



GUEST SPEAKER: PAM CHILMAN

Demystifying Single Touch Payroll

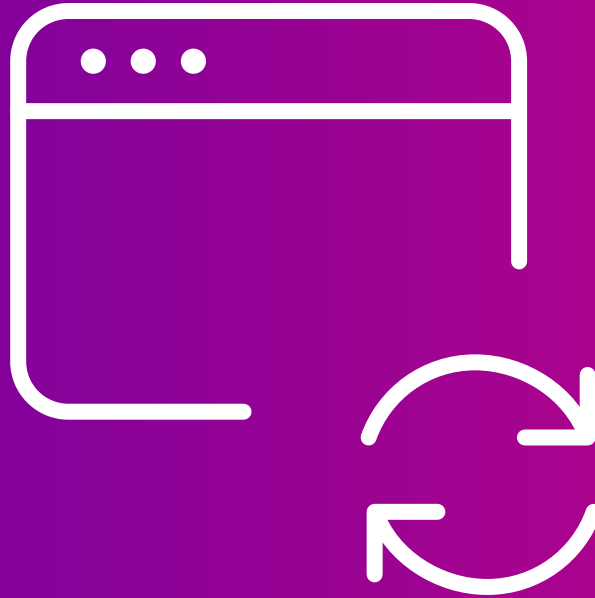
Presented by Pam Chilman, AMC Training Centre

MYOB Certified Consultant



myob

We're working closely with the ATO...



www.ato.gov.au/singletouchpayroll

What's being covered today

STP reporting

Let's get you ready

Up and running

1

PAY DAY WITH STP

Complete a pay run with Single Touch Payroll reporting

3

FIXING MISTAKES

Mistakes happen and that's OK

2

BEHIND THE SCENES

Understand what's happening with year-to-date reporting

4

KEY THINGS TO KNOW

Deal with ETPs, terminations, re-employing employees and so on

Final declaration and EOFY

STP reporting

STP reporting

1

WHAT IS STP REPORTING?

Learn about the ATO's new streamlined reporting with Single Touch Payroll

3

WHAT TO TELL YOUR EMPLOYEES

Educate your employees on what to expect

2

WHAT IT MEANS FOR EMPLOYERS

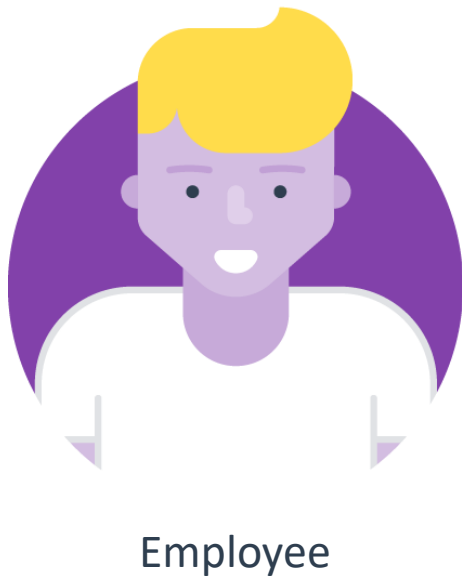
See what's in store so you're ready for the changes

