

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 money. Depending on how much you are paid, 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 paid.

You must tell us the gross amount you and/or your partner were paid 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.

Having a partner

You have a partner if we consider you a member of a couple. We consider you a member of a couple if you are either:

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

A registered relationship is where your relationship is registered under a law of a state or territory. A de facto relationship is where you and your partner are in a relationship similar to a married couple but are not married or in a registered 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 your language, call us on **131 202**.

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 been paid **within 14 days**. You will need to tell us:

- the gross amount you or your partner were paid (before tax or other deductions)
- the hours you or your partner worked
- If you return your form for a period longer than 2 weeks 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 the hours you work and the gross amounts you are paid, you can download an **Earnings Worksheet (SU505)** form from servicesaustralia.gov.au/forms

Please keep this for your information

Declaring your employment information

How to declare your employment

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 employment on your reporting day.

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

Points to remember

- 1 You must declare all gross employment income paid in the last 14 days up to and including your reporting day.
- 2 You must declare your gross employment income. This is the amount paid before tax and other deductions. This can be found on your payslip.
- 3 If you do not get given payslips, your employer can tell you the gross amount you have been paid.
- 4 You must report the number of hours you worked in your reporting period. Record the number of hours worked each day and add these together. This may not match the number of hours shown on your payslip.
- 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, for example, money for meals, accommodation, travel, fares, car, fuel, tools, phone or laundry.

Do not include these unless the amount exceeds the amount you spent on that expense.

Where allowances are paid for additional duties, for example, first aid officer, remote allowance, these allowances must be included in the gross employment income you advise 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, this employment information 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 servicesaustralia.gov.au/forms



centrelink

Do not return this worksheet to us.

This worksheet will help you calculate the number of hours and paid income to advise for each employer.

You need to record the number of hours worked on each day of your Centrelink reporting period and add these to calculate the total hours worked. This may not match the number of hours shown on your payslip.

You also need to record any gross amounts you are paid during your Centrelink reporting period. This is the amount shown on your payslip before any tax or other deductions are taken out.

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.

Day	Date	Hours worked
1	2 / 2 / 21	1.7
2	3 / 2 / 21	0
3	4 / 2 / 21	1.3
4	5 / 2 / 21	2.4
5	6 / 2 / 21	.6
6	7 / 2 / 21	0
7	8 / 2 / 21	0
8	9 / 2 / 21	2
9	10 / 2 / 21	0
10	11 / 2 / 21	0
11	12 / 2 / 21	0
12	13 / 2 / 21	1
13	14 / 2 / 21	0
14	15 / 2 / 21	0
Total hours		9

Date Paid	Gross amount paid
5 / 2 / 21	\$ 145.00
12 / 2 / 21	\$ 105.00

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 luggage allowance. **Include** allowances paid for the same period as your regular wage in the gross amount above.

Do not include allowances you were paid to compensate you for out of pocket expenses, for example, accommodation, travel, fares, car, fuel, tools, phone or laundry allowances.

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Earnings Worksheet (SU505)

Employee

You ☒ Your partner ☐

Employer's details

Business name

Fred's deliveries

Australian Business Number (ABN)

1 2 3 4 5 6 7 8 9 0

Phone number

0245 675 578

Centrelink reporting period

2 / 2 / 21 to 15 / 2 / 21

If you have been paid an amount for a period greater than your reporting period, for example, your employer pays you monthly, you were paid back pay, commission, or an allowance for a period greater than your reporting period, record these amounts below.

We will ask additional questions when you report to help you record your income correctly.

Amounts for periods greater than your reporting period

Date Paid	Gross amount paid
5 / 2 / 21	\$ 120.00

Period the payment is for

1 / 1 / 21 to 31 / 1 / 21

Date Paid	Gross amount paid
12 / 2 / 21	\$ 180.00

Period the payment is for

20 / 1 / 21 to 9 / 2 / 21

Date Paid	Gross amount paid
/ /	\$

Period the payment is for

/ / to / /

Date Paid	Gross amount paid
/ /	\$

Period the payment is for

/ / to / /

Income test

How does income affect my payment?

When you and/or your partner are paid 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 myGov using your Centrelink online account – 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.