

Information session:

SINGLE TOUCH PAYROLL

(Phase 2 comes into effect from 1st July 2019)



FORTUNA
ADVISORY GROUP

Session Coverage

- ▶ Introduction
- ▶ Overview of STP
 - What is Single Touch Payroll
 - What do I have to Report
 - What to be aware of
 - Getting STP Ready
 - How to report
- ▶ STP Solutions- MYOB / Xero
- ▶ Questions
- ▶ Info Sheets

What is Single Touch Payroll



Single touch Payroll (STP) aligns employers reporting requirements with their payroll processes



No change to the payroll cycle



Using STP enabled software report each pay event to the ATO



Mandatory from 1 July 2019

What do I have to Report

Payment Information

Withholding Amounts

Superannuation liabilities

Directors Remuneration

Return to Work Payments

Employment Termination Payments (ETPs)

Unused Leave Payments

Parental Leave Payments



What do I have to Report



Payments to Office Holders

Payments to Religious Practitioners

Superannuation Contributions

Salary sacrifice amounts

What to be aware of



If using STP for the full year:

- ▶ No payment summaries
- ▶ Employees access information through MyGov account

If using STP for part year:

- ▶ Issue payment summaries for amounts paid pre-STP
- ▶ No payment summaries for balance

How to Report



REPORT FROM STP ENABLED
SOFTWARE



ENGAGE A THIRD PARTY TO
REPORT ON YOUR BEHALF

Getting STP Ready

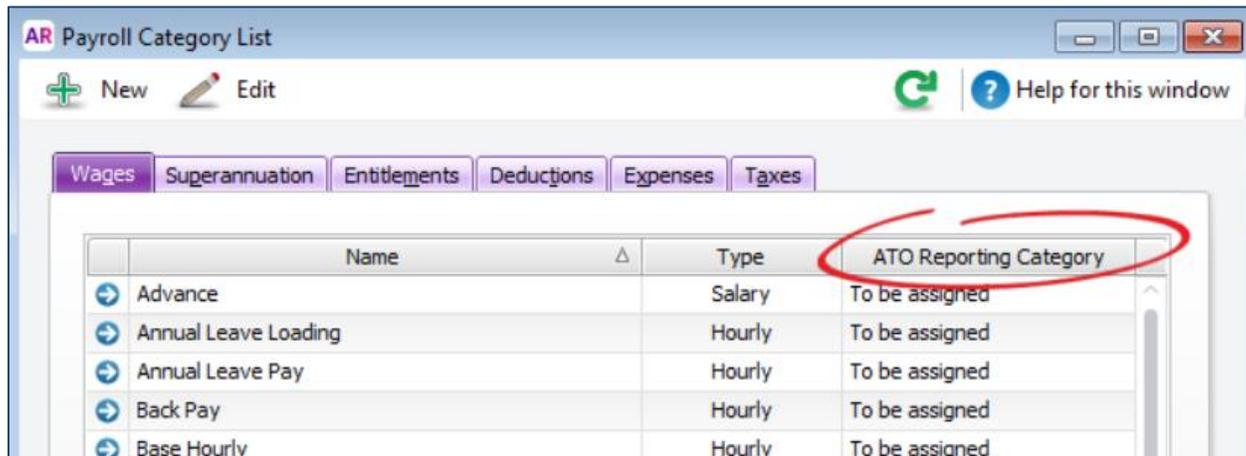


Review business processes and data

Authorized Person

Advise ATO

MYOB & STP



Name	Type	ATO Reporting Category
Advance	Salary	To be assigned
Annual Leave Loading	Hourly	To be assigned
Annual Leave Pay	Hourly	To be assigned
Back Pay	Hourly	To be assigned
Base Hourly	Hourly	To be assigned

Check Employee Details

Assign ATO Reporting Categories

Connect to ATO

Superannuation

Superannuation categories auto-assigned for

- Super Guarantee (expense)
- Employee Additional (deduction)
- Redundancy (expense)
- Spouse (deduction)

AR Superannuation Information

+ New Employee Exempt Help fo

Superannuation Name: Superannuation Guarantee

Linked Expense Account: 6-3120 Superannuation

Linked Payable Account: 2-1530 Superannuation Payable

ATO Reporting Category: Superannuation Guarantee

Select the ATO reporting category if you're using Single Touch Payroll. [Learn how](#)