4

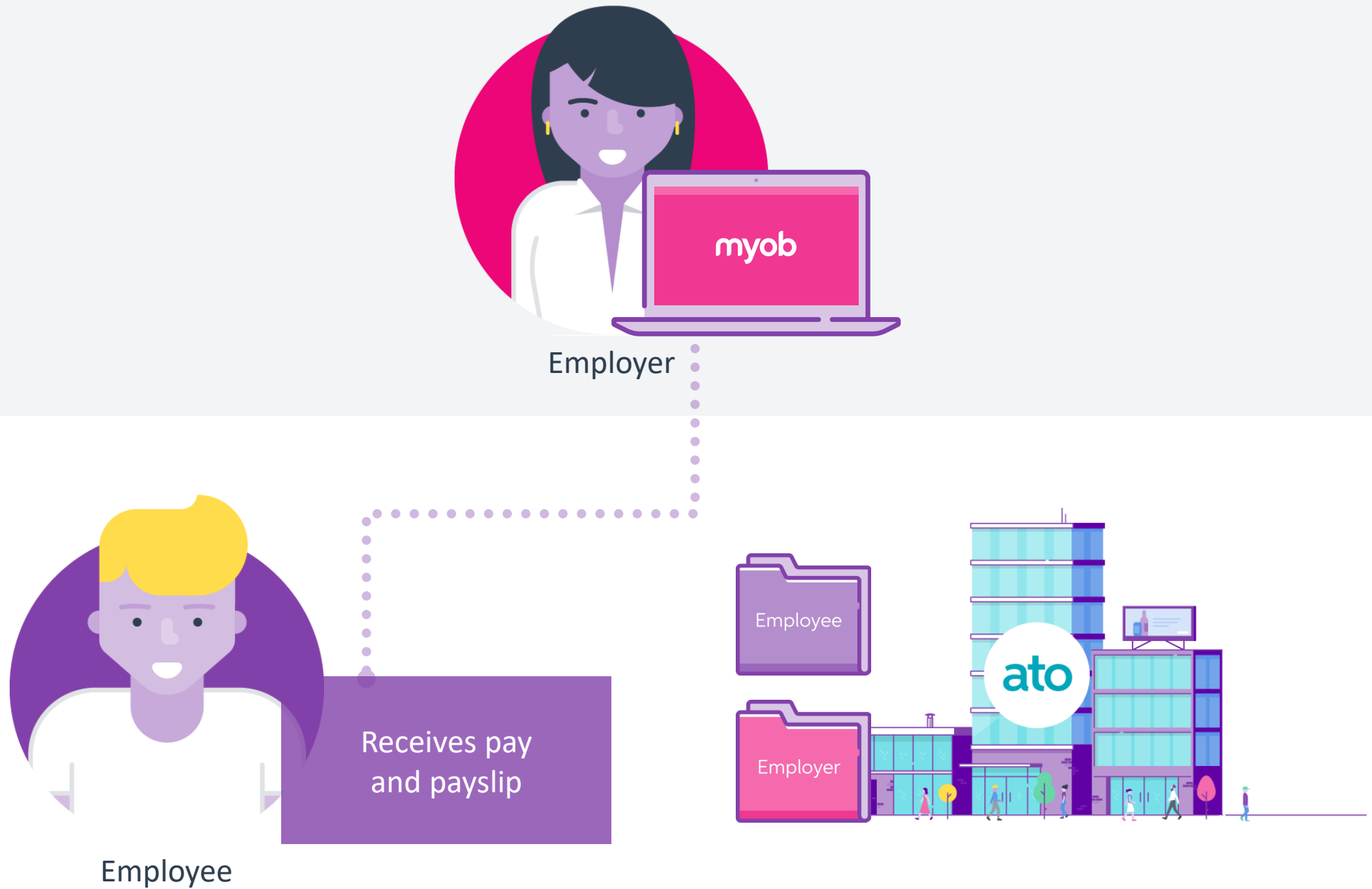
BEFORE YOU BEGIN WITH STP

STP is all about compliance, so it's a great time to do a payroll health check

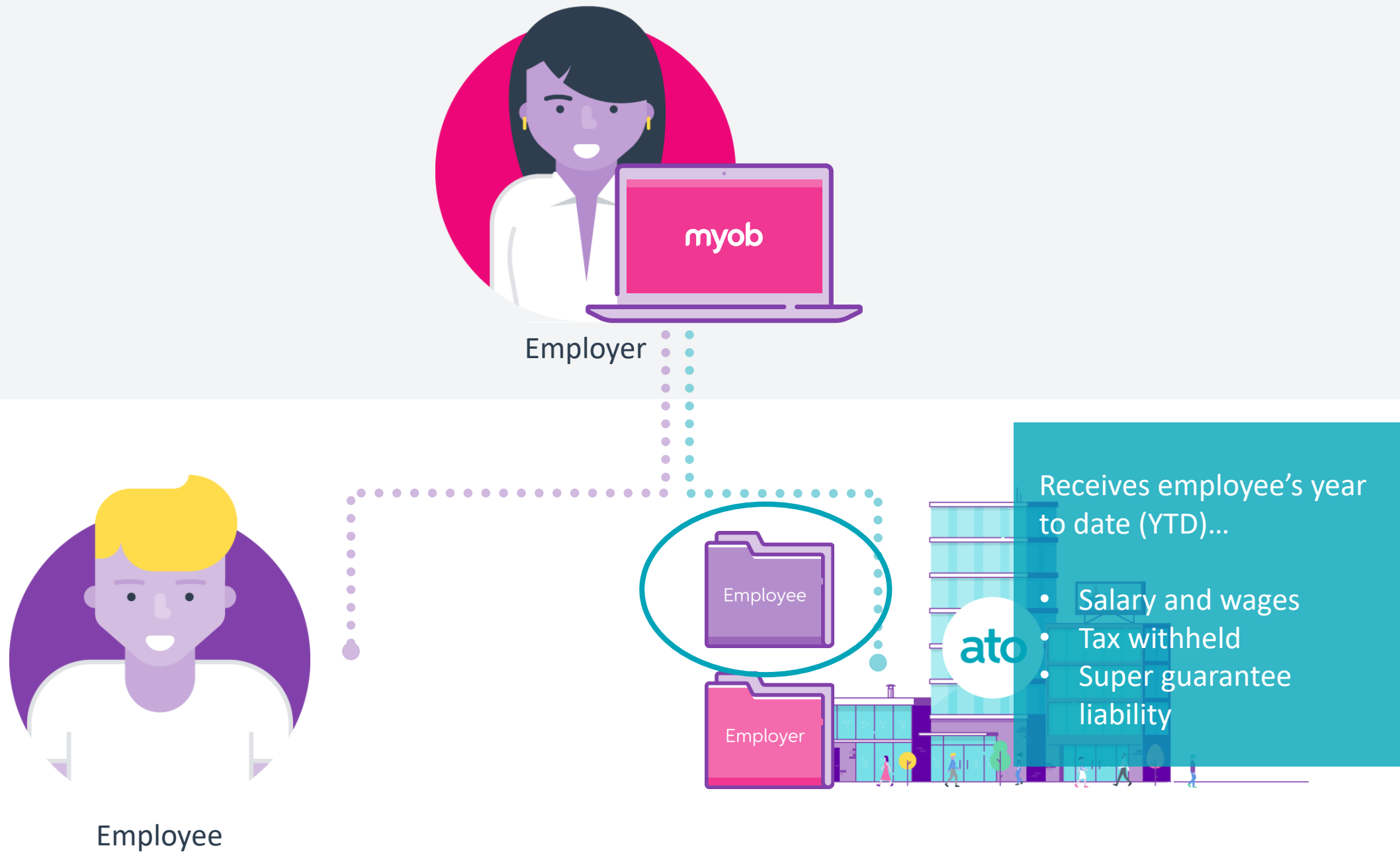
Pay day



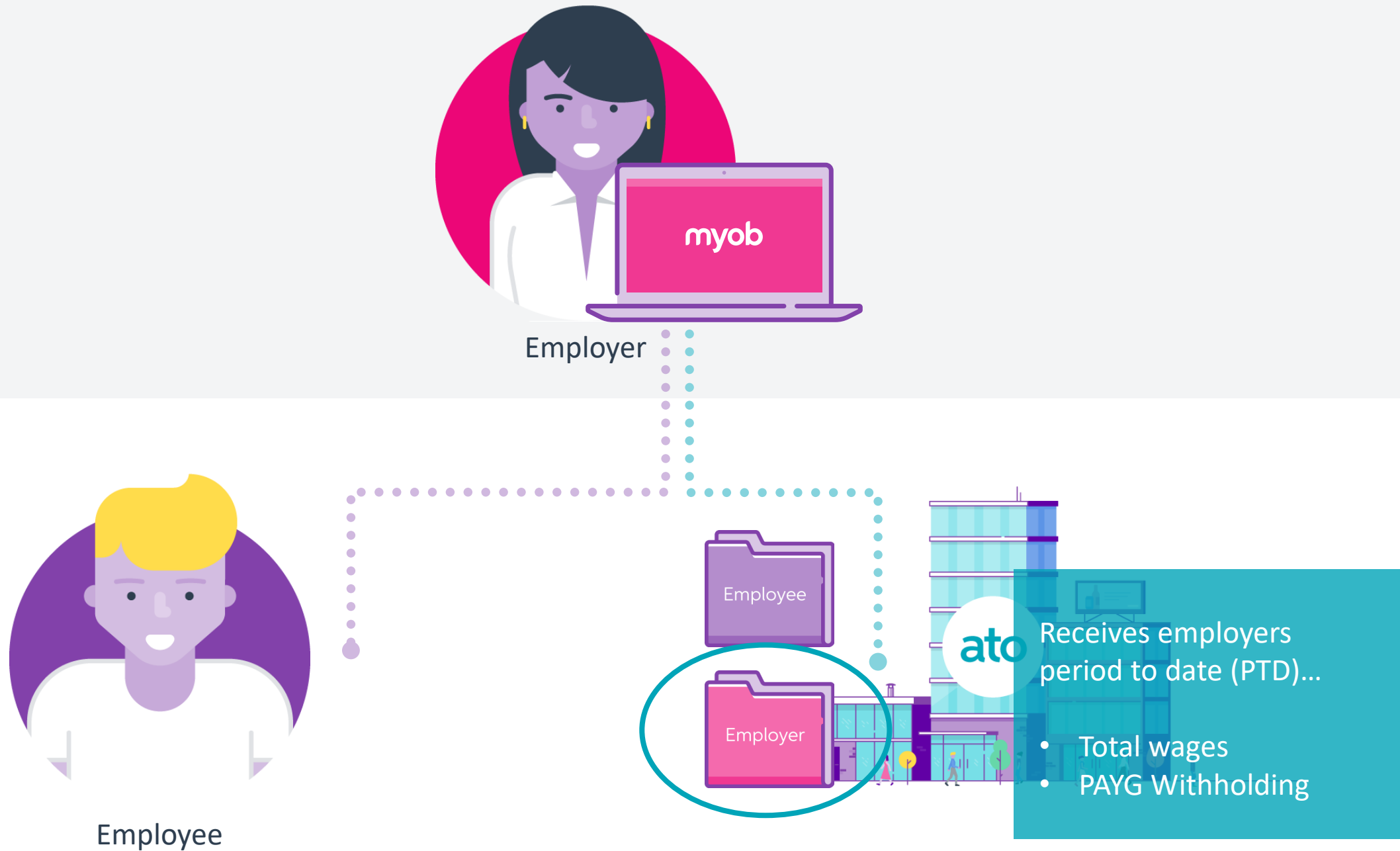
Pay day



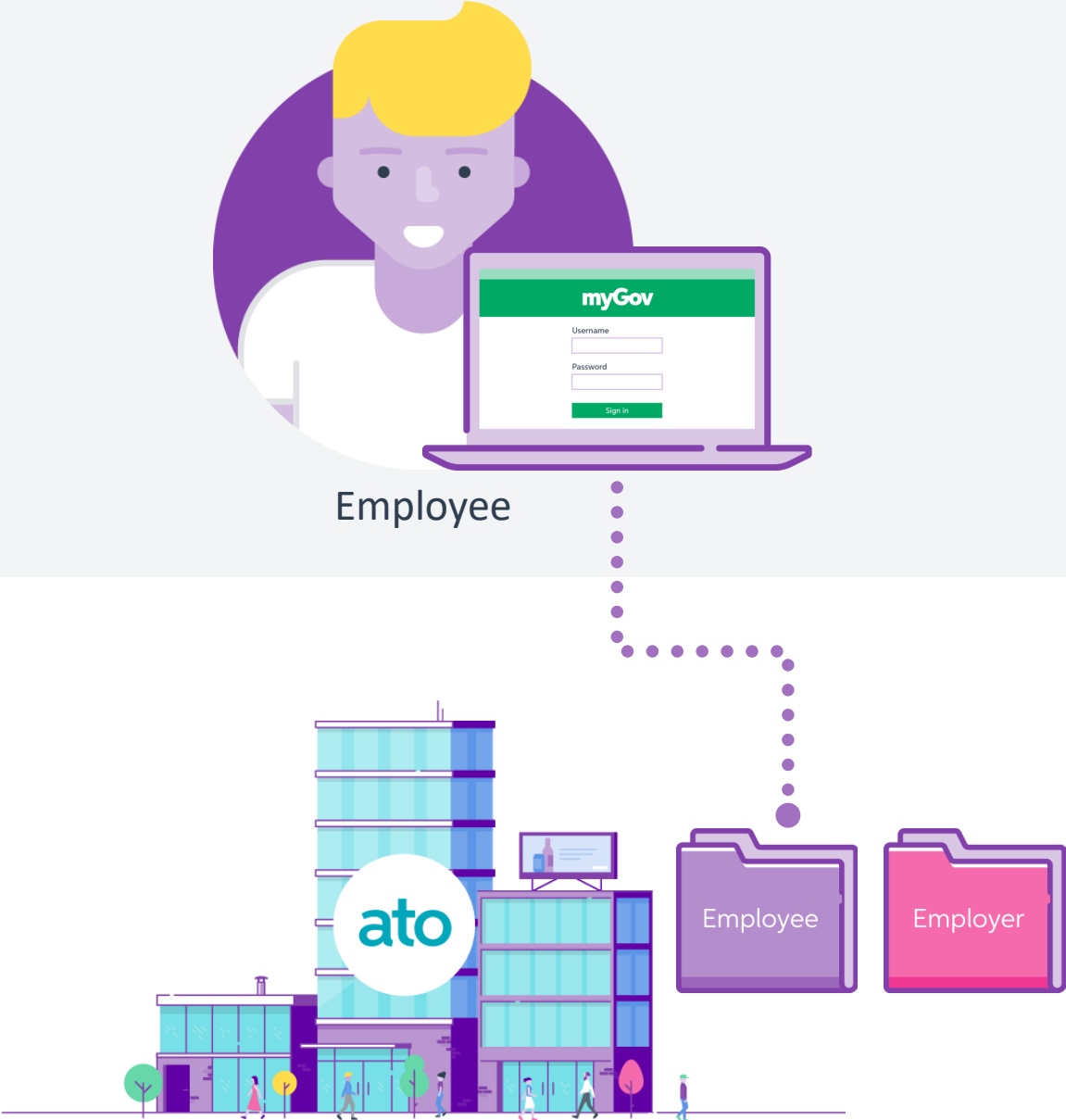
Pay day



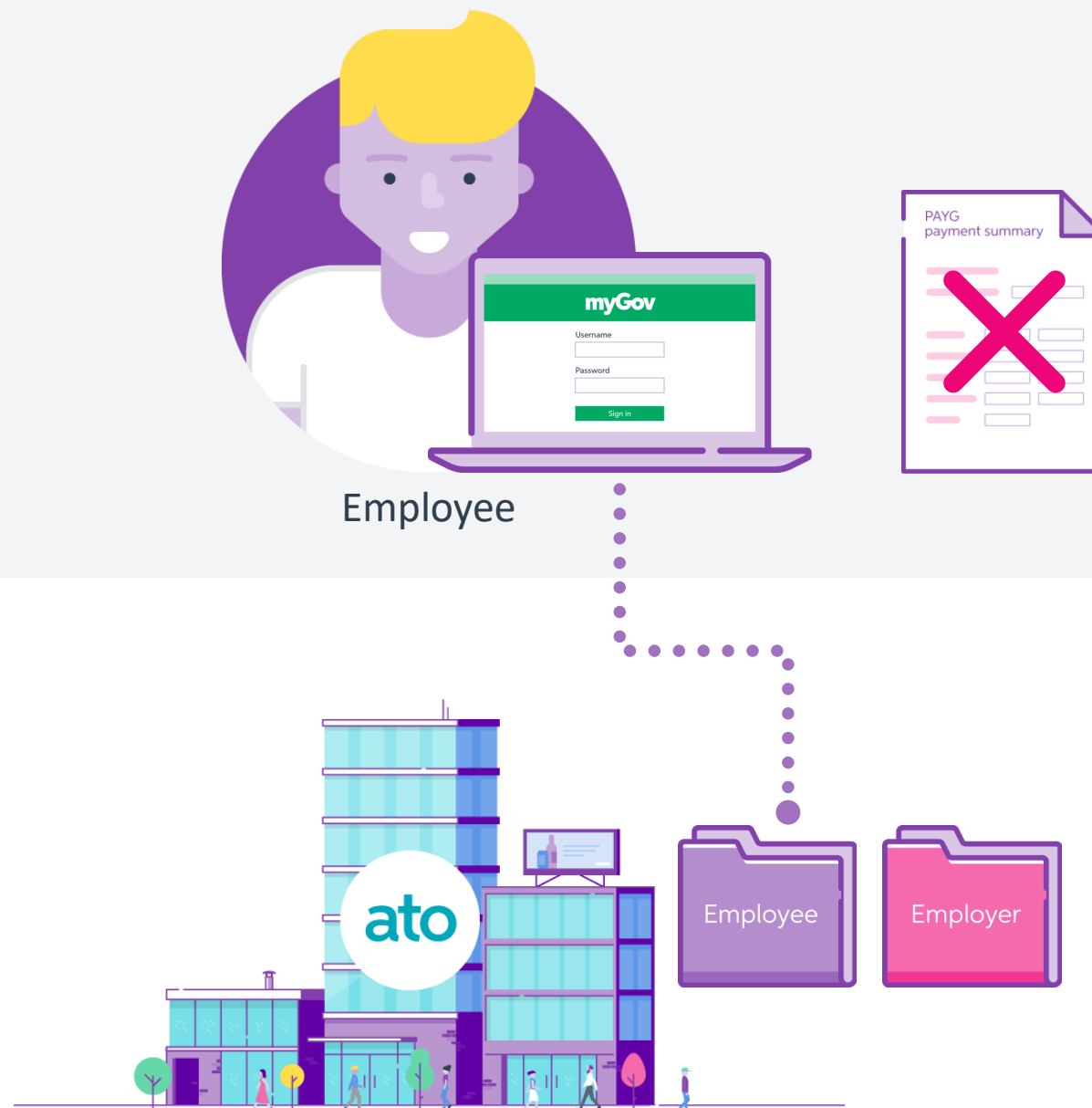
Pay day



Employee



Employee



Employee



1 April 2018



Do a headcount

20+

Start reporting
1 July 2018

1 to 19

Start reporting
1 July 2019

Which employees do I count?

