensatory) allowances.

You **must advise** wages earned during your Centrelink Entitlement Period, which is the fortnight that ends on your reporting day. It might not be the same as the period which your employer uses to calculate your wages.

This form can be filled in, on screen using Acrobat Reader. For more information on how to complete on screen, click the 'Instructions' button at the top of the form.

Centrelink Entitlement period to

Employee

You Your partner

Employer's details

Business name

Fred's deliveries

Australian Business Number (ABN)

- - -

Phone number

Day	Date	Income		Overtime/penalty rates		Gross amount (before tax)
		Hours	Hourly rate	Hours	Hourly rate	
1	1 1 3 14	2	X \$ 30.00	+	X \$	= \$ 60.00
2	2 1 3 14	0	X \$	+	X \$	= \$
3	3 1 3 14	0	X \$	+	X \$	= \$
4	4 1 3 14	4	X \$ 15.00	+	1 X \$ 25.00	= \$ 85.00
5	5 1 3 14	0	X \$	+	X \$	= \$
6	6 1 3 14	0	X \$	+	X \$	= \$
7	7 1 3 14	0	X \$	+	X \$	= \$
8	8 1 3 14	2	X \$ 30.00	+	X \$	= \$ 60.00
9	9 1 3 14	0	X \$	+	X \$	= \$
10	10 1 3 14	0	X \$	+	X \$	= \$
11	11 1 3 14	0	X \$	+	X \$	= \$
12	12 1 3 14	1	X \$ 15.00	+	X \$	= \$ 15.00
13	13 1 3 14	0	X \$	+	X \$	= \$
14	14 1 3 14	0	X \$	+	X \$	= \$
TOTALS		9			1	\$ 220.00 ^a

Remunerative allowances

You **must** advise us of remunerative allowances (that is payment for doing extra or harder duties, for example, fire warden, first aid, danger money, remoteness allowance or language allowance).

Do not include allowances you receive to compensate you for out of pocket expenses, for example, car, meal, tool, phone or laundry allowances.

How much remunerative allowance was paid in addition to the hourly rate?	\$ 14.00 ^b
Total (a + b) This is the amount you advise, for this period, for this employer.	\$ 234.00 ^{a+b}

Income test

How does income affect my payment?

When you and/or your partner earn income, your rate of payment may be reduced.

For more information on income tests for allowances or pensions, go to servicesaustralia.gov.au

What about paying tax?

There are some payments that are taxable and have to be added to other income you get during the financial year. This could mean you have to pay tax.

If you ask us to, we can deduct tax from your payment. You can change this at any time using Centrelink Online Services, by phone or visiting a service centre.

What happens when my partner or I start work?

- If you are not already reporting fortnightly you should advise us of your new job. We will advise you of any change in your reporting requirements.
- You should continue to lodge your Reporting Statement each fortnight. Your payment will not be stopped until your payment is reduced to nil for 12 consecutive weeks.
- If your income is **not enough** to reduce your payment to nil, you may still have to meet your Mutual Obligation Requirements if you have any and continue to look for paid work and report each fortnight.
- If your income **does reduce** your payment to nil and you do not wish to cancel your payment, you still have to report each fortnight.
- Mutual Obligation Requirements means Activity Test or participation requirements under the *Social Security Act 1991*.

Is there any other help I can get to start work?

Yes. A Special Employment Advance Payment may be available to help if you are offered a job that will last at least 6 weeks—but you have not got enough money to pay for something you need to start the job. If you think a Special Employment Advance Payment may help you, contact us for more information.

Reporting

In most cases, you need to report before you can be paid. You need to report on the date shown on your Reporting Statement or on the next working day.

You can report your details to us in one of the following ways:

- through Centrelink Online Services – make sure you report by **5 pm** on your reporting date to avoid any delays in your payment
- on the Express Plus mobile apps
- call **13 EARN (133 276)** on your reporting day, **8 am to 5 pm** using your Customer Access Number (CAN) and Personal Identification Number (PIN)
- visit one of our service centres to use one of our self service computers, or to speak with a Service Officer.

What happens if I am receiving JobSeeker Payment and over 55?

If you are aged 55 or over and are doing at least 30 hours per fortnight of part-time work, approved volunteer work, or a combination of both, you will be considered to be fully meeting your Mutual Obligation Requirements. You will not be required to undertake additional activities to fulfil your Mutual Obligation Requirements. However, you will still be required to accept an offer of paid work.

What if my work stops?

If your payment was suspended in the last 12 weeks because of your income and your income decreases or ceases, you may become eligible for at least a part rate of income support payment if you continue to report when required.

Your payment may be resumed without the need to make a new claim.

What happens if I give the wrong information?

If you do not tell us about your work, or do not give us accurate details of your income, you may be overpaid and will have to pay back the money. An additional recovery fee may also apply.

We also match employment information with the Australian Taxation Office.