Superannuation Information

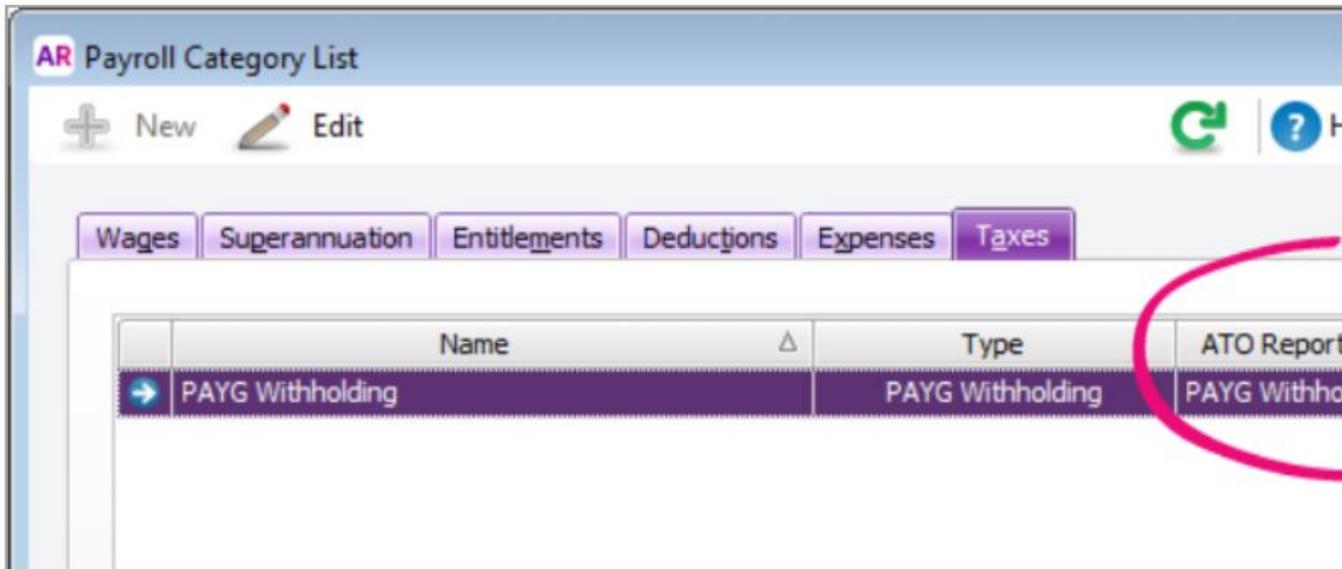
Contribution Type: Superannuation Guarantee (expense)

Pay Advice: Print on Pay Advice

Calculation Basis: User - Entered Amount per Pay Period

Reportable Employer Superannuation Contributions (RESC) need to be assigned

Taxation



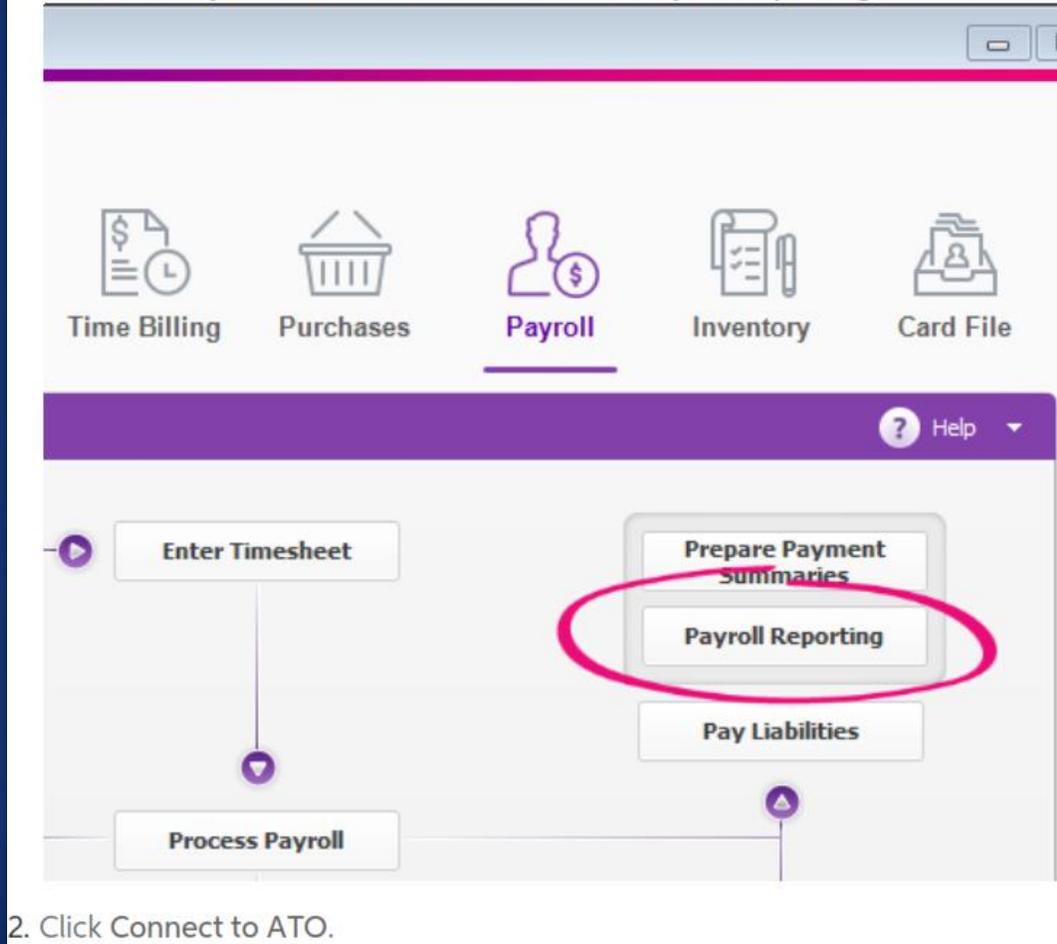
Reporting category automatically assigned

New ATO reporting category	Old Payment Summary field name	More information
PAYG Withholding	Total Tax Withheld	This is automatically assigned and can't be changed.