Included

- Full time employees
- Part time employees
- Casual employees who are on your payroll on 1 April and worked any time during March
- Employees based overseas
- Any employee absent or on leave (paid or unpaid)
- Seasonal employees

Excluded

- Any employees who ceased work before 1 April
- Casual employees who did not work in March
- Independent contractors
- Staff provided by a third party labour hire organisation
- Company directors
- Office holders
- Religious practitioners

Reporting mistakes may happen...

The ATO understand that this is a big change for employers and that it may take time to get everything right.



What it means for employers

No longer	Same old	New
Provide payment summaries	Paying employees and giving pay slips	Payroll information is sent to ATO with each pay run
Fixing errors at EOFY (fix immediately instead)	Paying PAYG and Superannuation on time	Superannuation Guarantee (SG) liabilities also sent to the ATO (along with RESC)
		Coming later...
		Forms to be completed online for new employees



What to tell your employees

No longer

Receive
payment summaries

Same old

Get paid (phew!)

Receive pay slip each pay

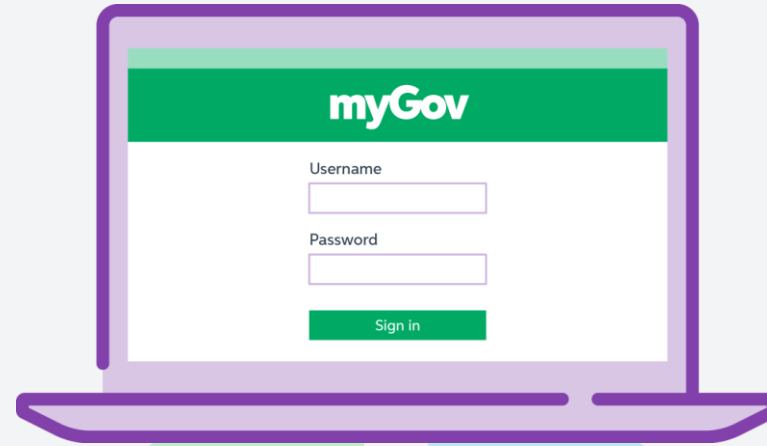
New

Use **myGov** to view their wages and salary amounts, tax and super information

Use **myGov** to access their end-of-year payment summary online



What to tell your employees



- YTD pay information
- Tax withheld from their pay
- Super contributions owed to them

myTax

- Pre-fills tax return

Compliance is key!

It's time for a payroll health check

Check employee details
are up-to-date



Check pay calculations
are correct



Clean up payroll data



Review your payroll process



Pay PAYG and Super
on time



Let's get you ready

Let's get you ready

1

GET YOUR STP ENABLED SOFTWARE

Update to the latest version to ensure you're on an STP enabled solution

3

ASSIGN ATO CATEGORIES

Your payroll categories must be assigned to an ATO category

2

UPDATE FIELDS

Company information and employee details must meet ATO requirements

4

SET AUTHORITY

Specify who has got authority to report this to this ATO

Get your STP enabled software



MYOB AccountRight

May
2018.2 – get ready for STP reporting
June/July
Connect to ATO
Pay run with STP reporting
2018.3 – latest version

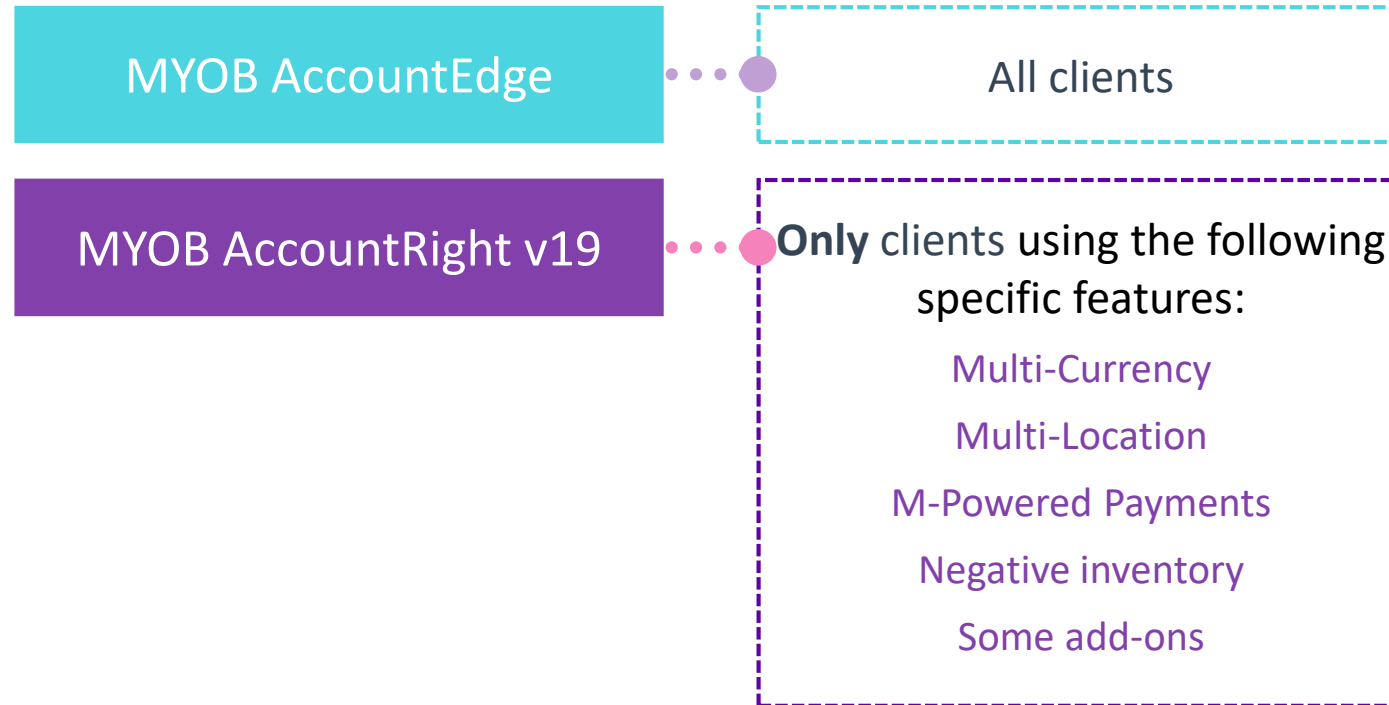


MYOB Essentials

May
Automatically updated online

AccountRight Classic (v19)
will not be updated to include STP

Am I eligible for a deferral?



If this is the case, we've got you covered with a deferral until 31 May 2019!

Your data must fit
with the ATO



What data needs to be checked?



Company information



Employee details

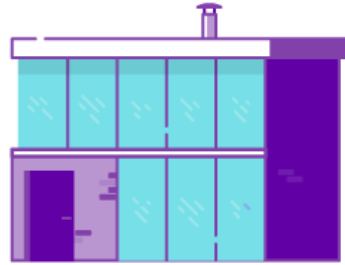
MYOB added a Check Payroll Details tool
to show which fields need fixing

Company Information

- Company Name
- ABN
- Street Address
- Suburb/Town/City
- State
- Postcode
- Contact Name and Phone



Company Information



Company Name

ABN

Address

Contact Name

Phone

Employee details

- First and last name
- Address, City, State, Postcode and Country
- Tax File Number
- Email
- Date of birth
- Start date



Employee



Last Name

First Name

Date of Birth

Tax File Number

Let's take a look...

AccountRight

Essentials

Before STP...

you would assign
payroll categories
during **end of year**
when creating
payment summaries

AR Payment Summary Assistant

Help for this window

1 Introduction

2 Company Information

3 Service Provider Details

4 Payment Summary Fields

5 Reportable Employer Super

6 Reportable Fringe Benefit

7 Review the Payment Summaries

8 Verify your Payroll Information

9 Lodge Payment Summaries

10 Make a Backup

Payment Summary Fields

Match the ATO payment summary fields to your payroll categories.

