



GUEST SPEAKER: PAM CHILMAN

Demystifying Single Touch Payroll

Presented by Pam Chilman, AMC Training Centre

MYOB Certified Consultant



myob

Pam Chilman

AMC Training Centre

www.ausmanagement.com.au



Background

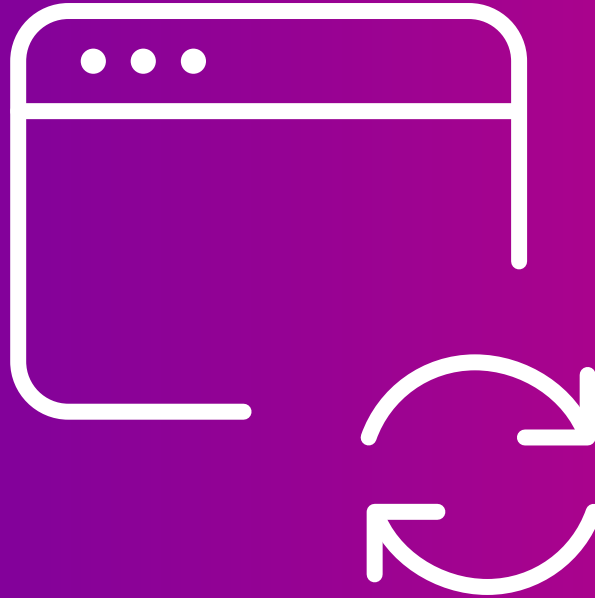
- Trainer, Consultant and Business owner over 25 years
- Work with business and NFPs to obtain efficiencies
- Deliver face to face courses: MYOB
- Presents webinars on a range of topics
- Set up a range of bookkeeping solutions
- Specialises in finding efficiencies

Qualifications

- Certificate IV – Training and Assessment
- Fellow of Institute of Public Accountants & ICB
- Registered BAS Agent
- Award winning MYOB Certified Consultant
- Member of MYOB Partner Advisor Group
- Calxa Accredited Partner
- Xero Accredited Partner and Training Centre
- Reckon Accredited Partner
- QuickBooks Online Pro-Advisor



We are all 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

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

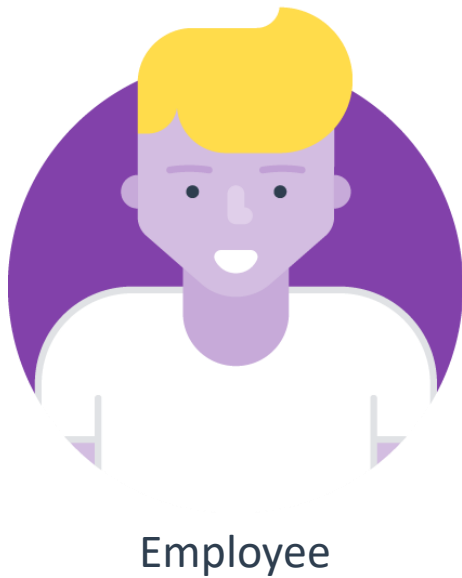
See what's in store so you're ready for the changes