Connecting to the ATO

1. Payroll Command Centre

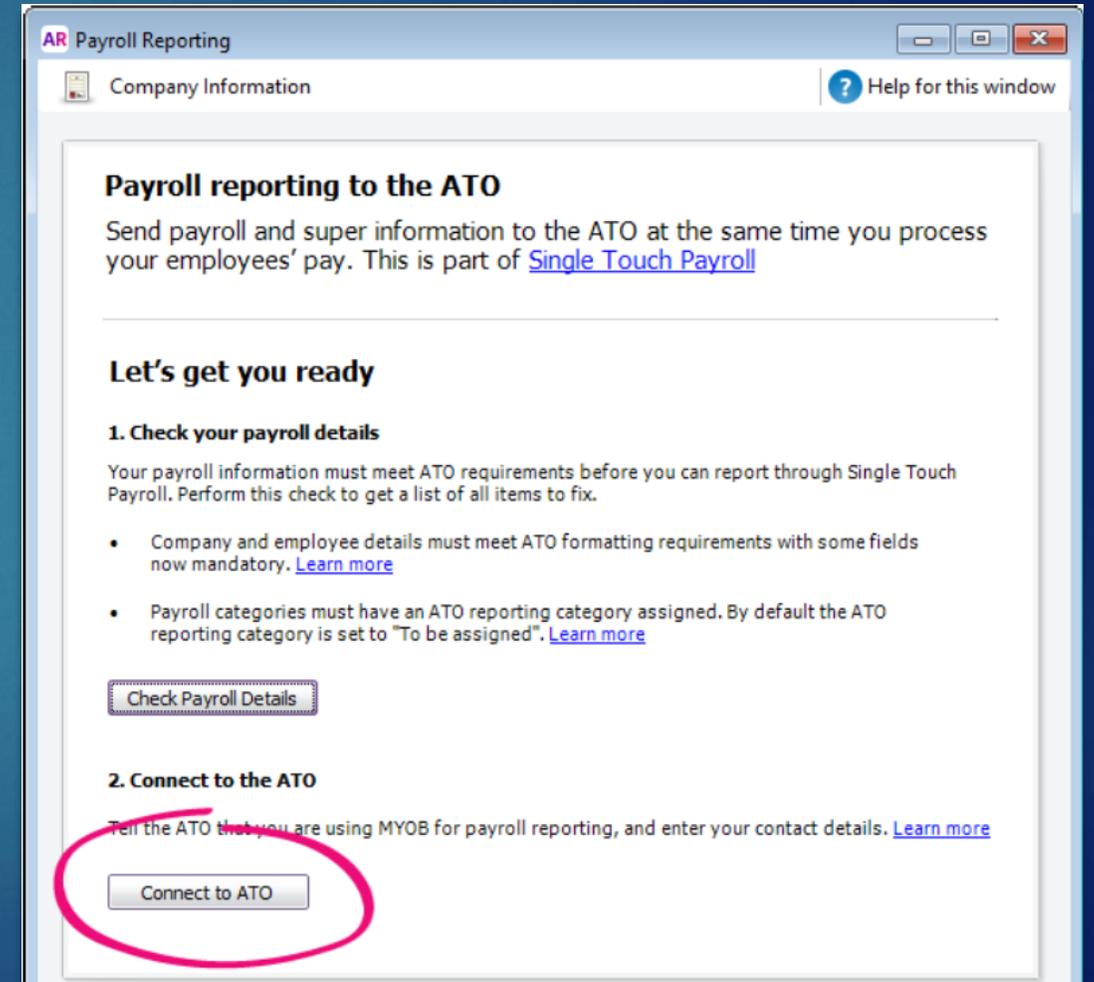
1. Go to the Payroll command centre and click Payroll Reporting.



The screenshot shows the 'Payroll' command centre interface. At the top, there are five main menu items: Time Billing, Purchases, Payroll (highlighted in purple), Inventory, and Card File. Below these is a purple bar with a 'Help' icon. The main content area features a flowchart with the following steps: 'Enter Timesheet' (with a play button icon), 'Prepare Payment Summaries' (with a document icon), 'Payroll Reporting' (circled in red), 'Pay Liabilities' (with a document icon), and 'Process Payroll' (with a play button icon). A 'Help' icon is also visible in the top right corner of the main content area.

2. Click Connect to ATO.

2. Connect to ATO



The screenshot shows the 'AR Payroll Reporting' window. The title bar reads 'AR Payroll Reporting'. The main heading is 'Payroll reporting to the ATO'. Below this, there is a section 'Let's get you ready' with two numbered steps: '1. Check your payroll details' and '2. Connect to the ATO'. The 'Connect to ATO' button is circled in red. The window also includes a 'Company Information' section and a 'Help for this window' link.