Need help matching the fields and categories? See the [ATO guidelines](#)

Select an ATO payment summary field

Payment Summary Field	Description
Gross Payments	
Allowance 1	
Allowance 2	
Allowance 3	
Allowance 4	
Allowance 5	
Allowance 6	
Allowance 7	
Allowance 8	
Allowance 9	
Lump Sum Payments A	Termination
Lump Sum Payments A	Redundancy
Lump Sum Payments B	
Lump Sum Payments D	
Lump Sum Payments E	Accrued in 20

Select the categories reported as **Gross Payments**

Select	Payroll Categories
Wages	
☒	Advance
☒	Back Pay
☒	Base Hourly
☒	Base Salary
☐	Bonus
☐	CDEP Payments
☐	Commission
☐	Holiday Leave Loadir
☐	Holiday Pay
☐	Long Service Leave
☐	Other Income
☐	Overtime (1.5x)
☐	Overtime (2x)
☐	Sick Pay

Close

< Back

Next >

AR Payroll Category List

+ New Edit

Help for this window

Wages Superannuation Entitlements Deductions Expenses Taxes

	Name	Type	ATO Reporting Category
→	Advance	Salary	To be assigned
→	Back Pay	Hourly	To be assigned
→	Base Hourly	Hourly	To be assigned
→	Base Salary	Salary	To be assigned
→	Bonus	Salary	To be assigned
→	CDEP Payments	Hourly	To be assigned
→	Commission	Salary	To be assigned
→	ETP Tax Free	Salary	To be assigned
→	ETP Taxable	Salary	To be assigned
→	Holiday Leave Loading	Hourly	To be assigned
→	Holiday Pay	Hourly	To be assigned
→	Long Service Leave	Hourly	To be assigned
→	Other Income	Salary	To be assigned
→	Overtime (1.5x)	Hourly	To be assigned
→	Overtime (2x)	Hourly	To be assigned
→	Sick Pay	Hourly	To be assigned

Close

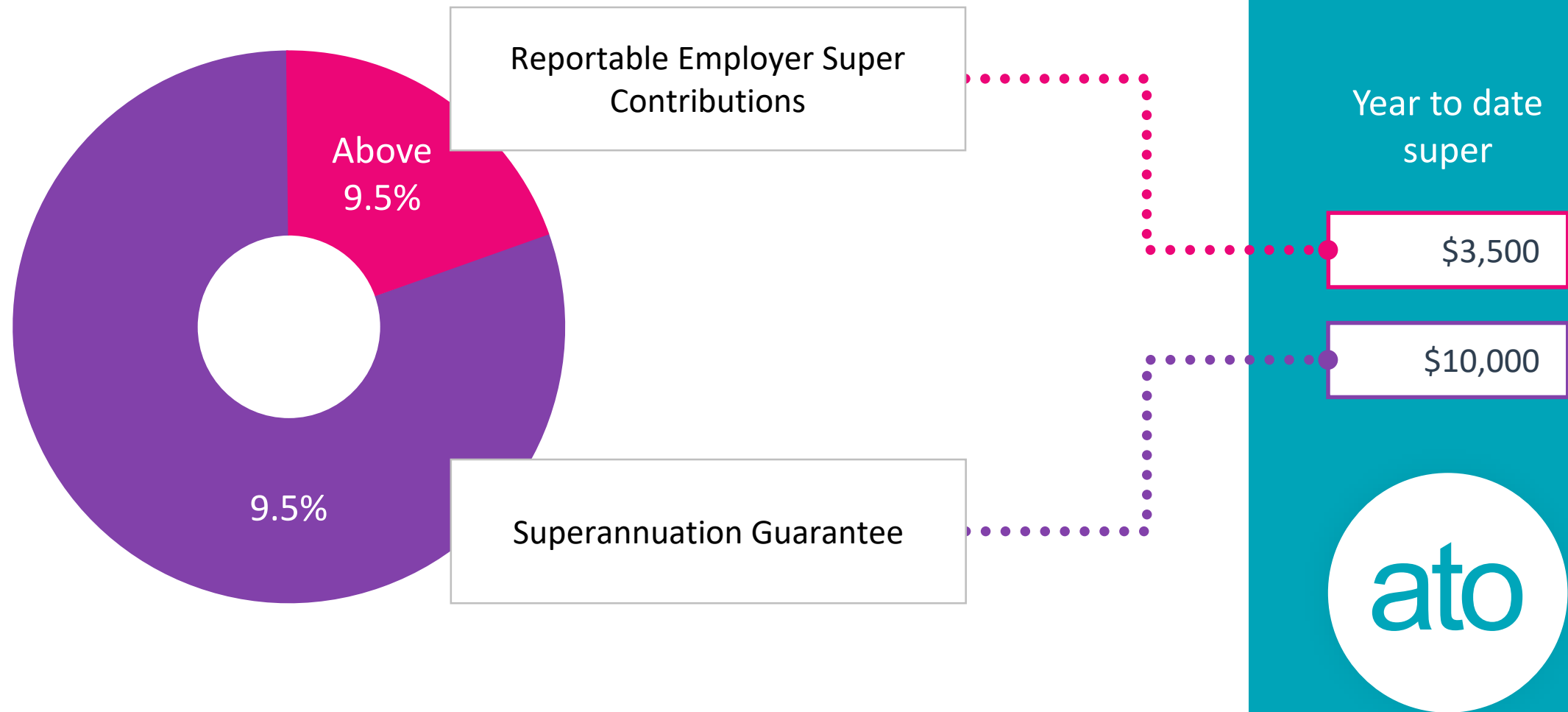
With STP...

you need to assign
payroll categories in the
Payroll Category List
**before your first pay
run**

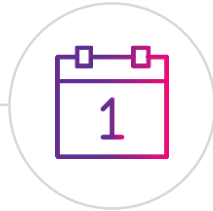
ATO reporting categories

ATO Payment Summary fields		ATO Reporting Category (STP)	
Gross Payments	Deduction (3 to 6)	Not Reportable	Lump Sum A – Termination
Allowance (1 to 9)	CDEP Salary or Wages	Gross Payments	Lump Sum A – Redundancy
Lump Sum Payments A (Termination)	Exempt Foreign Income	Exempt Foreign Income	Lump Sum B
Lump Sum Payments A (Redundancy)	Total Tax Withheld *	CDEP Payments	Lump Sum D
Lump Sum Payments B	ETP – Taxable component	Allowance - Car	Lump Sum E
Lump Sum Payments D	ETP – Tax free component	Allowance – Transport	Superannuation Guarantee
Lump Sum Payments E	ETP – Tax Withheld	Allowance – Travel	Reportable Employer Super Contributions
Work Place Giving (1 to 3)		Allowance – Meals	Deduction – Union/Professional Assoc Fees
Deduction 1 – Union Fees		Allowance – Laundry	Deduction – Work Place Giving
Deduction 2 – Prof Assoc		Allowance – Other	PAYG Withholding *

Superannuation Guarantee is also reported



Reducing Gross Payments



Before STP

Salary Sacrifice & Gross Payments

To reduce the Gross Payments amount,
you would tick
Super Salary Sacrifice against it when
preparing payment summaries



With STP

Automatic reduction

No longer need to do this!

**Salary Sacrifice (deductions) and
pre-tax Deductions**
will automatically reduce
Gross Payments amount

Let's take a look...

AccountRight

Essentials

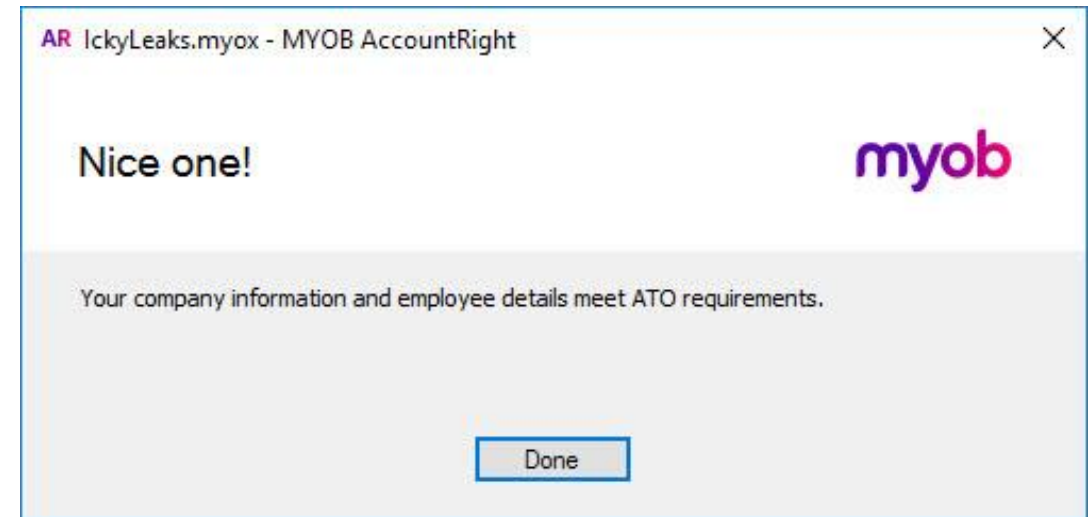
Check completed



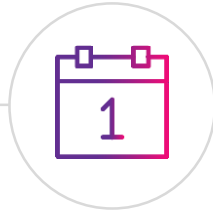
Company details

Employee details

All payroll categories
assigned



Set authority



Before STP

Once a year

When Payment Summaries are lodged to the ATO, you need to declare the information is true and correct.



With STP

Every pay run

You'll need to make this same declaration every time payroll is processed.

What you'll need



Australian Business Number

Tax/BAS agents will also need their RAN



my.MYOB

Email and password



Contact details

First and last names

Phone number

Email address

Nominate MYOB as your software service

Authoriser

Nominate those who are authorised to send information.

Contact details

Enter business and contact details.
Tax/BAS agents will also need to complete this step.

Notify ATO

Nominate MYOB as your software service provider using the Unique Software ID.

Notify the ATO



Call

1300 85 22 32

If you do not have an AUSkey,
you can provide your software ID
to the ATO over the phone.



Online

Access Manager

Prefer online and you have an AUSkey,
login into the
ATO's Access Manager

All connected up



Set up payroll reporting: Connect to the ATO



You're almost done!

Nice one. You've almost finished setting up Single Touch Payroll reporting! Click Finish to complete this set up.

Cool. Now what?



Process payroll

Next pay run, payroll information will be sent to the ATO as part of Single Touch Payroll reporting. [Learn how to process payroll](#)



Online payroll reporting centre

The central location to view reports, check report status and update your information. [Learn more about viewing reports.](#)

Finish

ATO online services



Access Manager

- Manage access and permissions for online services like Business Portal
- Lets the ATO know that the business is using MYOB to send transactions to and from ATO



Business Portal

Through Business Portal, businesses can:

- Lodge activity statements
- Update business registration details
- Send and receive mail through a secure mailbox
- View Single Touch Payroll event reports

Up and running

1

PAY DAY WITH STP

Complete a pay run with Single Touch Payroll reporting

3

FIXING MISTAKES

Mistakes happen and that's OK

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BEHIND THE SCENES

Understand what's happening with year-to-date reporting

4

KEY THINGS TO KNOW

Deal with ETPs, terminations, reinstating employees and so on

Pay day



Process payroll



Edit pay period



Check and edit amounts for each employee



Record pays + declaration



Email payslips



Transfer funds

Save & Close
(AccountRight)

AR Process Payroll

1 Pay Period

2 Employee Pays

3 Process Payments

4 Pay Slips

Employee Pays

Payment Date: 16/03/2018
Pay period start: 10/03/2018
Pay period end: 16/03/2018

Click on ➔ to edit an employee's pay.

☒	Employee	Card ID
☒ ➔	Sam, Watts	EMP123

1 employee selected

Save & Close

Not ready
to send to



Save
(MYOB Essentials)

Pay run

Here's where you check and edit each employee's pay. If you don't see the kind of pay you're looking for, such as penalty rates, overtime or an allowance, you can select it in the employee's setup.

When you're happy that all the pays are correct, click **Review payslips**.