4

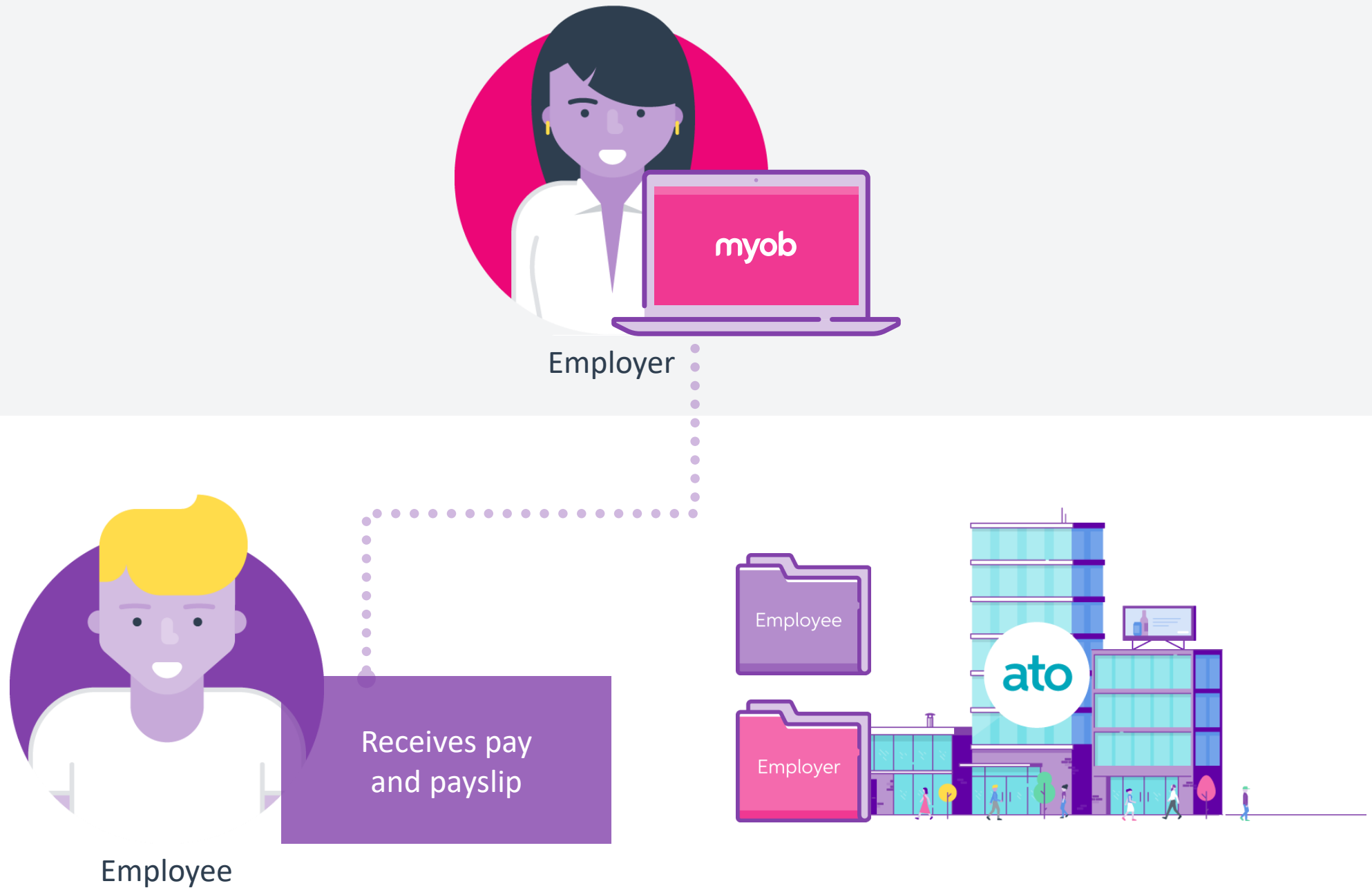
BEFORE YOU BEGIN WITH STP

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

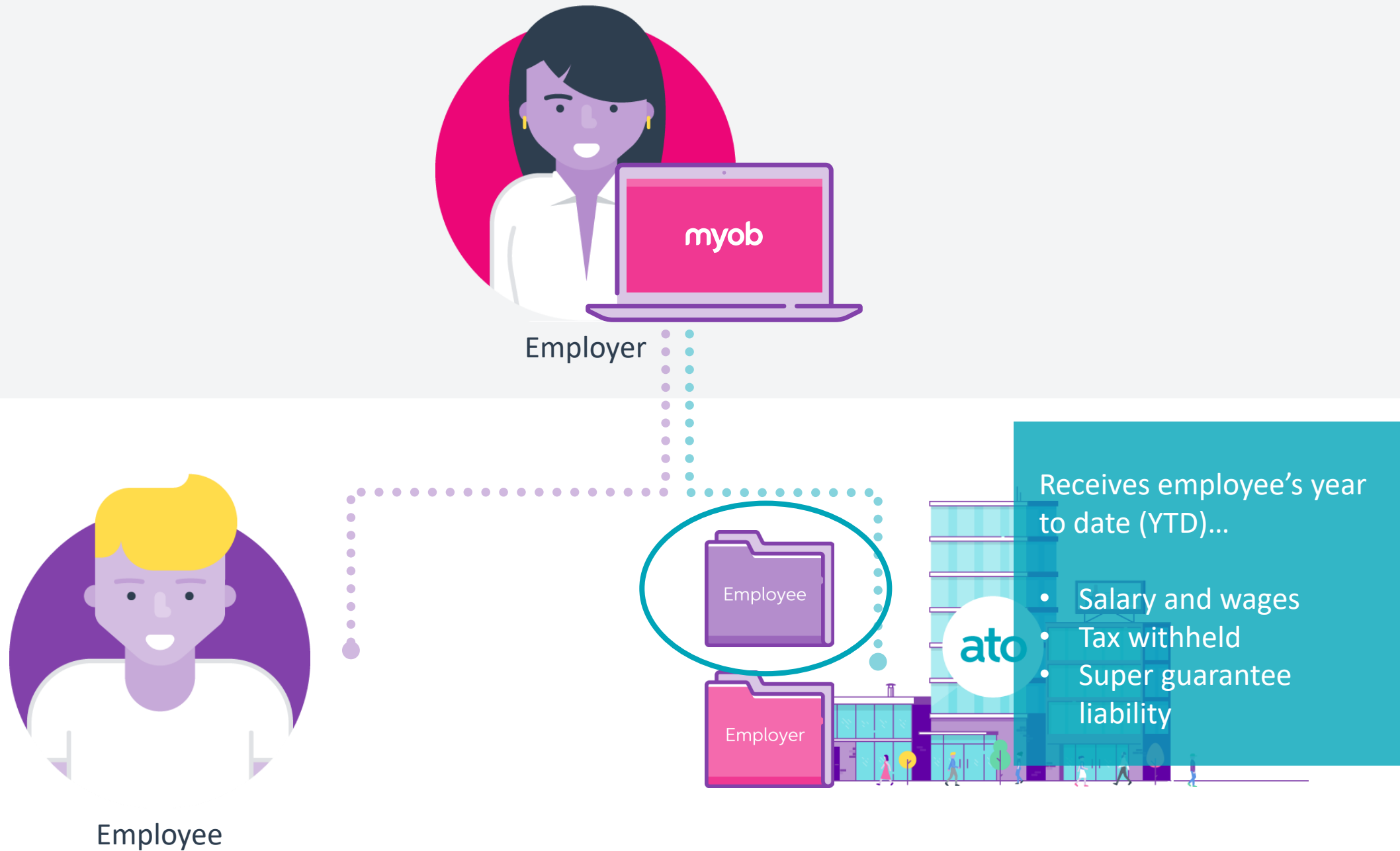
Pay day



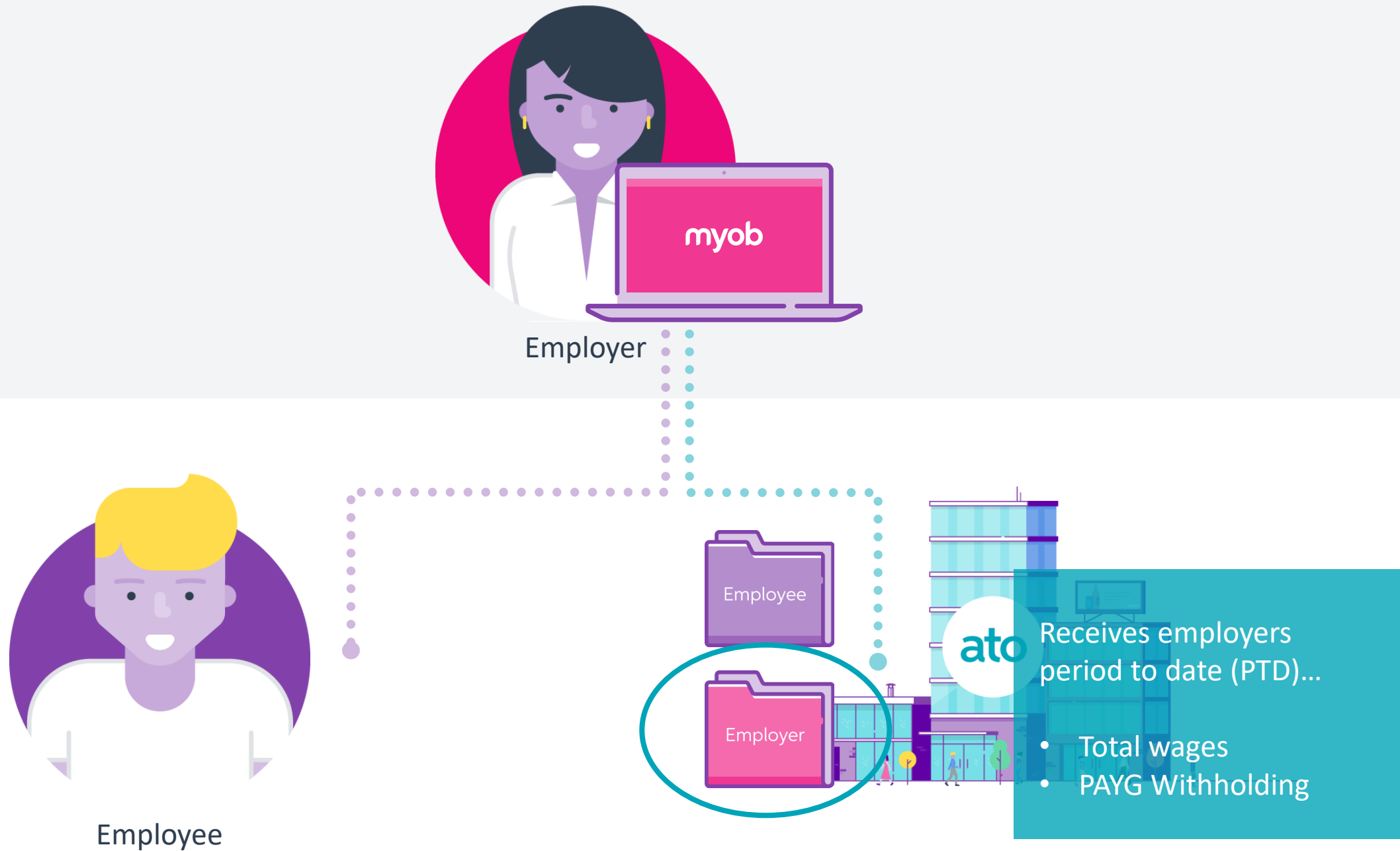
Pay day



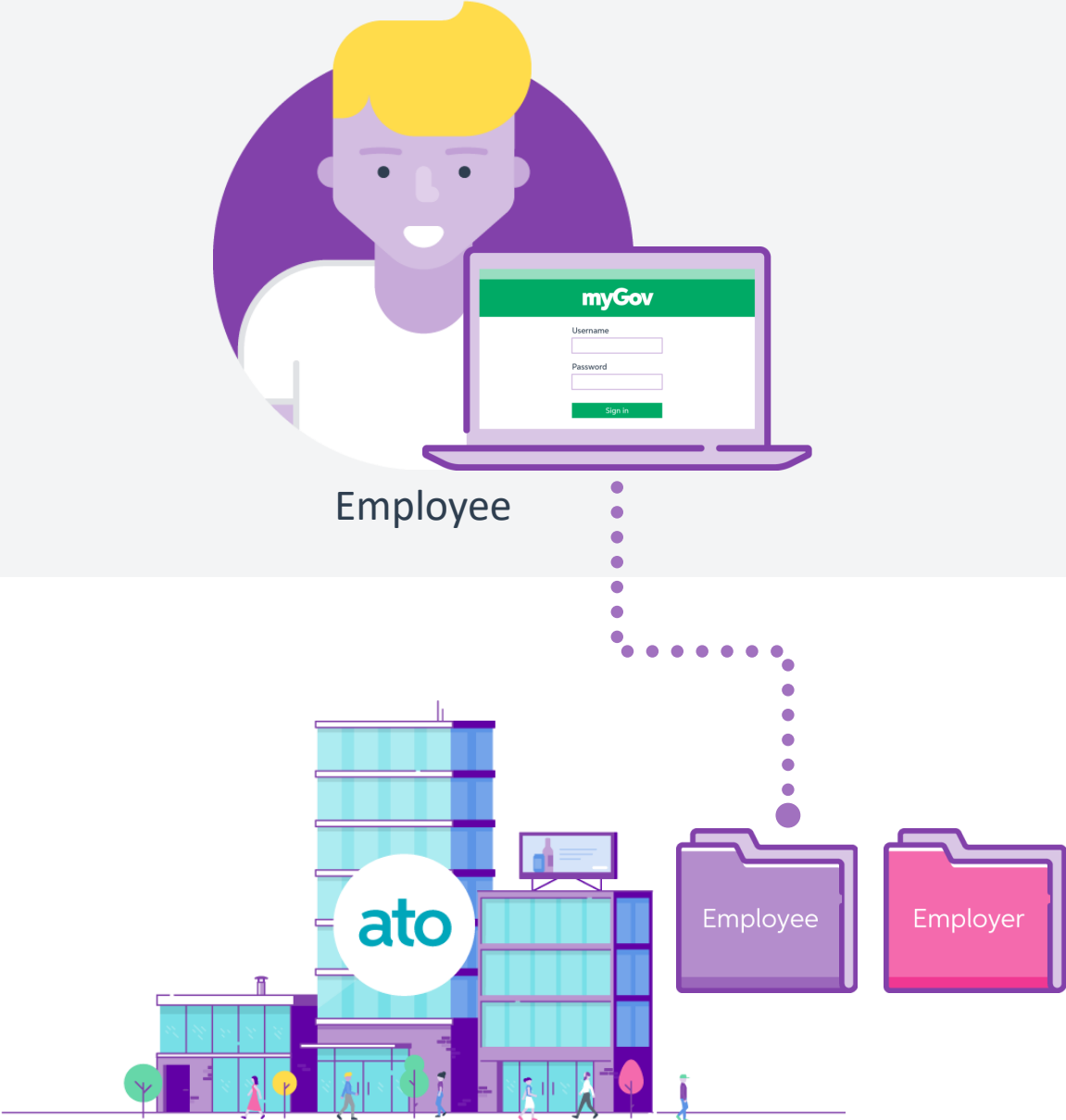
Pay day



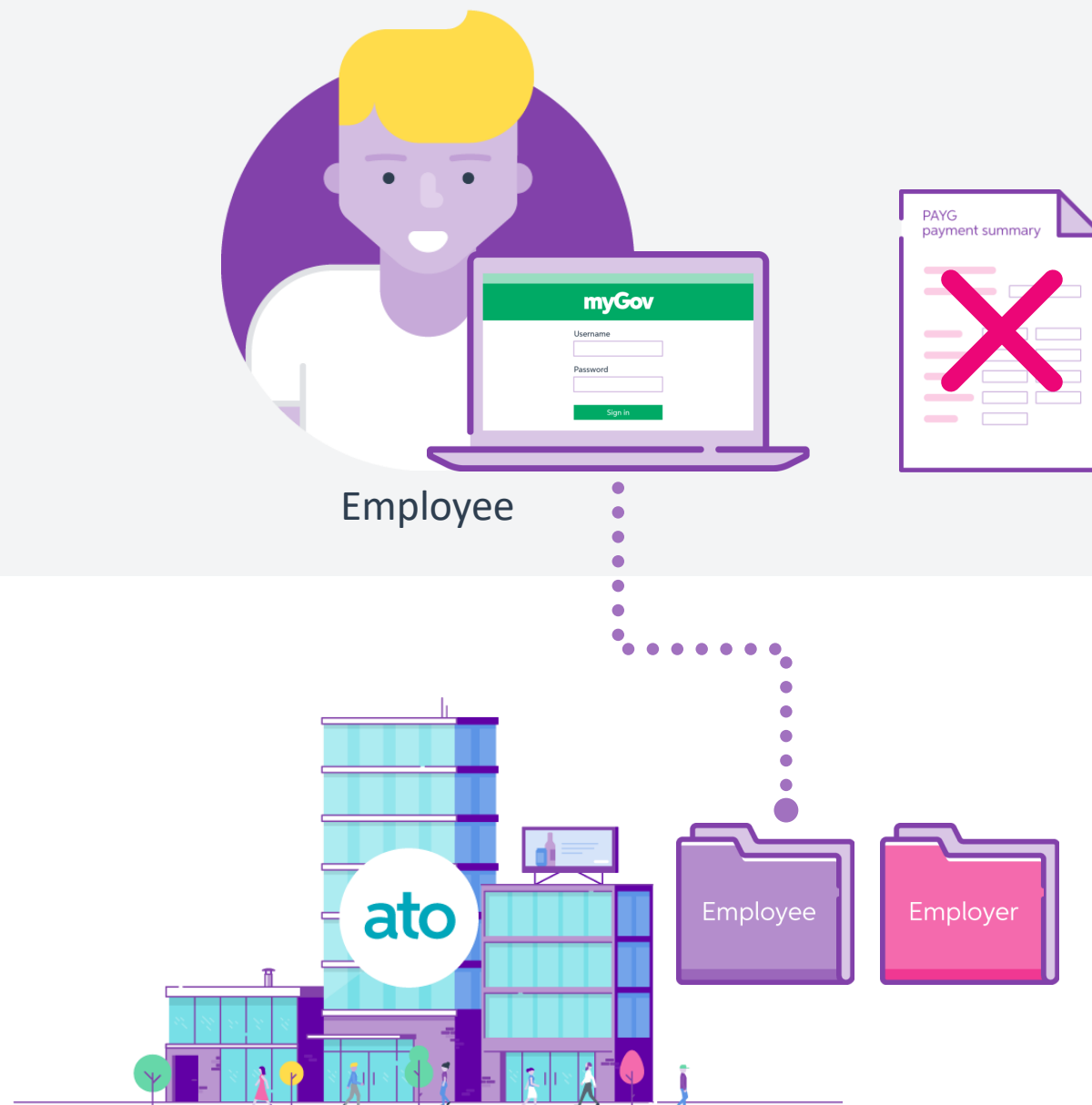
Pay day



Employee



Employee



Employee



STP so far...

20+

Already reporting from
1 July 2018

1 to 19

Start reporting
1 July 2019

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

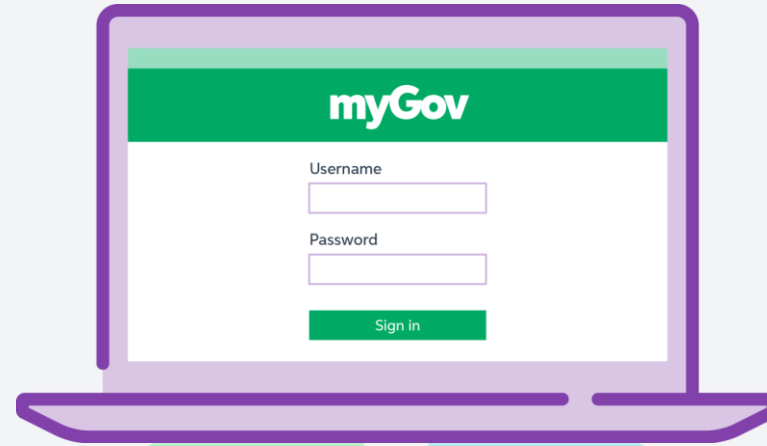
New

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



