



How to report your employment income and Job Plan requirements using your Centrelink online account

You will need to tell Centrelink about any income you are paid within 14 days of being paid. You report the gross income your employer paid you, and gross income your partner's employer paid them, in your reporting period.

Your gross income is the amount your employer pays you before tax and other deductions. You can find your gross pay amount on your payslip.

Centrelink requires you to submit your report by 5pm local time on your reporting date and you will also need to update your Job Plan if required.

Learn more: servicesaustralia.gov.au/centrelink-online-account-help-report-employment-income

These screen shots are from a computer, it may look different on a mobile device.

Please note

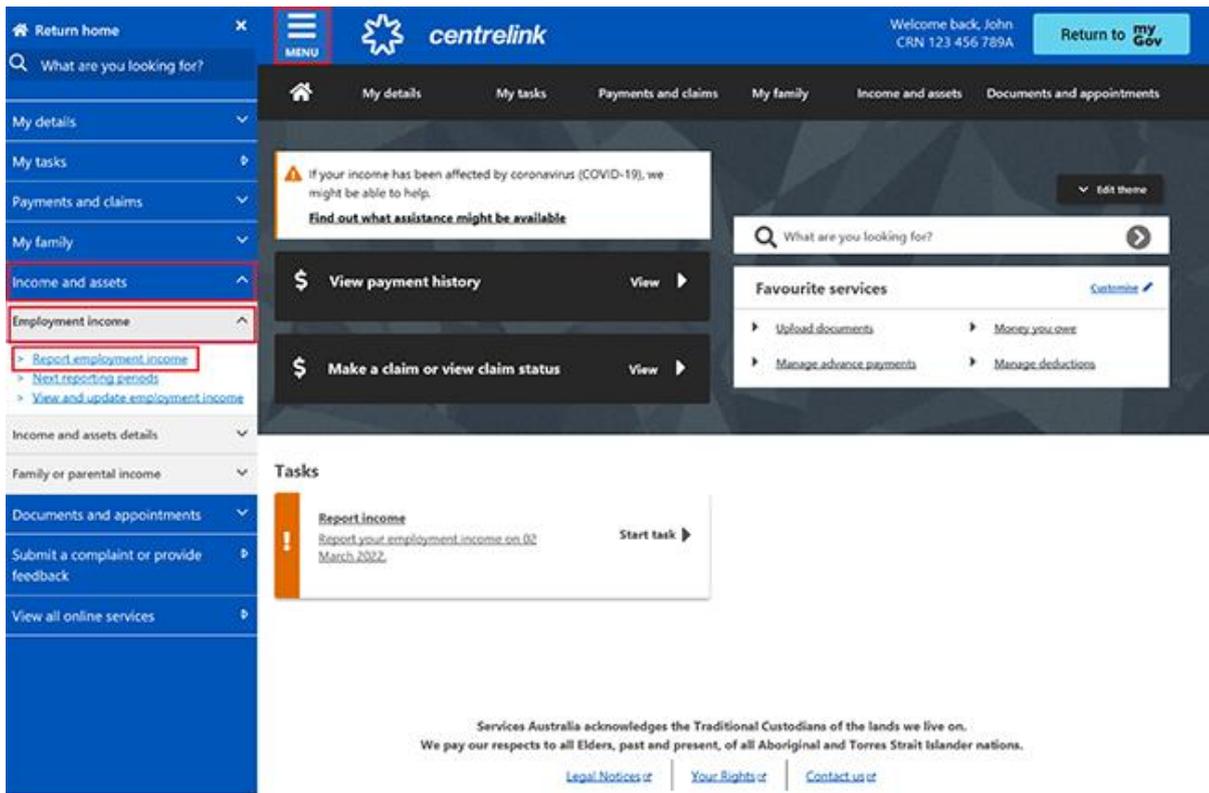
If you get a Carer Payment, [follow the online guide](#) to report your paid employment activity using your Centrelink online account.

Depending on what payment you get, there may be other things you need to do to keep getting your payment. [Read more about mutual obligations requirements.](#)

Getting started

[Sign in to myGov](#) and select **Centrelink**.

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



You may need to select your employer for single touch payroll. Centrelink will show your employer's name and Australian Business Number (ABN). You can confirm if you work for them. Find more instructions [here](#).

Select **Check employment details** to continue.

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.



It will show your employer's name and Australian Business Number (ABN).

Select either:

- **Yes** if your employer's name is correct
- **No** if your employer's name is wrong and you need to change it. To add a new employer, follow the steps [here](#).

Then select **Next**

It will show the following pay details:

- Pay date
- Pay period
- Pay types, for example, salary and wages, and paid leave
- Gross pay
- Assessable income
- Non-assessable income.

If you need to make changes, select either:

- **Edit dates** to make changes to the pay date or period
- **Edit or add pay** to make changes or add pay for this employer.

If you make changes, Centrelink may ask you to provide proof.

Select **Next** to continue.