 [View timesheets](#)

Laura Smith

Description	Rate \$	Hours	Amount
Normal	45.00	34.00	1,530.00
Annual leave this period (5 hrs)		0.00	0.00
Personal leave (3 hrs)		0.00	0.00

Notes to appear on payslip

Pay run: Fortnightly 15/12/2017 - 28/12/2017

Pay on: 29/12/2017

Name	Gross	PAYG	Super	Take home
Laura Smith	1,530.00	444.00	145.35	1,086.00
Totals	1,530.00	444.00	145.35	1,086.00

 Previous employee

 Next employee

Review payslips

Save

Not ready
to send to



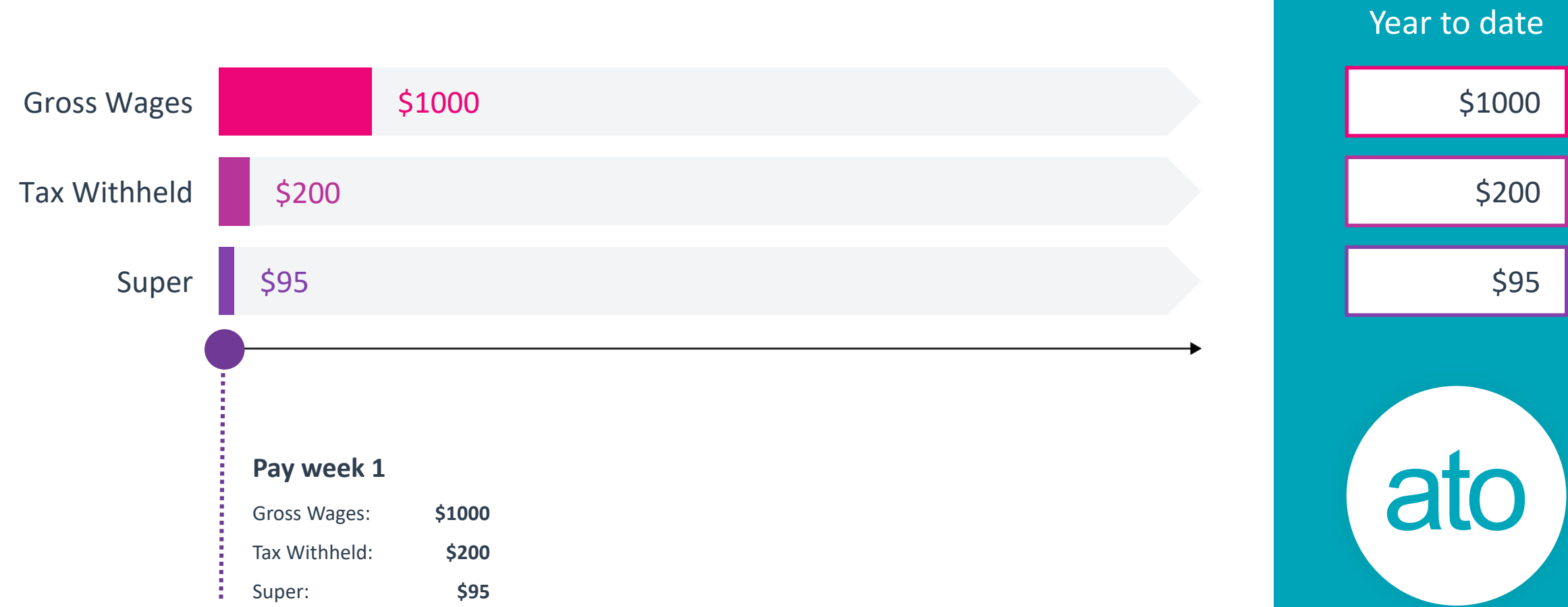
Let's take a look...

[AccountRight](#)

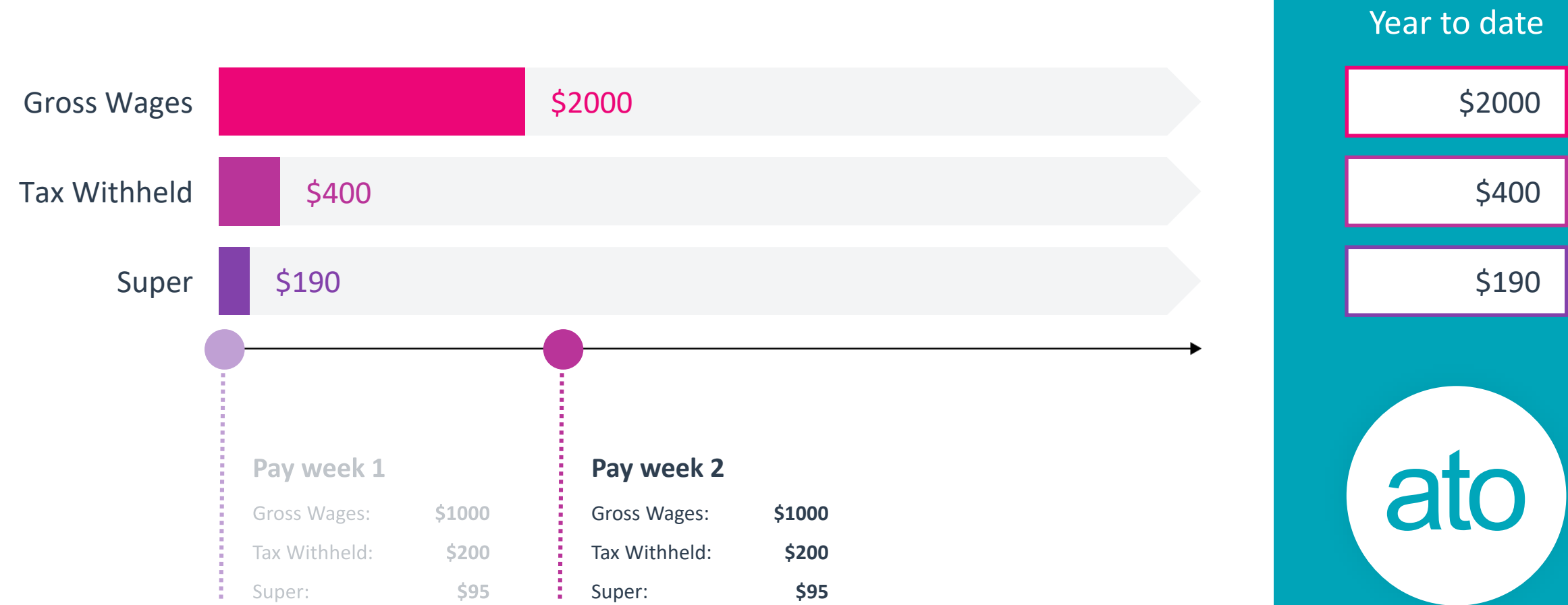
[Essentials](#)

Your software is the
source of truth!

Employee reporting is **year to date** only



Employee reporting is **year to date** only



Employee reporting is **year to date** only



Don't wait until the end of year
to fix mistakes!

Once an error has been identified,
it needs to be corrected and
reported
within 14 days or next pay event
(additional time will be allowed to the next
regular pay run e.g. monthly pay cycle)

Fix mistakes as you do today



Delete transaction

Reverse transaction

\$0 pay run (e.g. adjust leave hours)