Any questions?

1

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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

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 Essentials

Now
Automatically updates



MYOB AccountRight

Now
v2018.4 and later
Current version = V2019.2

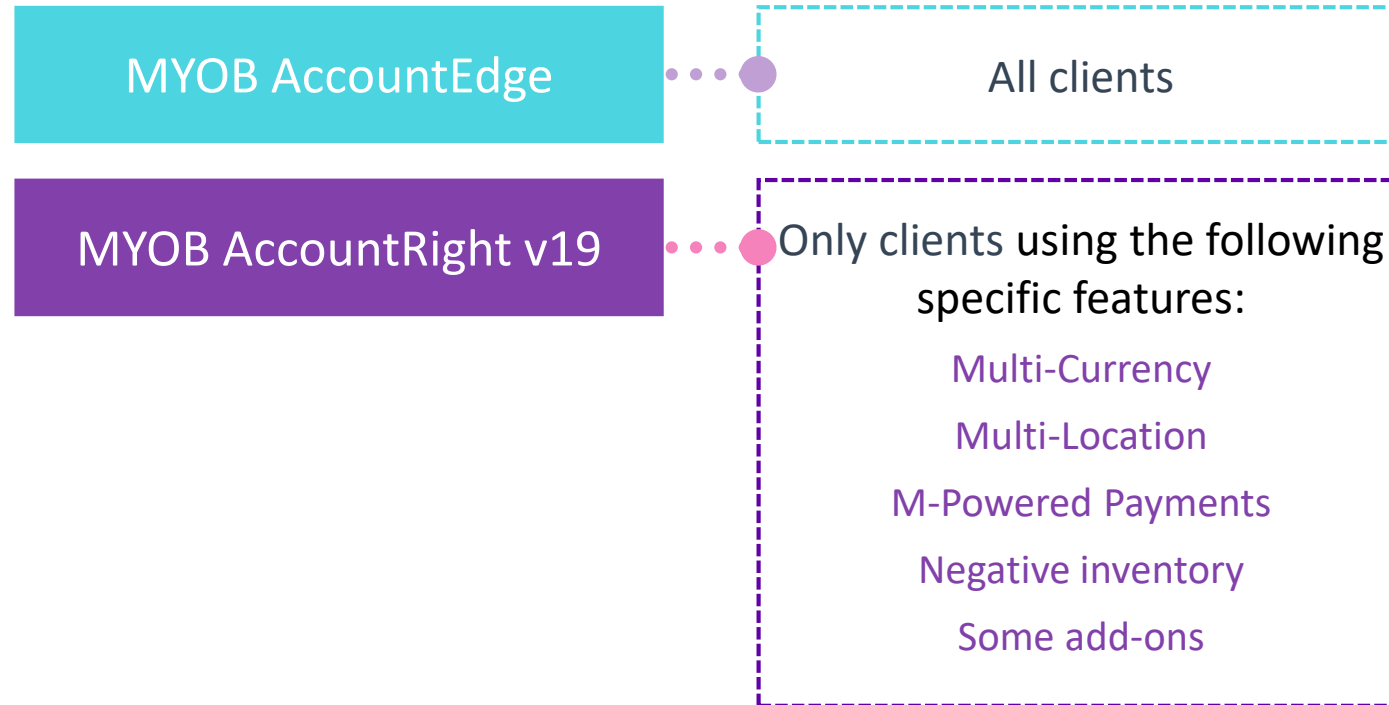


MYOB AccountEdge

Now
V18

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

Am I covered by MYOB's deferral?



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

Your data must fit
with the ATO



What data needs to be checked?