Payroll reporting to the ATO

Send payroll and super information to the ATO at the same time you process your employees' pay. This is part of [Single Touch Payroll](#)

Let's get you ready

1. Check your payroll details

Your payroll information must meet ATO requirements before you can report through Single Touch Payroll. Perform this check to get a list of all items to fix.

- Company and employee details must meet ATO formatting requirements with some fields now mandatory. [Learn more](#)
- Payroll categories must have an ATO reporting category assigned. By default the ATO reporting category is set to "To be assigned". [Learn more](#)

[Check Payroll Details](#)

2. Connect to the ATO

Tell the ATO that you are using MYOB for payroll reporting, and enter your contact details. [Learn more](#)

[Connect to ATO](#)

Connecting to the ATO

Ready to Go

AR Process Payroll

Help for this window

1 Pay Period

2 Employee Pays

3 Process Payments

4 Pay Slips

Pay Period

Process all employees paid:

Process individual employee:

Payment Date:

Pay leave in advance:

Pay period start: Pay period end:

i Payroll reporting ready to go!

You're all set to report payroll information to the ATO using Single Touch Payroll. Just process payroll in the same way you normally would. If you're new or need a refresher, check out [process your payroll](#)



Close

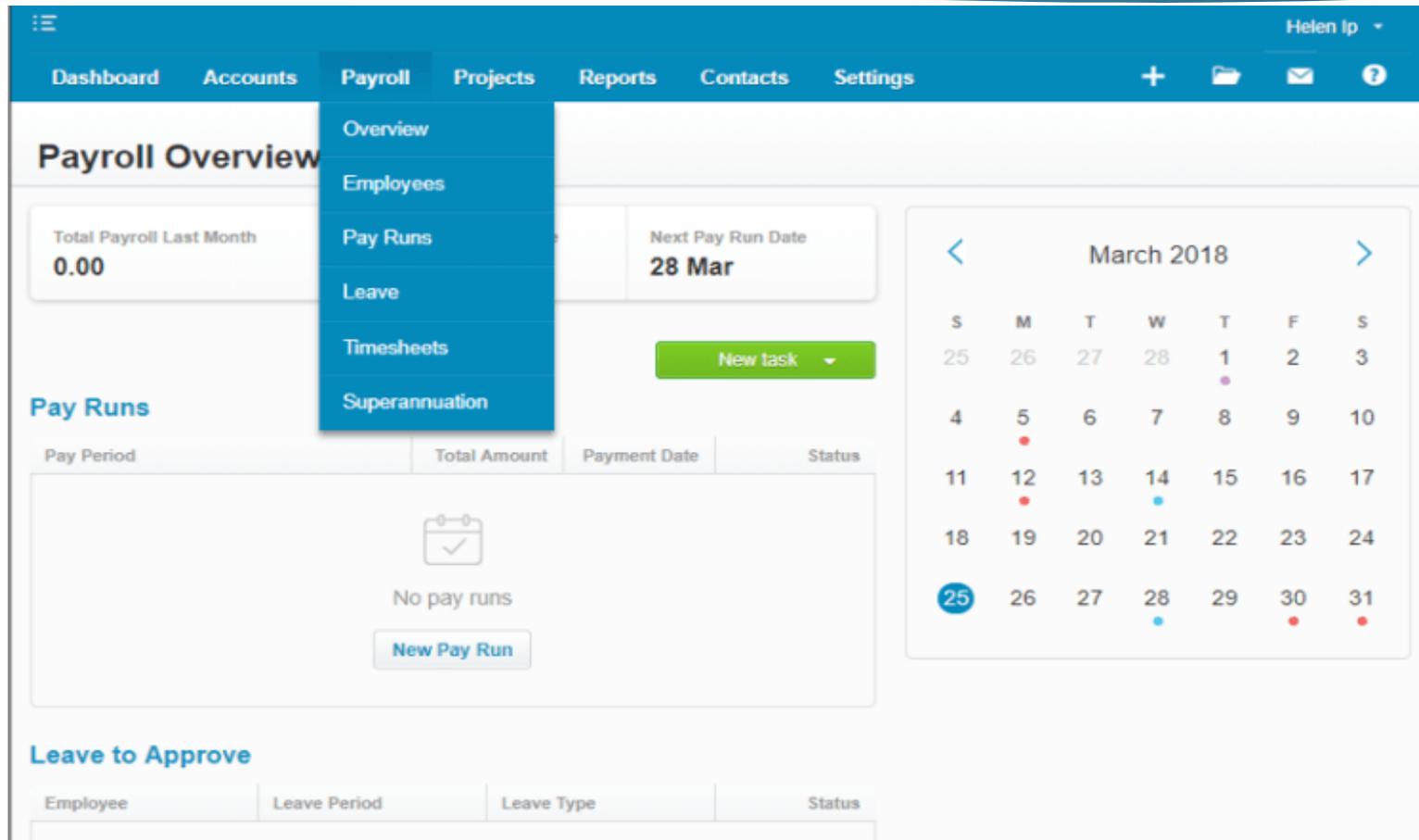
Next >

Xero and STP: Payroll setup

- ▶ Organisation Details – ABN, postcodes, landline & email
- ▶ Payroll Accounts – bank account needs to be set up first
- ▶ Pay Calendars – Holidays – Pay Items - Superannuation
- ▶ Employees – Auto super needs a title / state postcode