Adjustment pay run

Year to date

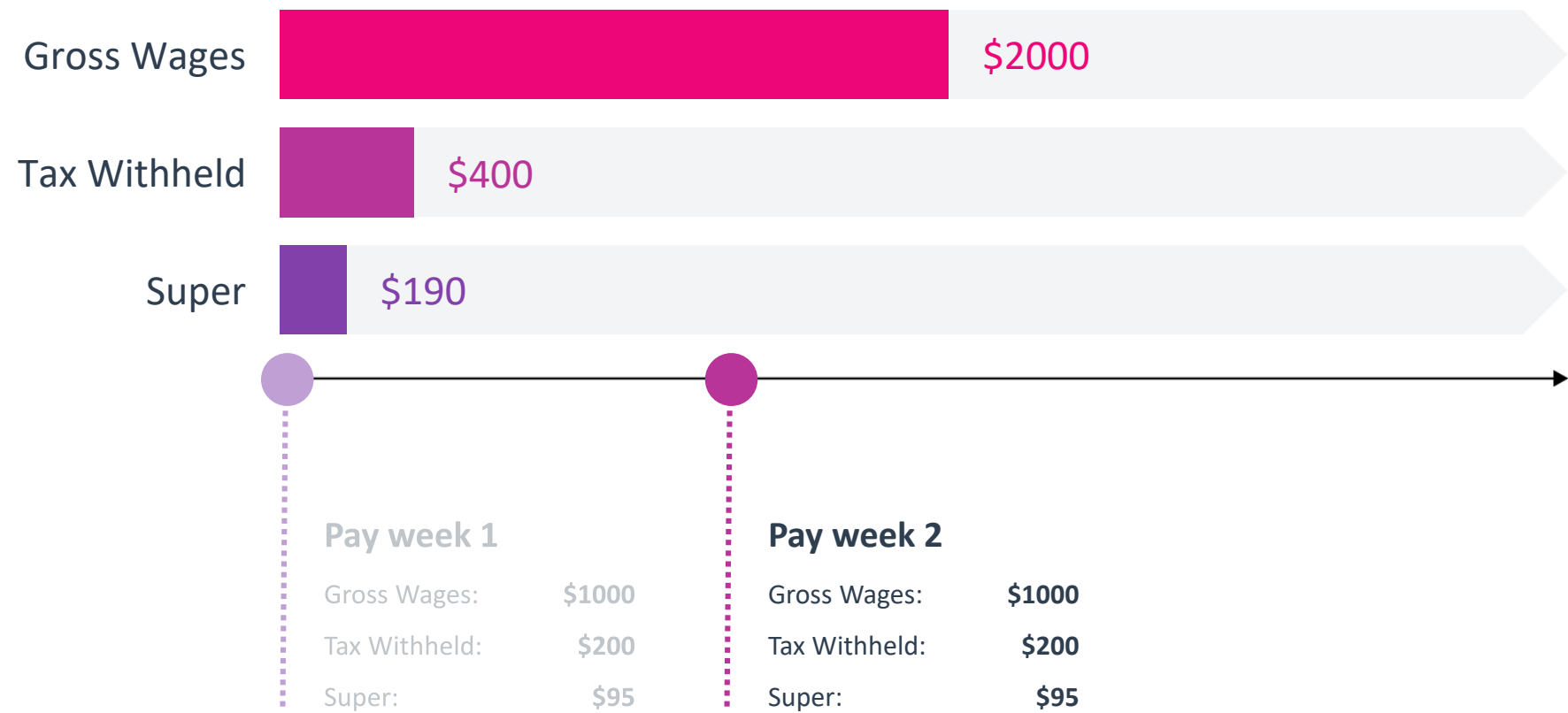
\$2000

\$400

\$190

ato

Adjustment pay runs **send** YTD values



Year to date

\$2000

\$400

\$190

ato

Adjustment pay runs **send** YTD values



Year to date

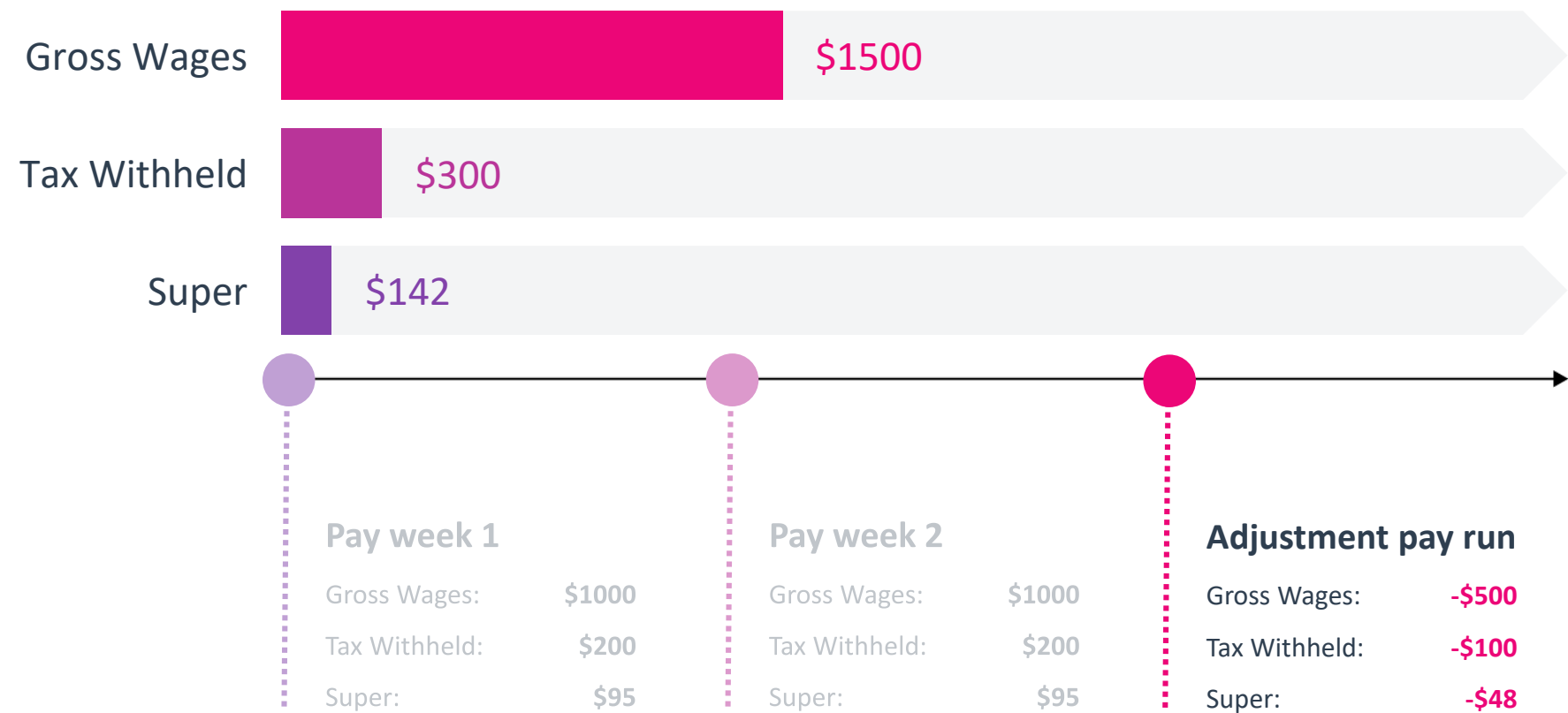
\$2000

\$400

\$190

ato

Adjustment pay runs **send** YTD values

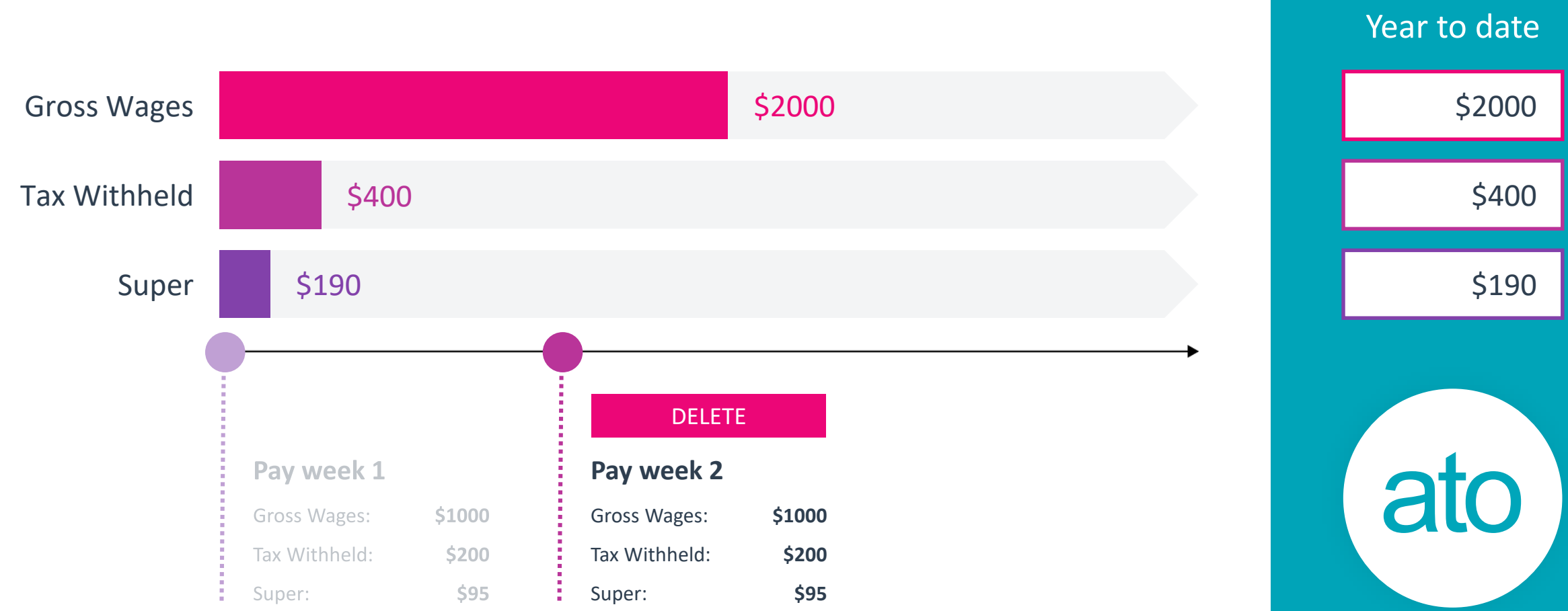


Year to date

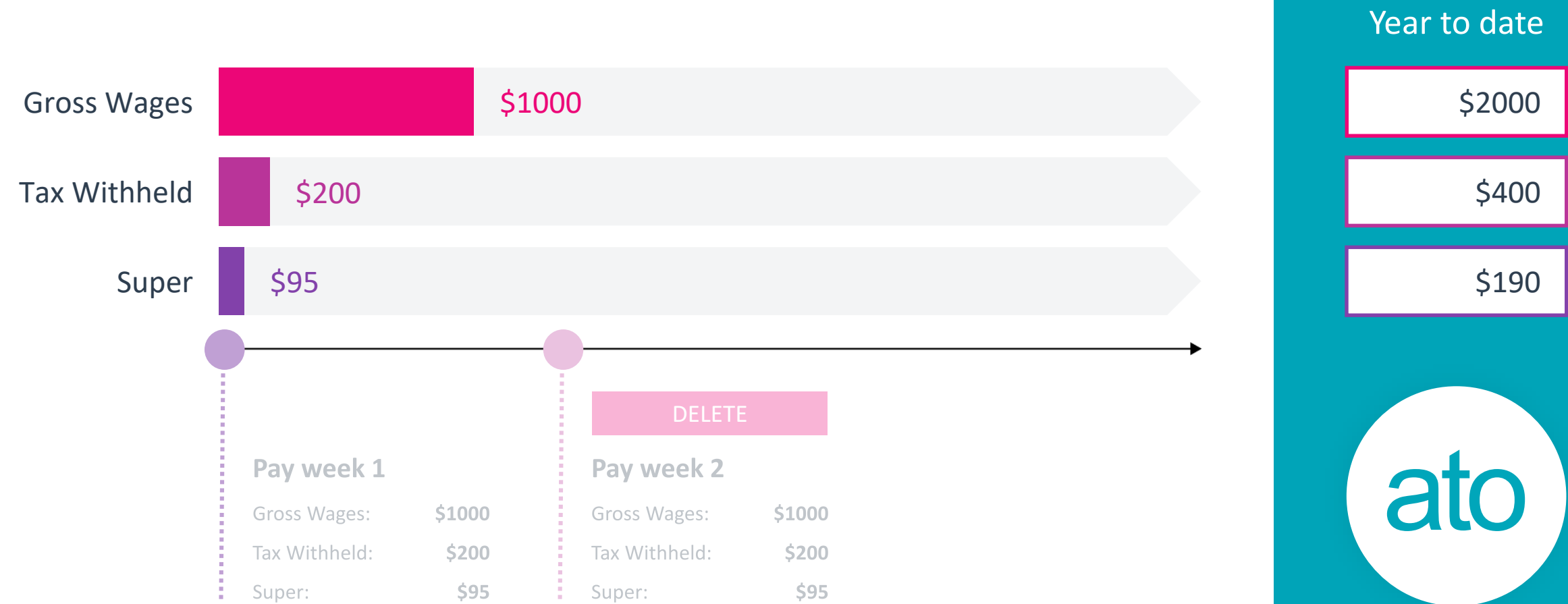
\$1500
\$300
\$142



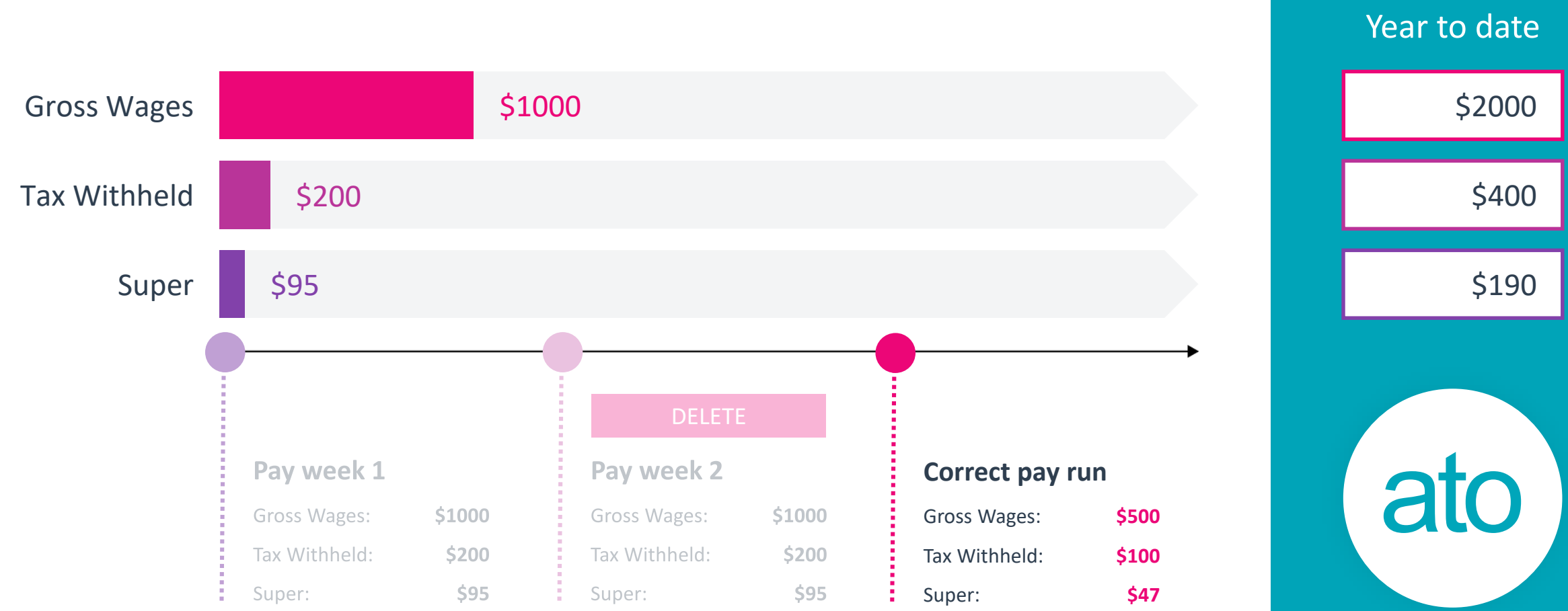
Delete and Reverse **do not send** YTD values



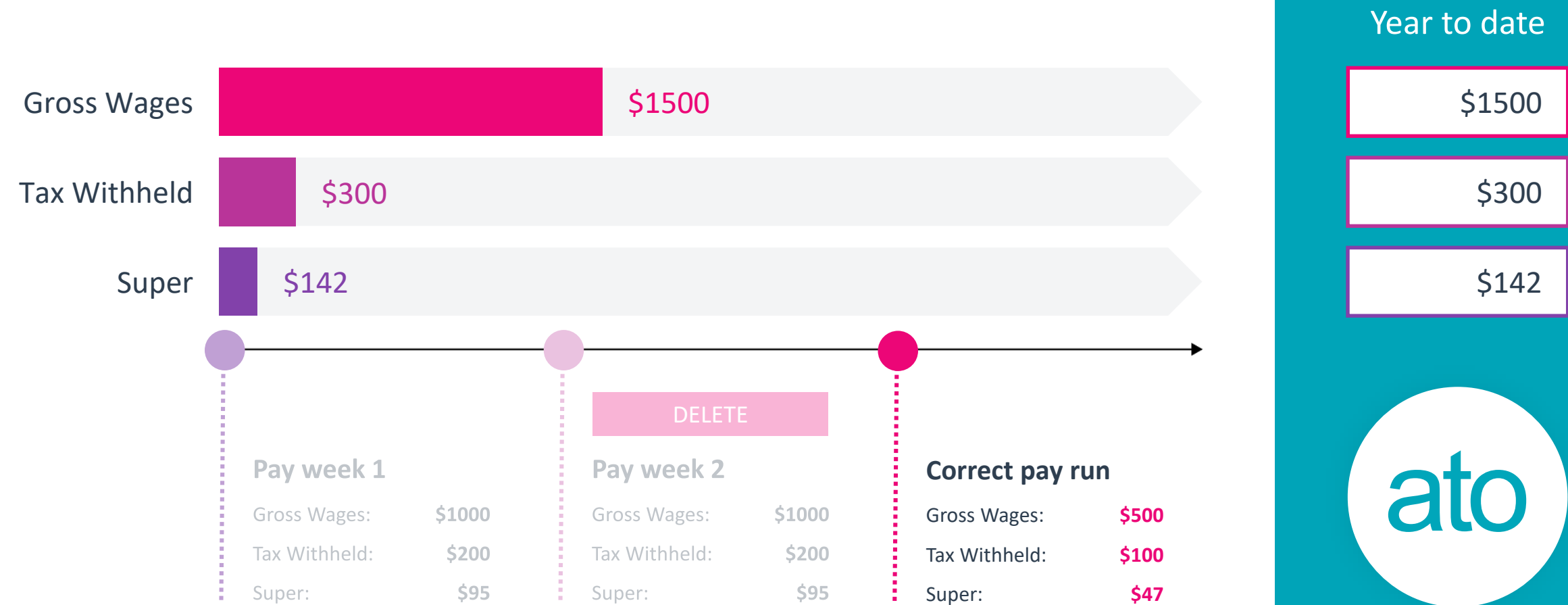
Delete and Reverse **do not send** YTD values



Delete and Reverse **do not send** YTD values



Delete and Reverse **do not send** YTD values



Over to you...
Any other
scenarios?

Delete transaction

Reverse transaction

\$0 pay run (e.g. adjust leave hours)