Company information




Employee details

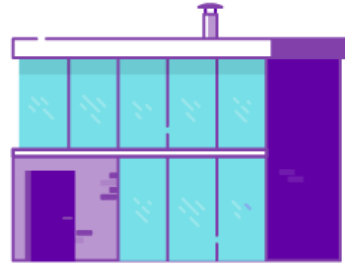
We've added a Check Payroll Details tool
to tell you exactly which fields need fixing

Company Information

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



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.

i 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	
<input checked="" type="checkbox"/>	Advance
<input checked="" type="checkbox"/>	Back Pay
<input checked="" type="checkbox"/>	Base Hourly
<input checked="" type="checkbox"/>	Base Salary
<input type="checkbox"/>	Bonus
<input type="checkbox"/>	CDEP Payments
<input type="checkbox"/>	Commission
<input type="checkbox"/>	Holiday Leave Loadir
<input type="checkbox"/>	Holiday Pay
<input type="checkbox"/>	Long Service Leave
<input type="checkbox"/>	Other Income
<input type="checkbox"/>	Overtime (1.5x)
<input type="checkbox"/>	Overtime (2x)
<input type="checkbox"/>	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 *

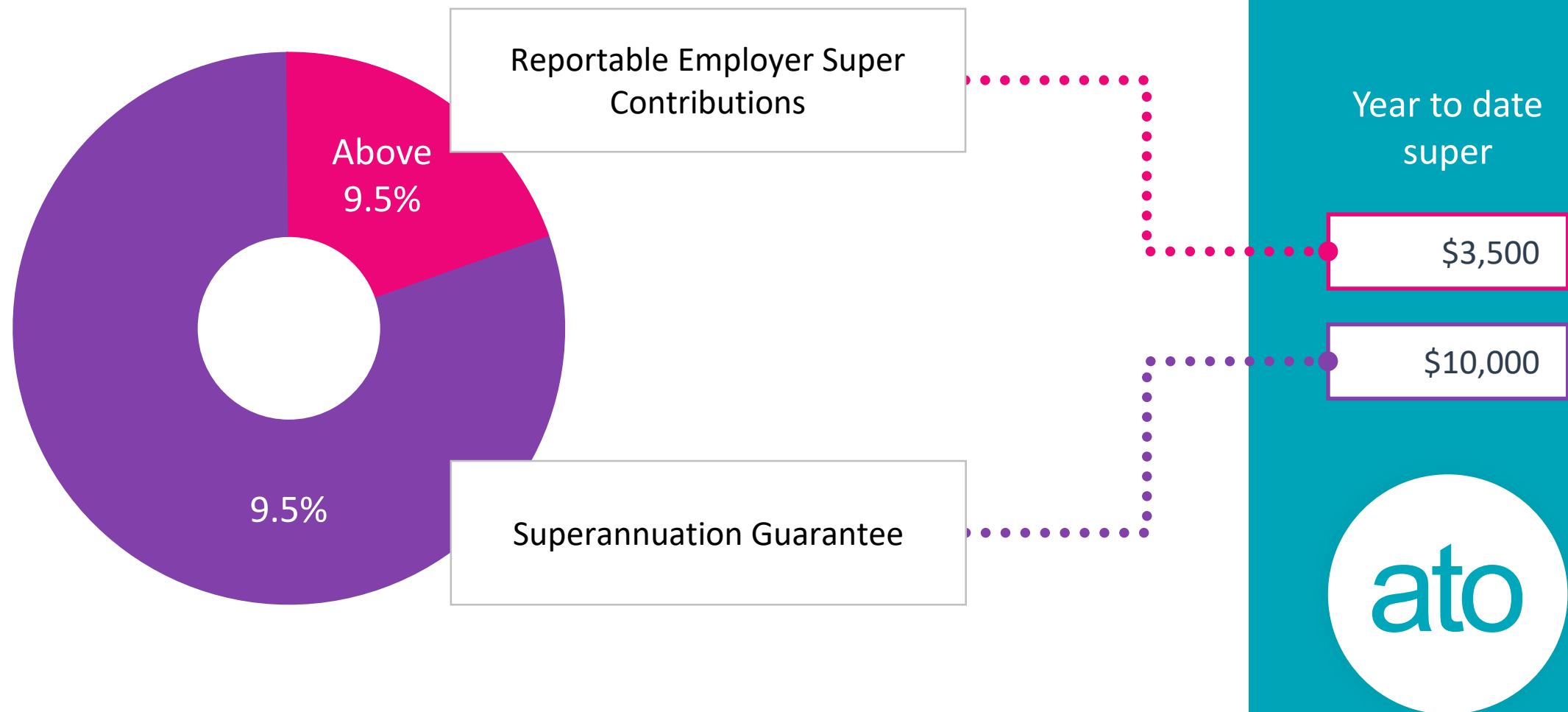
ATO reporting categories

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 *

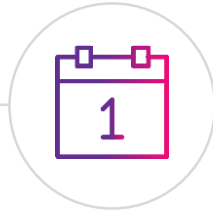
ATO reporting categories

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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 – Superannuation	Lump Sum E
Lump Sum Payments D	ETP – Tax free component	Allowance – Transport	Superannuation Guarantee
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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

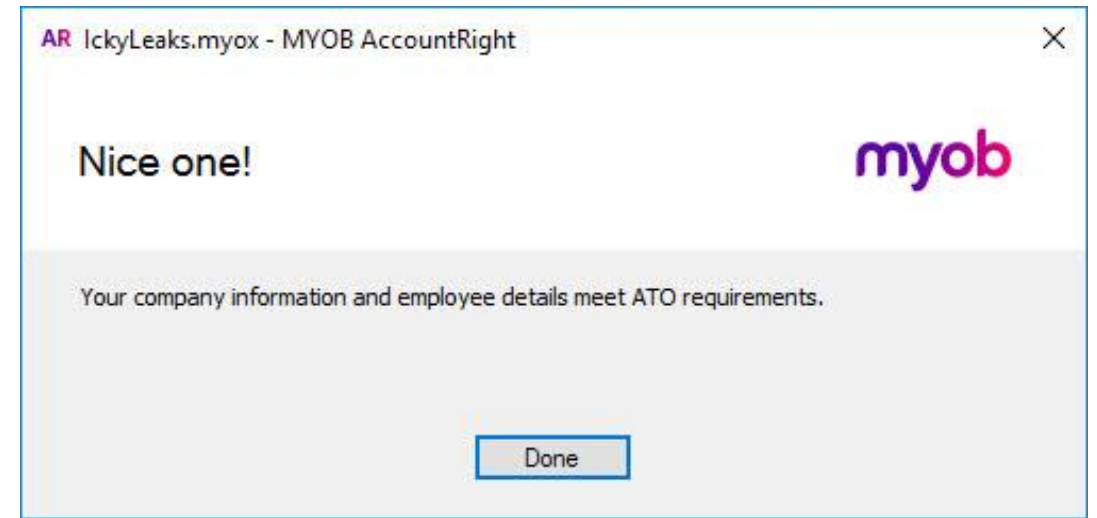
Check completed



Company details

Employee details

All payroll categories
assigned

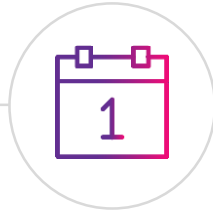


Success! Your data is now ready for Single Touch Payroll

What's next? Now you just have to complete the activation process with the ATO.

Done

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 (ABN)

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

Let's take a look...

AccountRight

Essentials



Set up payroll reporting: Connect to the ATO



Click Save to complete the
set up

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

Save

All connected up

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

help.myob.com

Single Touch Payroll



Any questions?

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

Up and running

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, 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

Send payroll information to the ATO

I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.

Authorised sender

Don't worry, you can still update this information later by processing another payroll with the changes.

Go back

Send

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.

<input checked="" type="checkbox"/>	Employee	Card ID
<input checked="" type="checkbox"/> ➔	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	<input type="text" value="34.00"/>	1,530.00
Annual leave this period (5 hrs)		<input type="text" value="0.00"/>	0.00
Personal leave (3 hrs)		<input type="text" value="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