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
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[Edit or add pay](#)

Totals

Gross pay	\$650.00
Assessable income ⓘ	\$650.00

[Next](#)

Select **Yes** or **No** to tell Centrelink if you need to add pay details for this employer. Then select **Next**.

If you select **Yes**, you'll only be able to add pay details for Single Touch Payroll employers you've confirmed before.

[< 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](#)

It will give you a summary of your employer and pay details. Review each section to check all the details are correct.

If you manually added pay details, you'll have the option to **Delete pay**. You can add them again if you entered 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.

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**.

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 may need to provide further information if requested.

I have read and agree with the terms and conditions.

[Submit](#)

Reporting Employment Income

You can select either of these:

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

If you didn't get paid any income for your reporting period, select **Continue**, then **Yes, submit report**.

Select **Add more pay** in **Gross employment income**.

You need to include all the following:

- any income you were paid in the reporting period
- any income your partner was paid in the reporting period
- any income your employer back paid you or your partner
- the hours both you and your partner worked.

If you're waiting for back pay, don't 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 doesn't appear on the list
- **Manage employers** to remove an employer.

Add Pay

Paid between 17 February 2022 to 02 March 2022

Select an employer to add pay for:

ONLINE SHOP

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'll need to add each pay separately. Or, if you have more than one job, you'll need to add the income you got from each employer separately.

Select the **calendar** icon and choose the date your employer paid you, as stated on your payslip. This date can be different to when you get your payment in your bank account. Or, enter it manually in the format of dd/mm/yyyy.

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

Then select **Next**.

Add pay

Paid between 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

Gross amount paid

 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 Centrelink if this pay includes any back pay.

Then select **Next**.

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 Centrelink if this pay period is longer than a fortnight.

Then select **Next**.

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.

Continue

Please ensure the answers you have provided are correct before continuing.
You will have a chance to come back and change these answers if needed.

Continue >

 You will have a chance to review these details later and make changes if needed.

A summary of the information you've given will appear.

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

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

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

- **Edit** if you need to change the details you've given us for you and your partner
- **Delete** if you need to remove the details you've given us for you and your partner
- **Add more pay** if you have more than one job, 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](#)

⑤ Gross employment income

My pay	My partner's pay
<p>Digital store</p> <p>New</p> <p>\$42.80 paid 26 February 2022</p> <p>Edit Delete</p>	<p>Mobile phone hut</p> <p>\$78.00 paid 26 February 2022</p> <p>Edit Delete</p>
<p>ONLINE SHOP</p> <p>ABN: 00 000 000 001</p> <p>\$650.00 paid 02 March 2022</p> <p>Edit</p>	<p>+ Add more pay</p>
<p>+ Add more pay</p>	

⌚ Hours this period

My hours

No hours

[+ Add hours](#)

My partner's hours

No hours

[+ Add hours](#)

[Continue](#)

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

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**.

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**.

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.

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've finished entering your or your partner's hours worked, select **Continue**.

Update your Job Plan requirements

Select **Yes** or **No** to tell Centrelink if you met your Job Plan requirements.

Then select **Next**.

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?

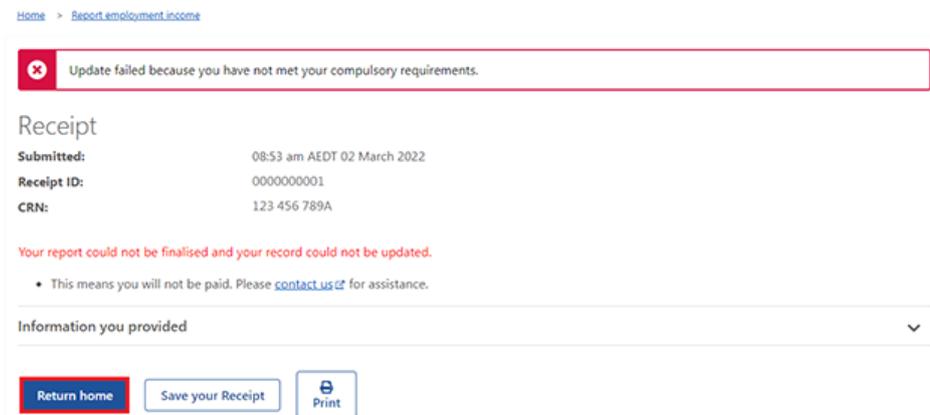
 Yes No

Next

If you've met your Job Plan requirements, select **Continue**.

If you haven't met your Job Plan requirements, you won't be able to complete your report.

We'll tell you if your update failed. If it did, you'll need to phone Centrelink on 132 850 or speak to your Job Coach.



Review and submit

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

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.



You will see a summary of the details you've given.

Review each section to check all the details are correct.

If you need to make any changes, select **Edit**.

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

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**.

Your atWork Australia team are here to help you navigate your journey through employment services.

You can find more instructions and learn more: servicesaustralia.gov.au/centrelink-online-account-help-report-employment-income