Adjustment pay run

Year to date

\$1500

\$300

\$142

ato

YTD amounts sent to ATO ...

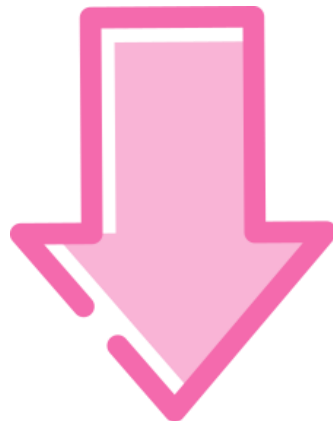
they can go UP

Year to date

\$66,550

\$14,000

\$3,010



they can go DOWN

but cannot be NEGATIVE

Golden Rule



ETP Benefit Type

? Help for this window

Employment Termination Payment Additional Information

This is the ETP code that you use to describe the type of payment and determines which cap, ETP cap or whole-of-income cap, is applied. [Learn more](#)

Benefit Type:

Lifediv>

Benefit Code:

R

O

ETP made because of one of the following:

1.

Early retirement scheme

2.

Genuine redundancy

3.

Invalidity

4.

Compensation for:

- personal injury

- unfair dismissal

- harrassment

- discrimination

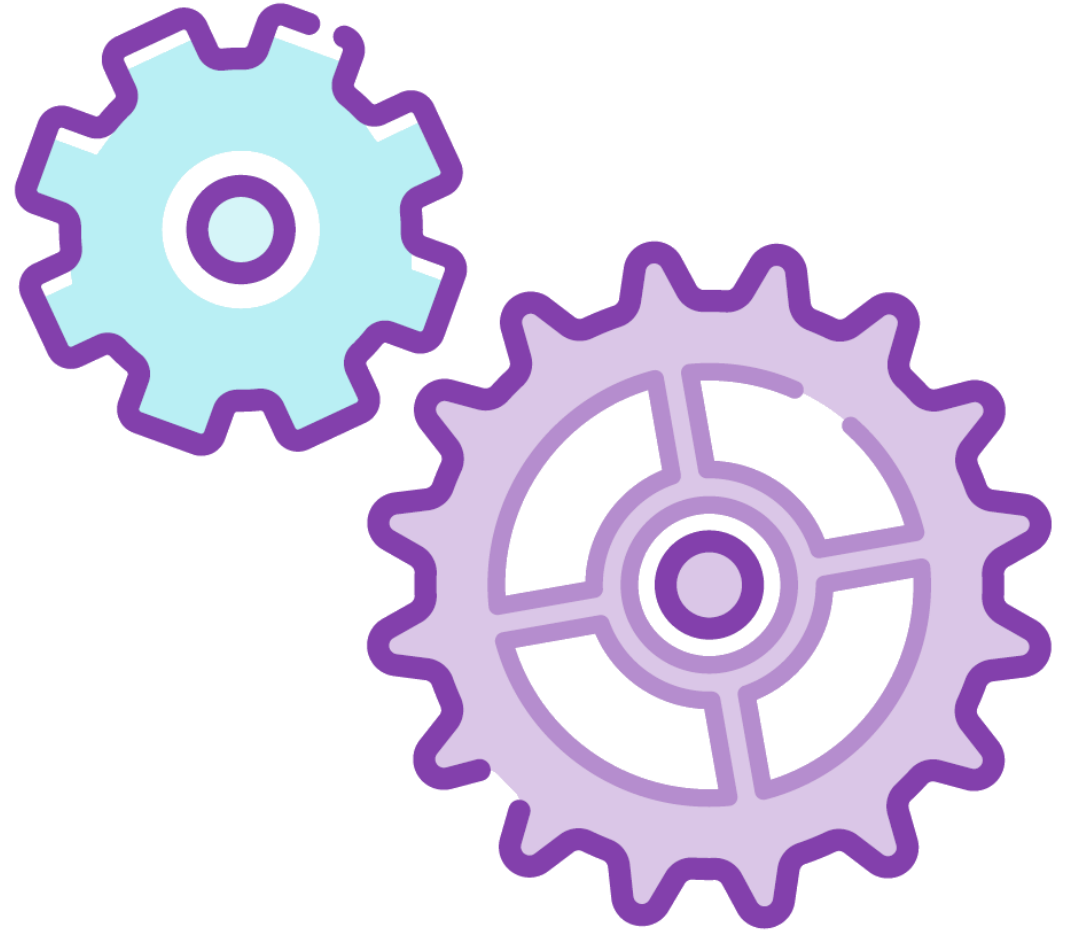
OK

Cancel

Employment Termination Payment (ETP)