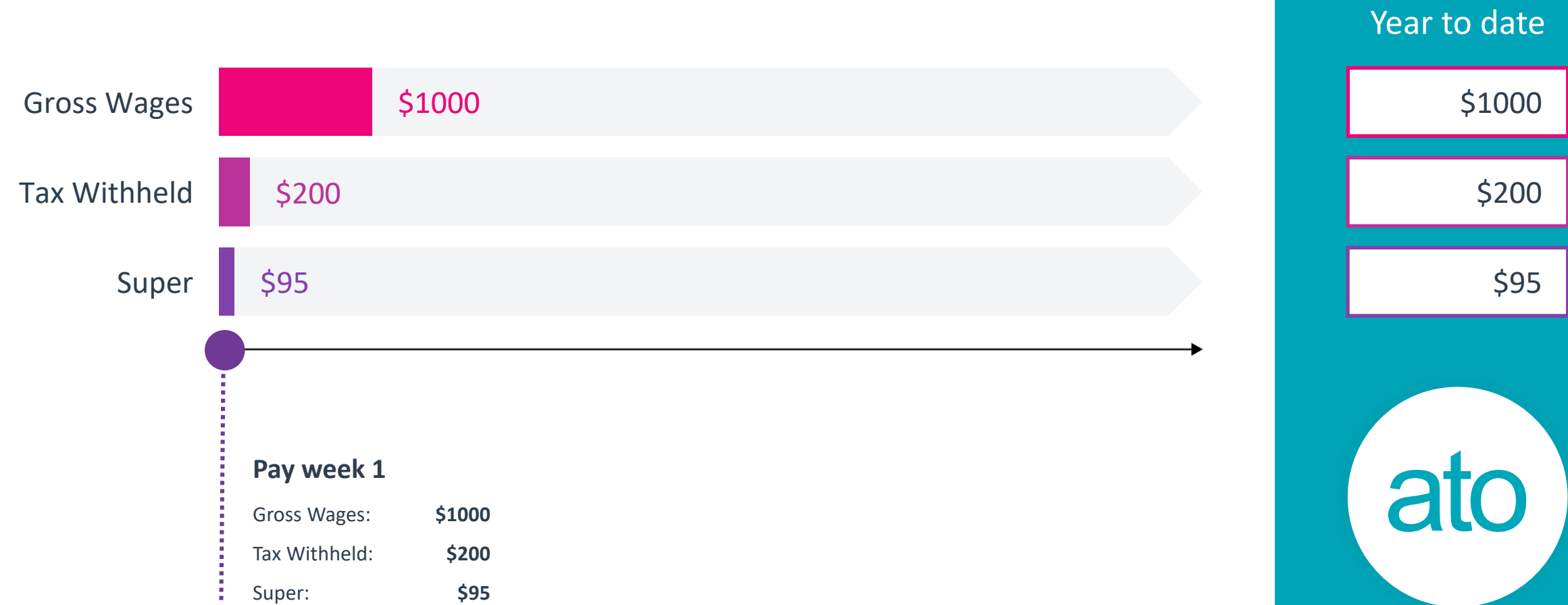
Save

Not ready
to send to

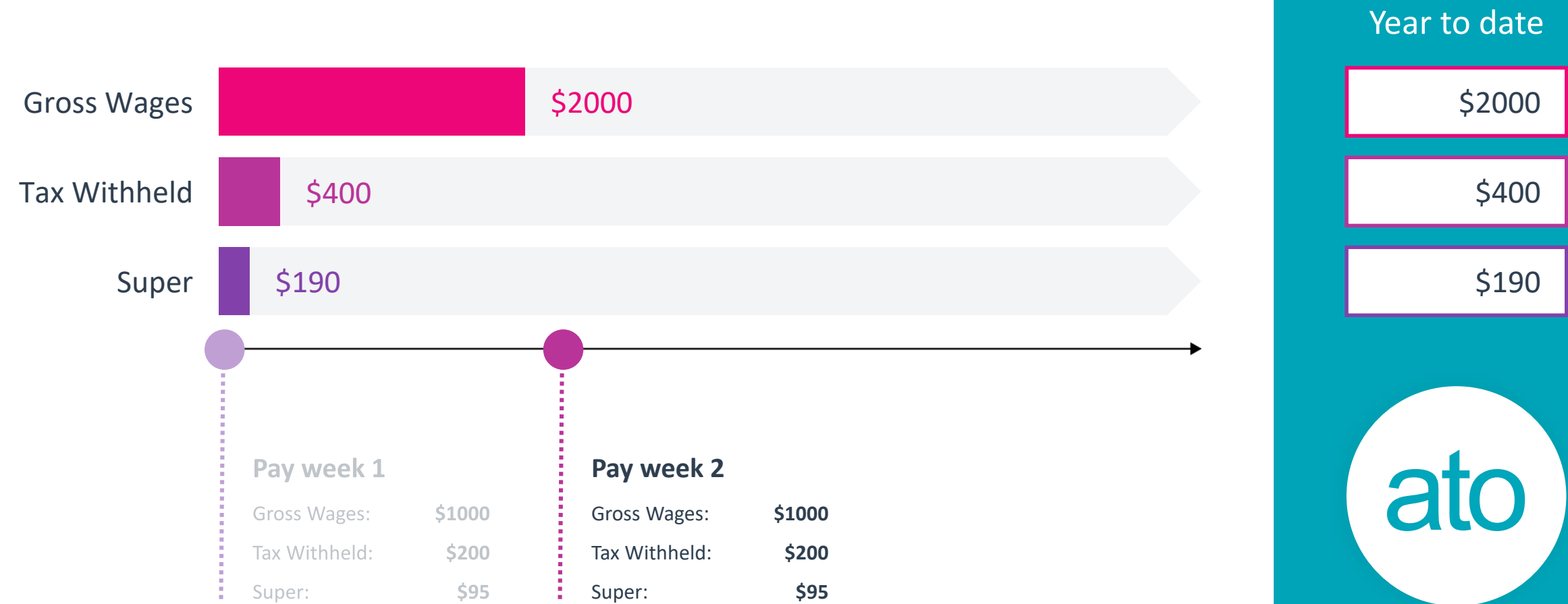


Your software is the
source of truth!

Employee reporting is **year to date** only



Employee reporting is **year to date** only



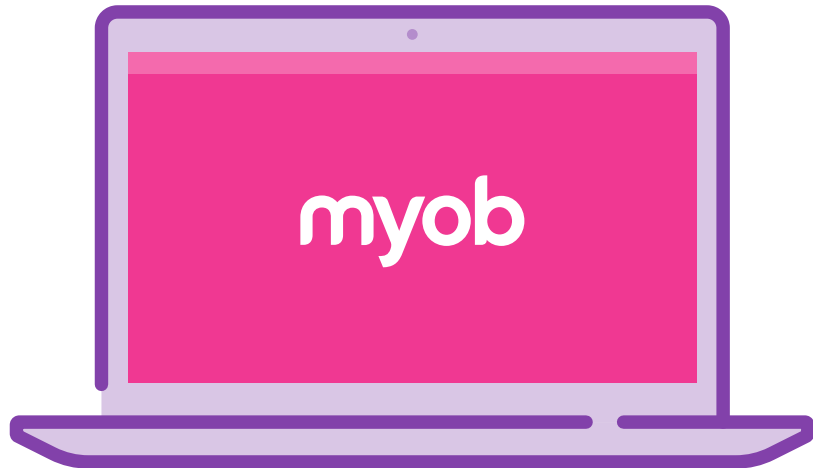
Employee reporting is **year to date** only