- ▶ Employment
- ▶ Taxes
- ▶ Leave
- ▶ Bank account
- ▶ Pay slip
- ▶ Pay template

Step-by-step guide



Dashboard Accounts **Payroll** Projects Reports Contacts Settings

Helen Ip

Payroll Overview

Overview
Employees
Pay Runs
Leave
Timesheets
Superannuation

Total Payroll Last Month
0.00

Next Pay Run Date
28 Mar

New task

March 2018

S	M	T	W	T	F	S
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Pay Runs

Pay Period	Total Amount	Payment Date	Status
No pay runs			

New Pay Run

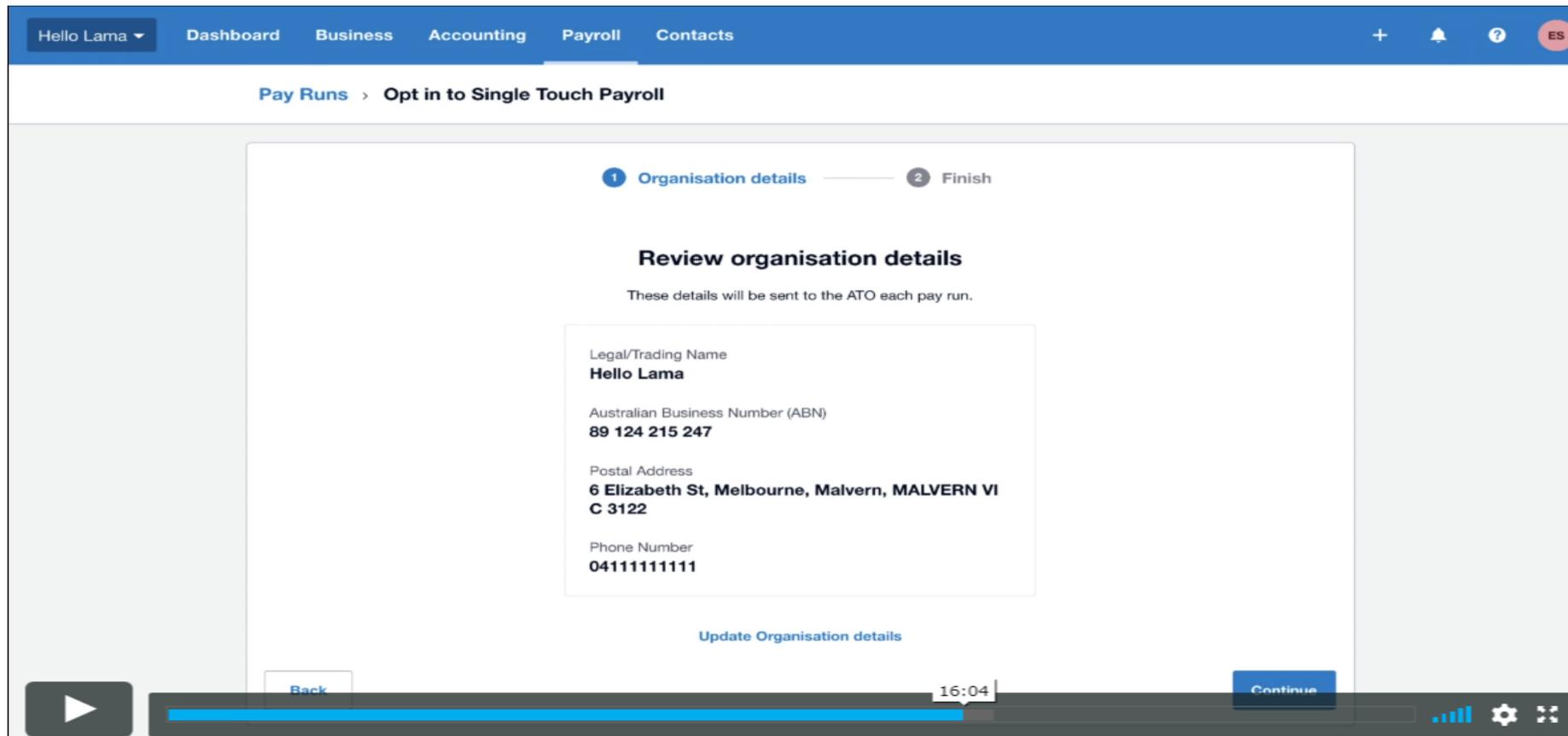
Leave to Approve

Employee	Leave Period	Leave Type	Status
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- 1) Payroll
- 2) Pay Run
- 3) Get Started
- 4) Opt In