Still in development

- Terminating employees
- Reinstating employees
- Employees with multiple cards



Final declaration and EOFY

Final declaration and EOFY

1

FLAGGING FINAL DECLARATION

Let the ATO know when to make
reported amounts available in
myGov

3

CLOSING OFF THE PAYROLL YEAR

How to close your payroll year
with Single Touch Payroll reporting

2

AMENDMENTS

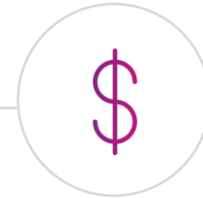
How to amend declared amounts

Final declaration

1. Record their final
standard pay



2. Check YTD amounts are
correct on pay slip



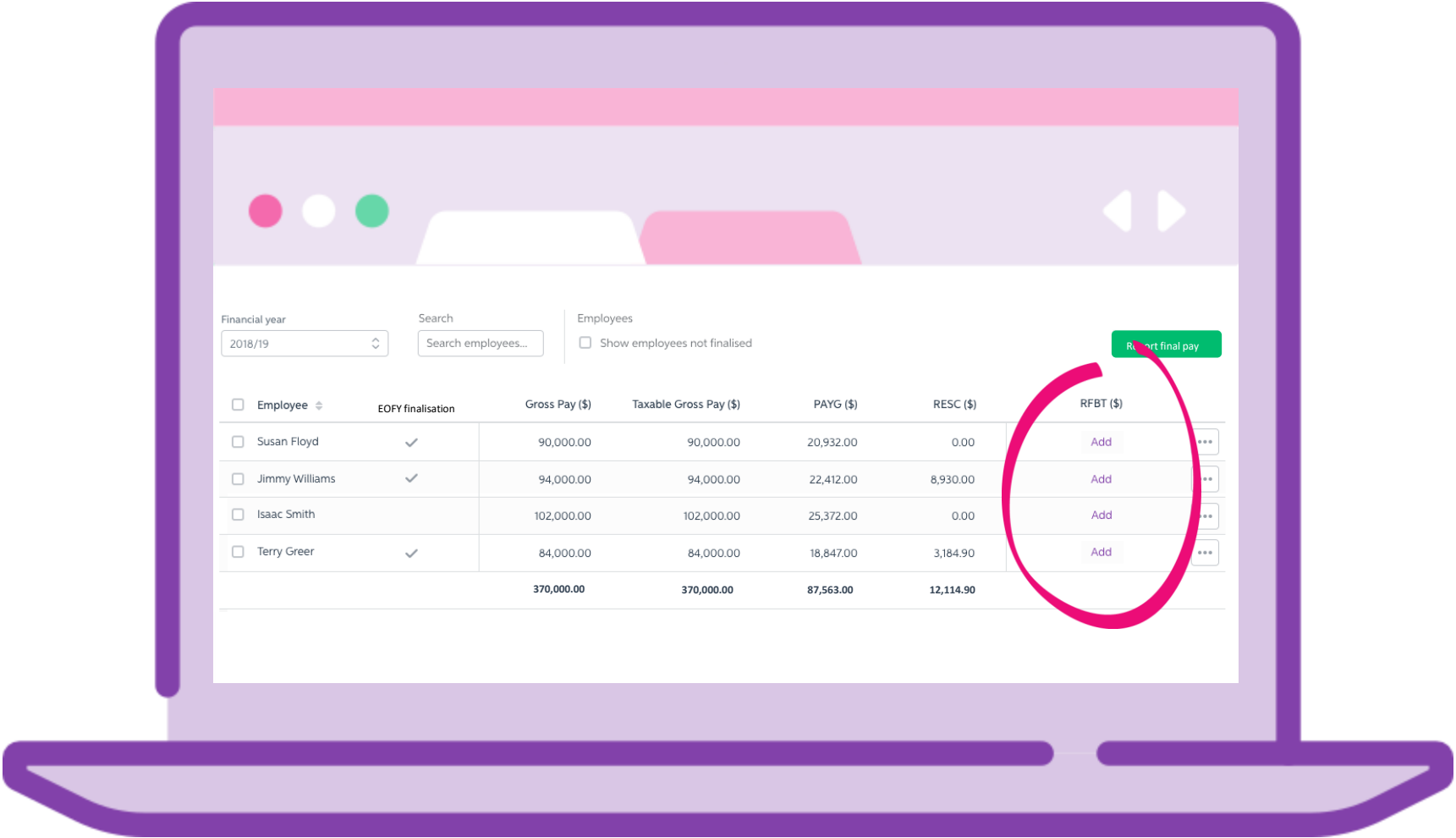
3. Head over to
Online Payroll Reporting Center



4. Make the
final declaration



Reportable Fringe Benefit Amount (RFBA)



* Still in development. Screenshot is example only.

So, what happens next?

Financial year

2018/19

Search

Search employees...

Employees

☐ Show employees not finalised

Report final pay

☐ Employee	EOFY finalisation	Gross Pay (\$)	Taxable Gross Pay (\$)	PAYG (\$)	RESC (\$)	RFBT (\$)	
☐ Susan Floyd	✓	90,000.00	90,000.00	20,932.00	0.00	Add	...
☐ Jimmy Williams	✓	94,000.00	94,000.00	22,412.00	8,930.00	Add	...
☐ Isaac Smith		102,000.00	102,000.00	25,372.00	0.00	Add	...
☐ Terry Greer	✓	84,000.00	84,000.00	18,847.00	3,184.90	Add	...
		370,000.00	370,000.00	87,563.00	12,114.90		

* Still in development. Screenshot is example only.

Amended EOFY

Financial year		Search		Employees		
2018/19		Search employees...		☐ Show employees not finalised		
☐ Employee	Final Declaration	Gross Pay (\$)	Taxable Gross Pay (\$)	PAYG (\$)	RESC (\$)	
☐ Susan Floyd	✓	90,000.00	90,000.00	20,932.00	0.00	
☐ Jimmy Williams	✓	94,000.00	94,000.00	22,412.00	8,930.00	
☐ Isaac Smith		102,000.00	102,000.00	25,372.00	0.00	
☐ Terry Greer		86,320.00	86,320.00	19,120.00	3,184.90	
		372,320.00	372,320.00	87,836.00	12,114.90	

* Still in development. Screenshot is example only.

Changing mindset



Payment Summaries

You only report to the ATO
once a year.

At year-end, amounts are
checked and fixed before they are
reported to the ATO.



STP reporting

You've been reporting
to the ATO all year.

So there's no need to wait
before making final declaration
to the ATO.

Closing off the payroll year

Update	Close	Tax table
Download & install the compliance update*	Close off the payroll year*	Load the new tax tables*

* Automatically done for MYOB Essentials users.

Next steps...



MYOB will continue developing STP & keep you updated



connectingup@myob.com



help.myob.com is just a click away



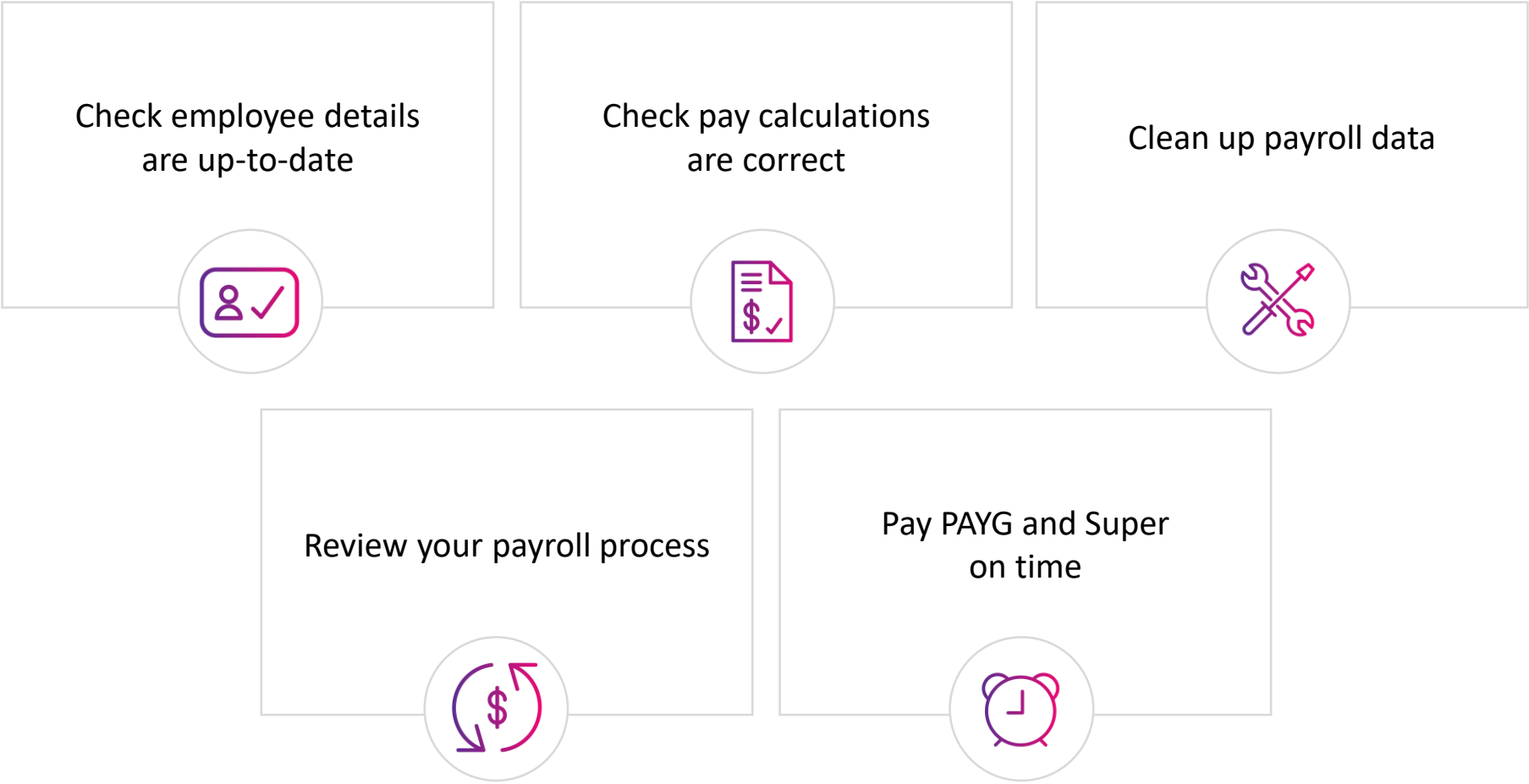
Keep in touch pamc@ausmanagement.com.au



ato.gov.au/singletouchpayroll for the official line

Next steps...

Carry out your payroll health check



Questions?



GUEST SPEAKER: PAM CHILMAN



Keep in touch

pamc@ausmanagement.com.au

www.ausmanagement.com.au

AMC Training Centre

02 6215 9710

Ask about our ***Payroll Health Check***



connectingup@myob.com



myob