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

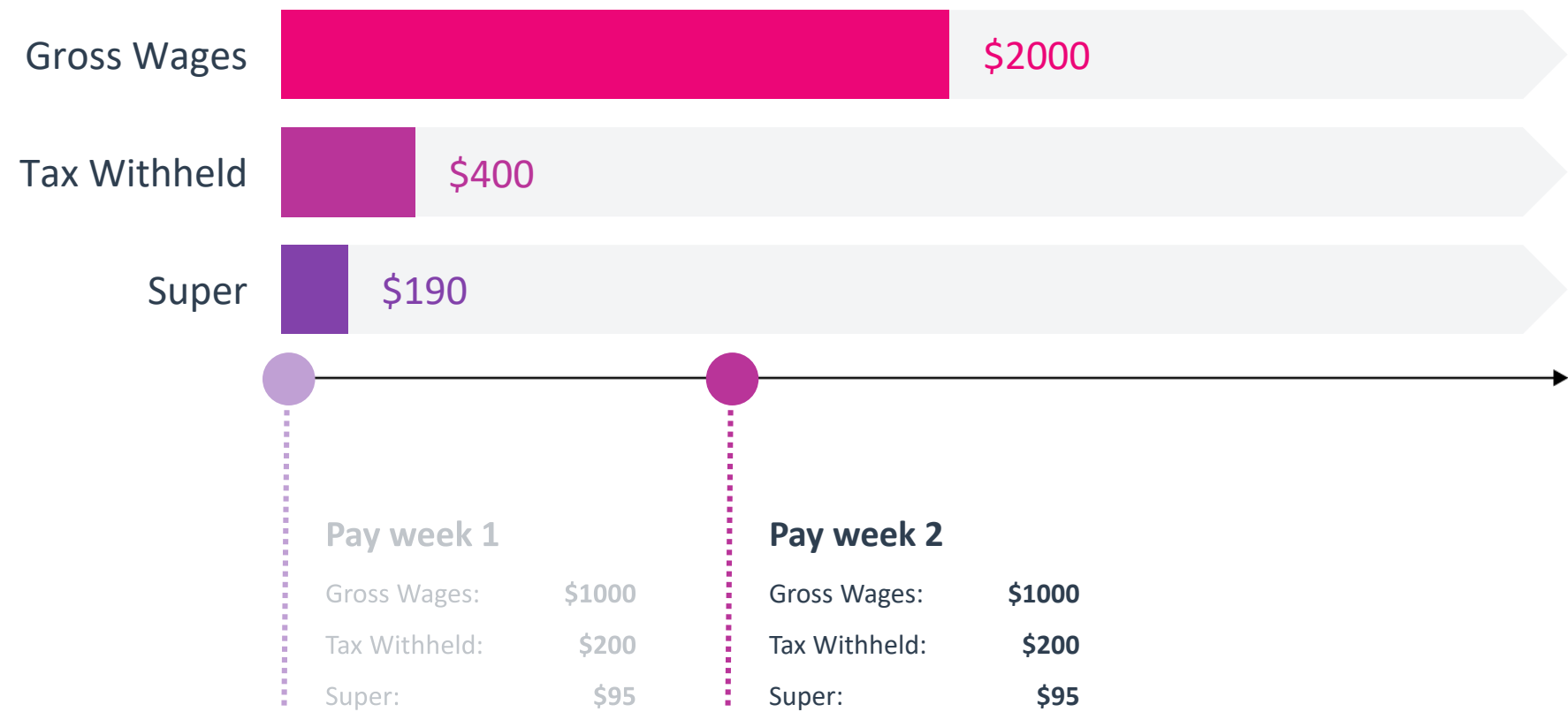
\$2000

\$400

\$190

ato

Adjustment pay runs **send** YTD values



Year to date

\$2000

\$400

\$190



Adjustment pay runs **send** YTD values

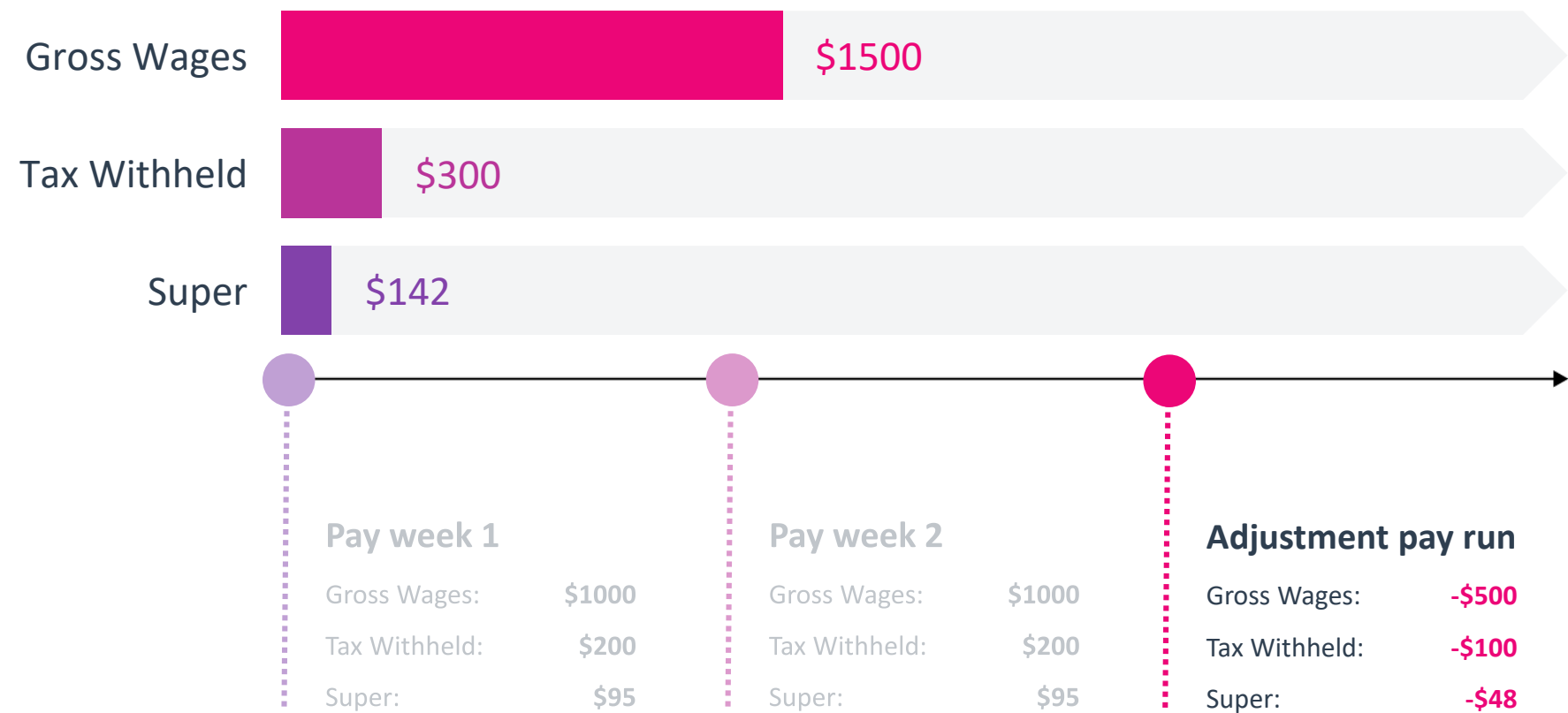


Year to date

\$2000
\$400
\$190



Adjustment pay runs **send** YTD values

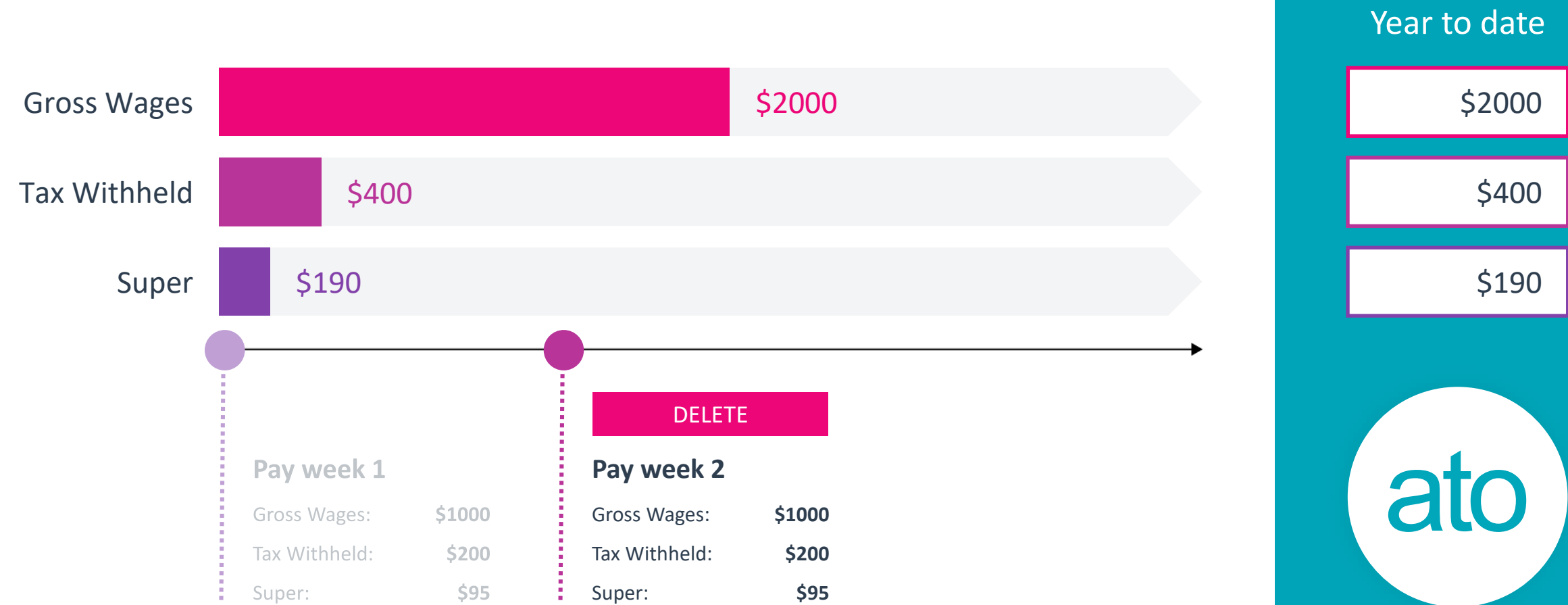


Year to date

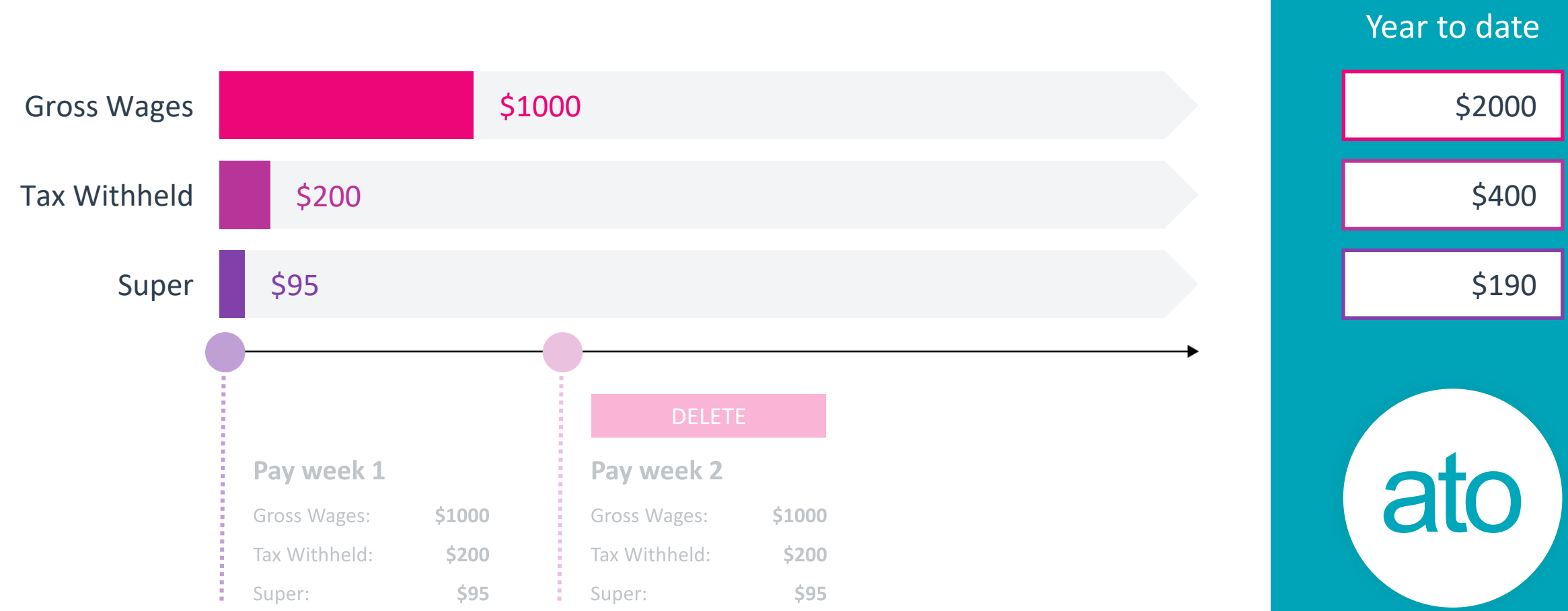
\$1500
\$300
\$142



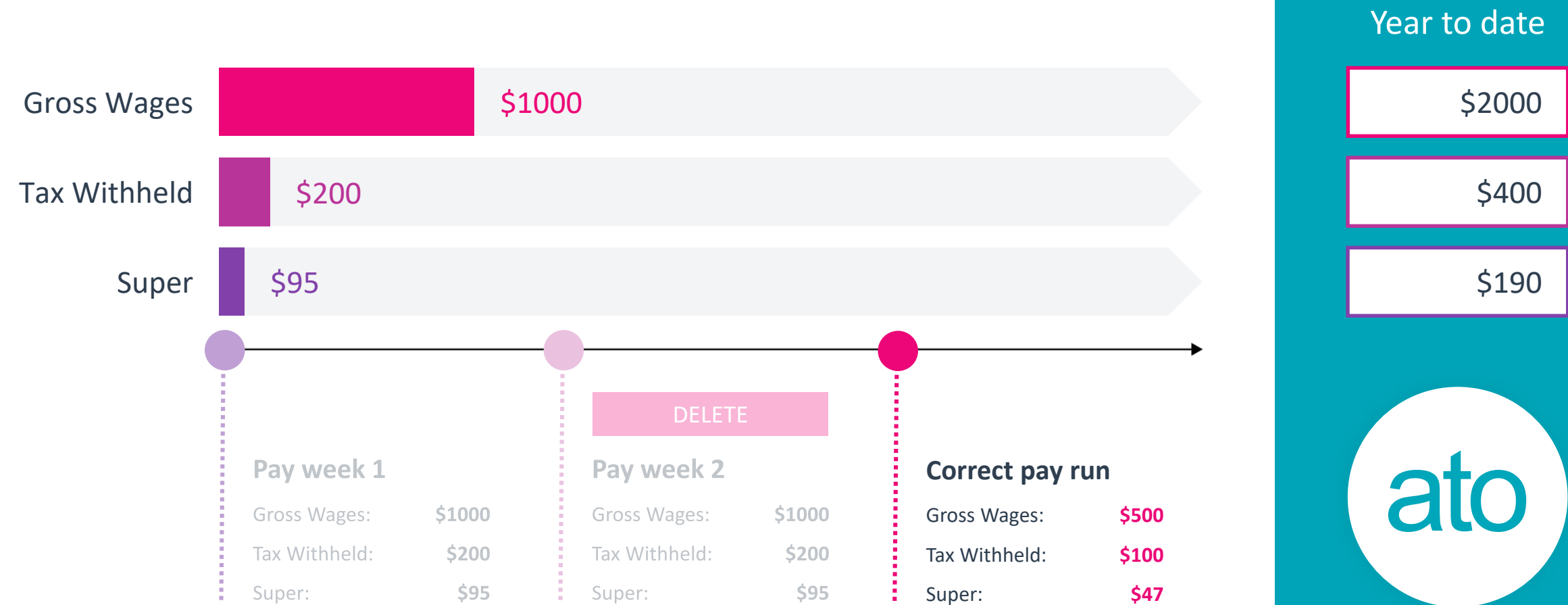
Delete and Reverse **do not send** YTD values



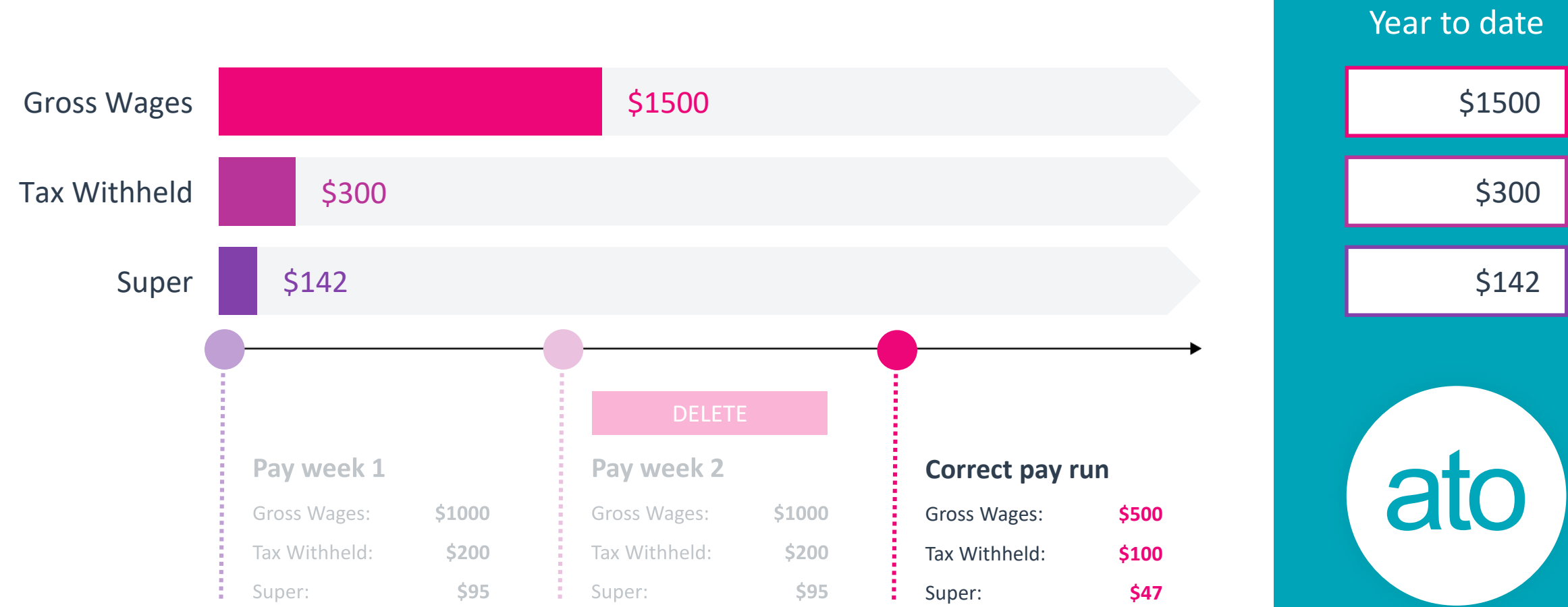
Delete and Reverse **do not send** YTD values



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

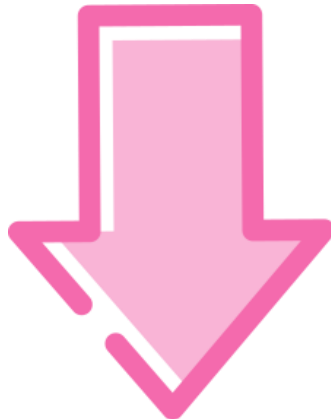
Year to date

\$66,550

\$14,000

\$3,010

Golden Rule



they can go DOWN

but cannot be NEGATIVE



AR

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:

Life

▼

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)

(AccountRight)

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](#)

Terri Forcet

Description	Rate \$	Hours	Amount	Na
Normal	58.00	76.00	4,408.00	Ter
Overtime \$40	40.00	0.00	0.00	
Annual leave this period (11 hrs)		0.00	0.00	
Personal leave (3 hrs)		0.00	0.00	
Bonus			0.00	
ETP - Tax Free			3,938.00	
ETP - Taxable			19,038.00	
Deductions				
ETP - Tax			0.00	
Super salary sacrifice			10.00	

ETP benefit type ⓘ

ETP benefit code selected: None

Notes to appear on payslip

↑ Previous employee

↓ Next employee

Review payslips

Save

ETP benefit type

Select an ETP benefit type and code

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

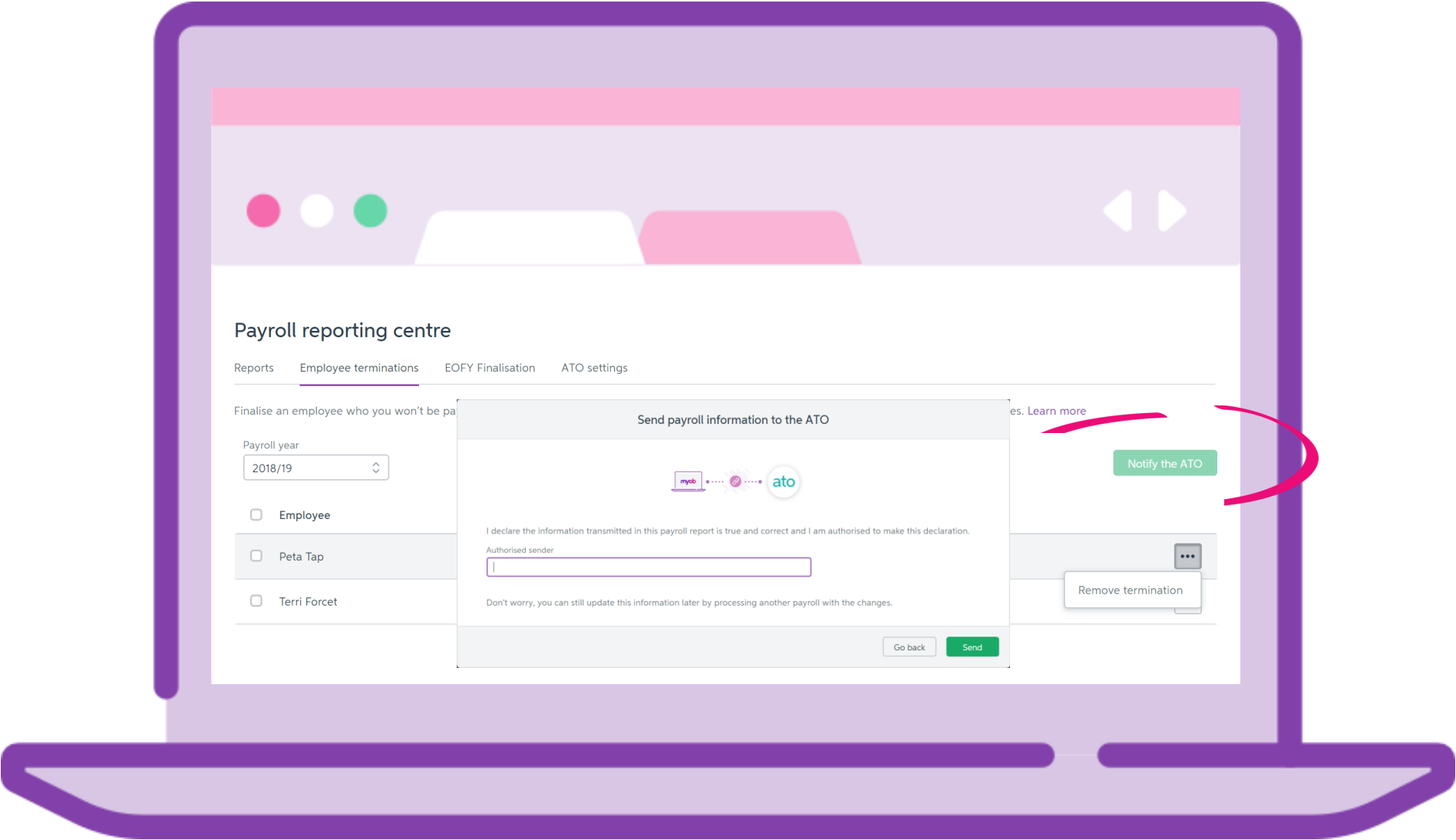
Please select

Cancel

Save

Employment
Termination Payment
(ETP)
(MYOB Essentials)

Termination
Undo termination



Any questions?