Enabling STP: Get Started – OPT IN

1. REVIEW ORGANISATIONAL DETAILS



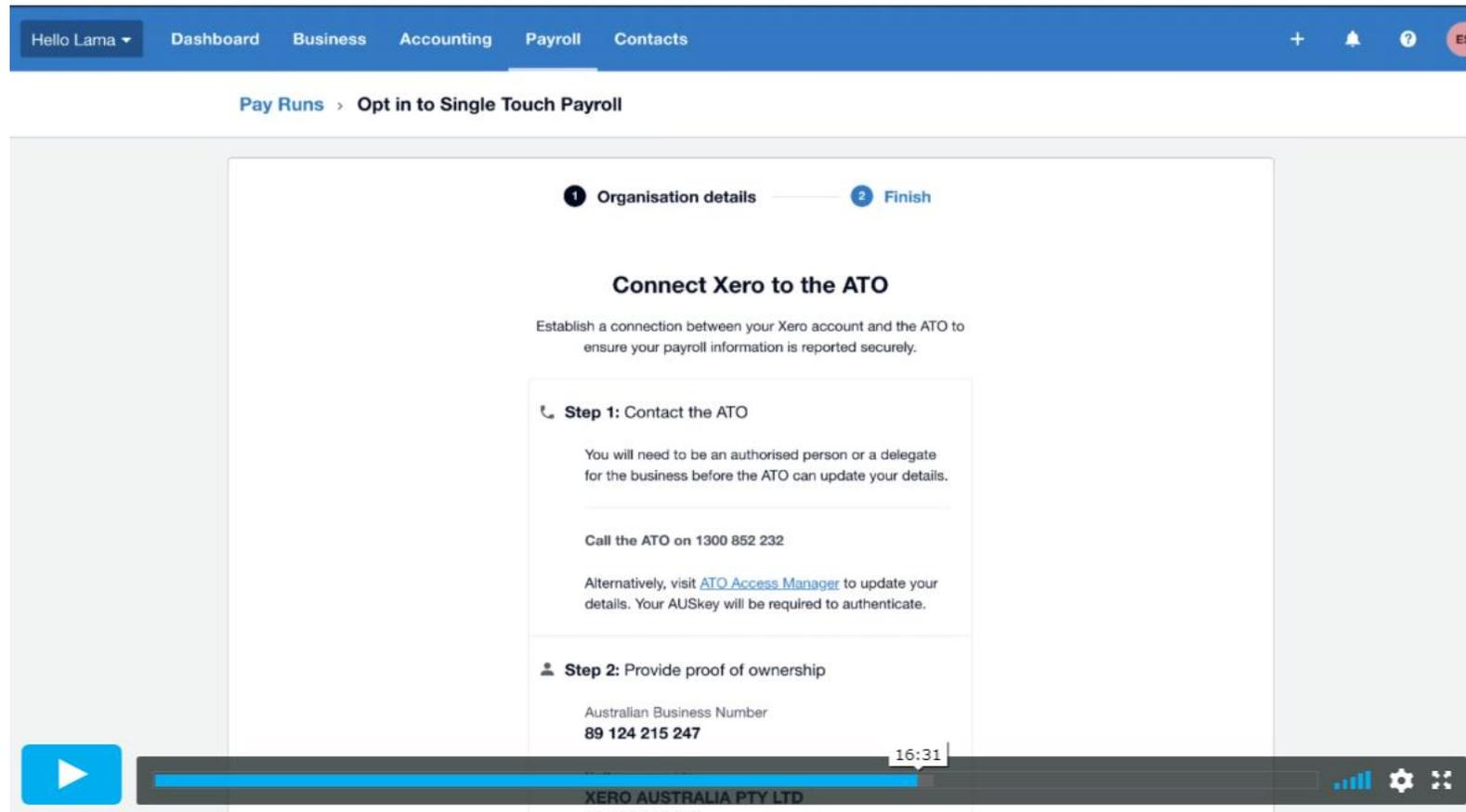
The screenshot shows a web interface for enabling Single Touch Payroll (STP). The top navigation bar includes 'Hello Lama', 'Dashboard', 'Business', 'Accounting', 'Payroll', and 'Contacts'. The current page is 'Pay Runs > Opt in to Single Touch Payroll'. A progress indicator shows '1 Organisation details' and '2 Finish'. The main content area is titled 'Review organisation details' and states 'These details will be sent to the ATO each pay run.' The details are as follows:

- Legal/Trading Name: **Hello Lama**
- Australian Business Number (ABN): **89 124 215 247**
- Postal Address: **6 Elizabeth St, Melbourne, Malvern, MALVERN VI C 3122**
- Phone Number: **0411111111**

At the bottom of the details box is a link 'Update Organisation details'. Below the details box are 'Back' and 'Continue' buttons. A video player overlay is visible at the bottom of the image, showing a play button, a progress bar, a timestamp of 16:04, and a 'Continue' button.

Enabling STP: Get Started – OPT IN

2. CONTACT TO THE ATO BY PHONE OR ACCESS MANAGER (STEP 1)



Hello Lama ▾ Dashboard Business Accounting Payroll Contacts + 🔔 ? ES

Pay Runs > Opt in to Single Touch Payroll

1 Organisation details — 2 Finish

Connect Xero to the ATO

Establish a connection between your Xero account and the ATO to ensure your payroll information is reported securely.

Step 1: Contact the ATO

You will need to be an authorised person or a delegate for the business before the ATO can update your details.

Call the ATO on 1300 852 232

Alternatively, visit [ATO Access Manager](#) to update your details. Your AUSkey will be required to authenticate.

Step 2: Provide proof of ownership

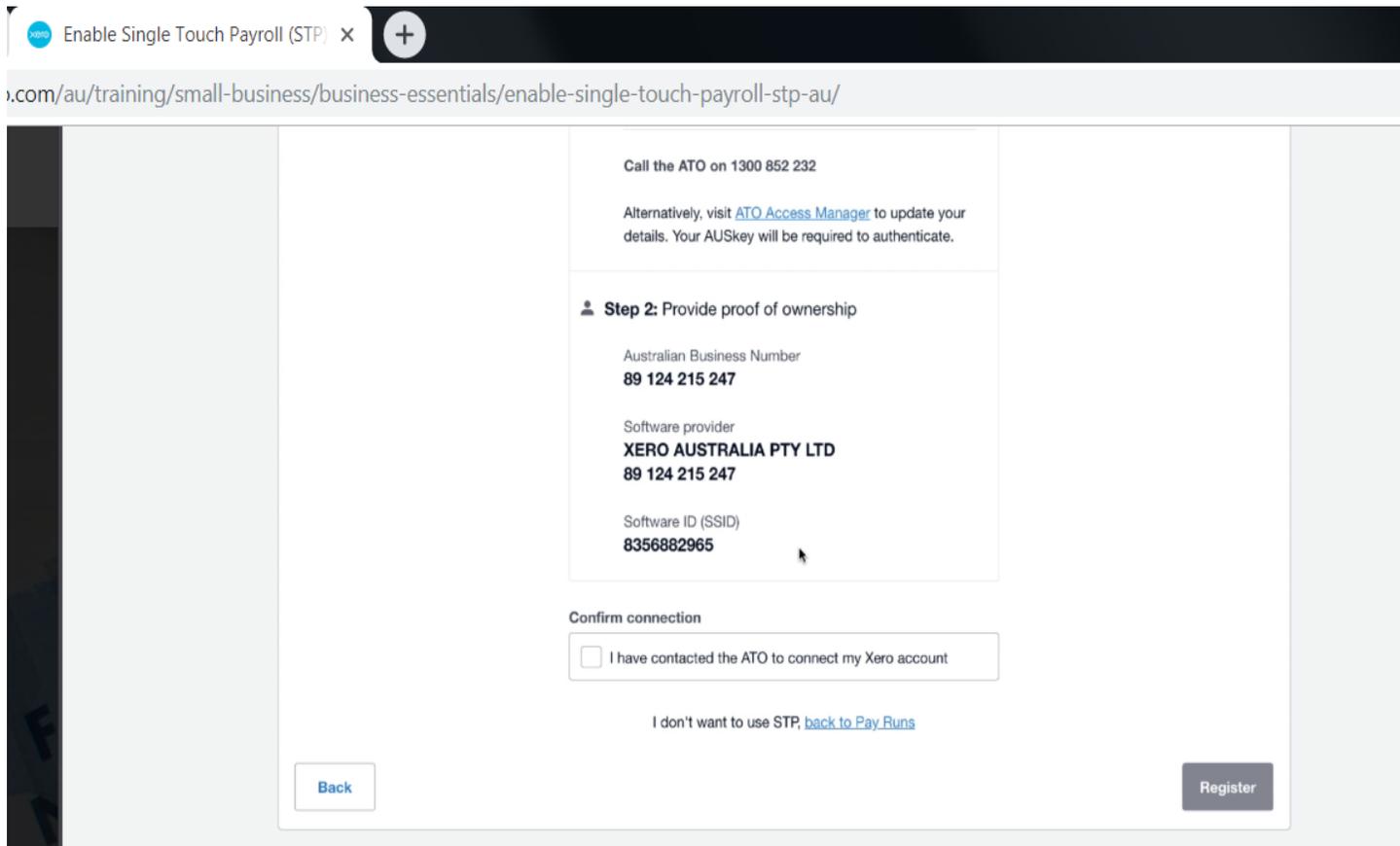
Australian Business Number
89 124 215 247

16:31

XERO AUSTRALIA PTY LTD

Enabling STP: Get Started – OPT IN

2. PROVIDE PROOF OF OWNERSHIP (STEP 2)



Enable Single Touch Payroll (STP) x +

com/au/training/small-business/business-essentials/enable-single-touch-payroll-stp-au/

Call the ATO on 1300 852 232

Alternatively, visit [ATO Access Manager](#) to update your details. Your AUSKey will be required to authenticate.

Step 2: Provide proof of ownership

Australian Business Number
89 124 215 247

Software provider
XERO AUSTRALIA PTY LTD
89 124 215 247

Software ID (SSID)
8356882965

Confirm connection

I have contacted the ATO to connect my Xero account

I don't want to use STP, [back to Pay Runs](#)

Back Register

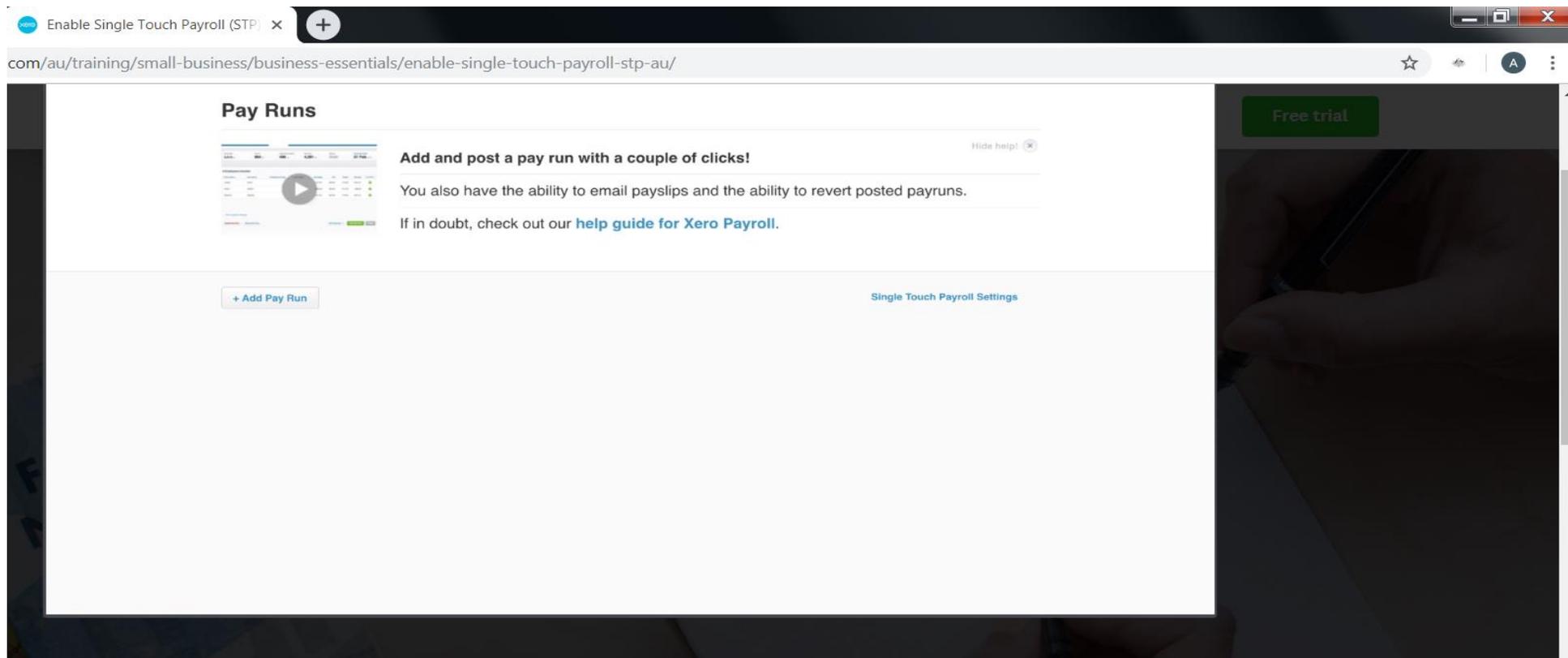
Provide:

- ▶ ABN,
- ▶ Software provider information
- ▶ Software ID Information

TICK Confirm
connection and then
register

Enabling STP: Get Started – OPT IN

3. SINGLE TOUCH READY



Enable Single Touch Payroll (STP) x +

com/au/training/small-business/business-essentials/enable-single-touch-payroll-stp-au/ ☆ 🔍 A ⋮

Pay Runs

Add and post a pay run with a couple of clicks! Hide help!

You also have the ability to email payslips and the ability to revert posted payruns.

If in doubt, check out our [help guide for Xero Payroll](#).

[+ Add Pay Run](#) [Single Touch Payroll Settings](#)

Free trial

Processing a Pay Run

Steps:

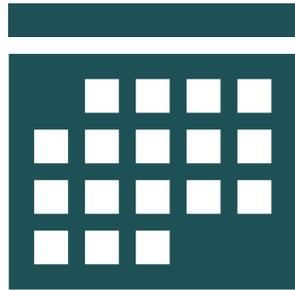
- ▶ File (Green button)
- ▶ Authorization to file (Tick to authorize)
- ▶ Submit to ATO

ATO REQUIRES THIS ON OR BEFORE A PAY RUN

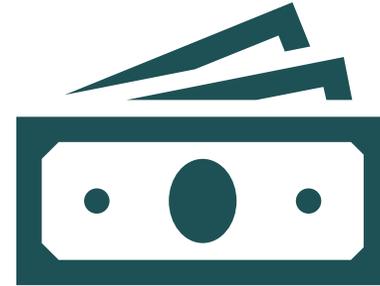


You're All Set

Reporting Dates



PAYG and Superannuation
dates won't change



Non Payment – Director
Penalties



For more Information contact us on
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