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

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KEY THINGS TO KNOW

Deal with ETPs, terminations, reinstating employees and so on

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

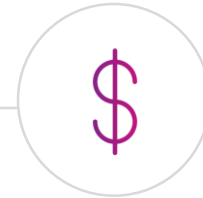
How to amend declared amounts

Final declaration

1. Record their final
standard pay



2. Check YTD amounts are
correct on pay slip



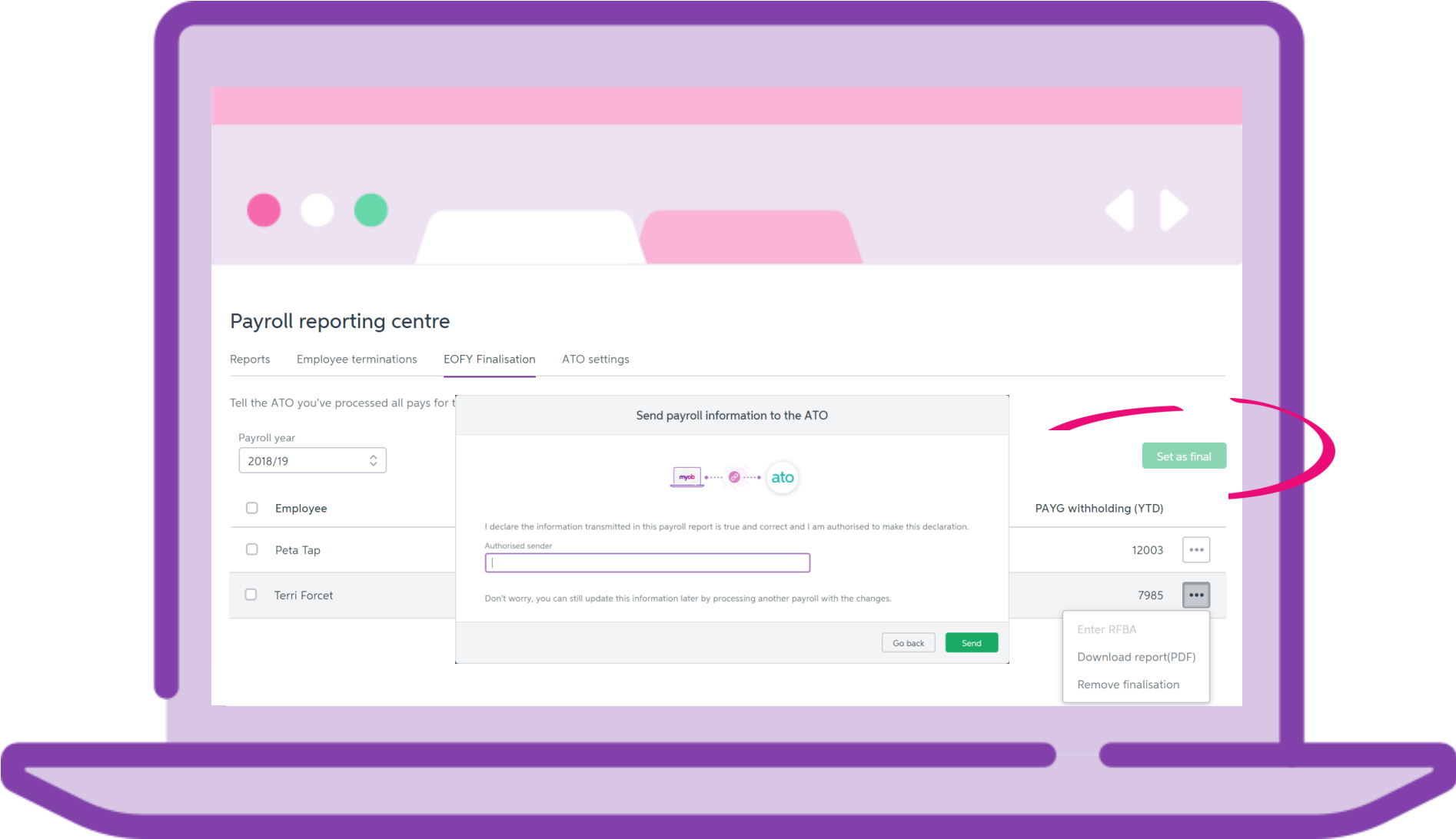
3. Head over to
Online Payroll Reporting Center



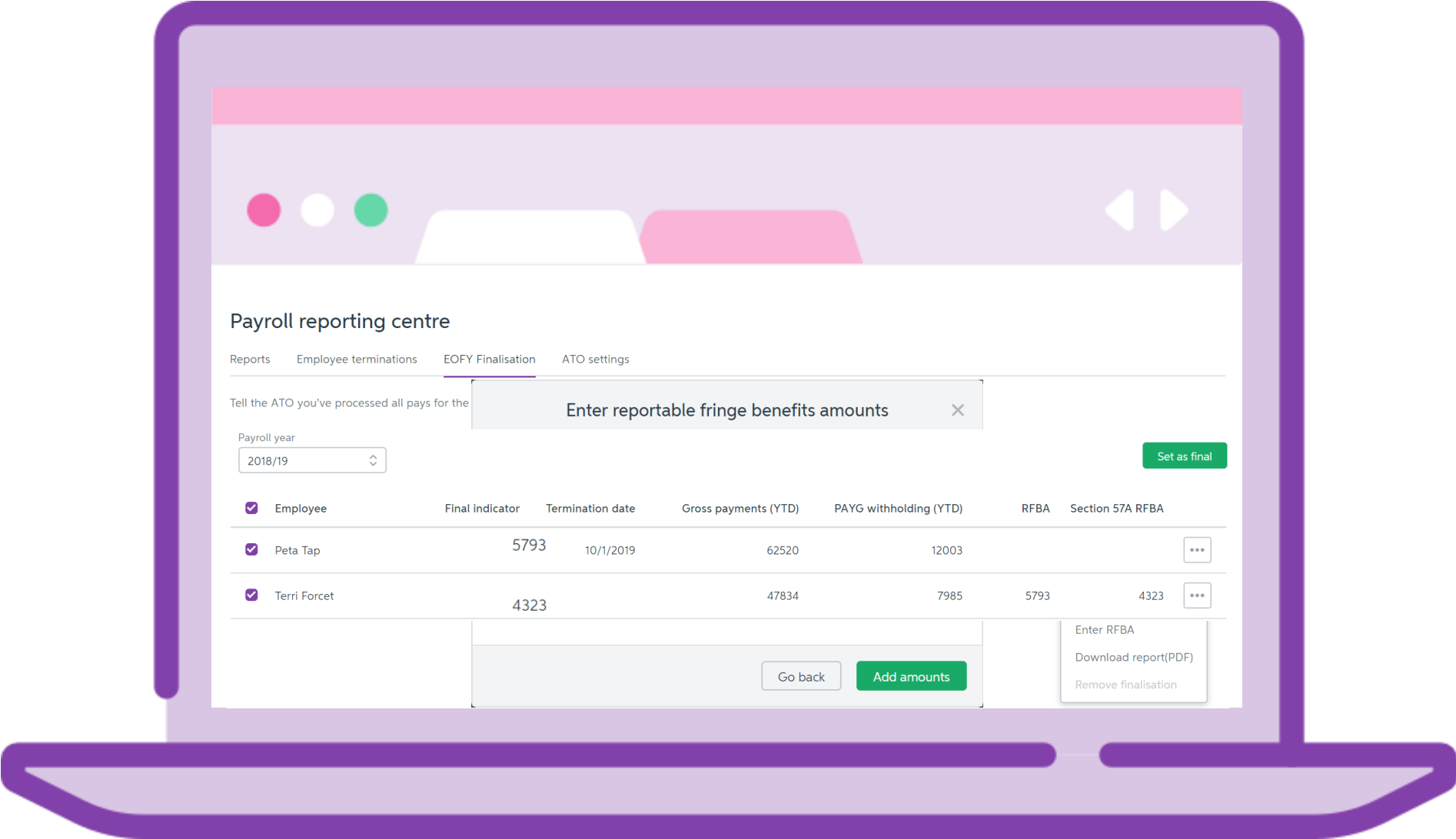
4. Make the
final declaration



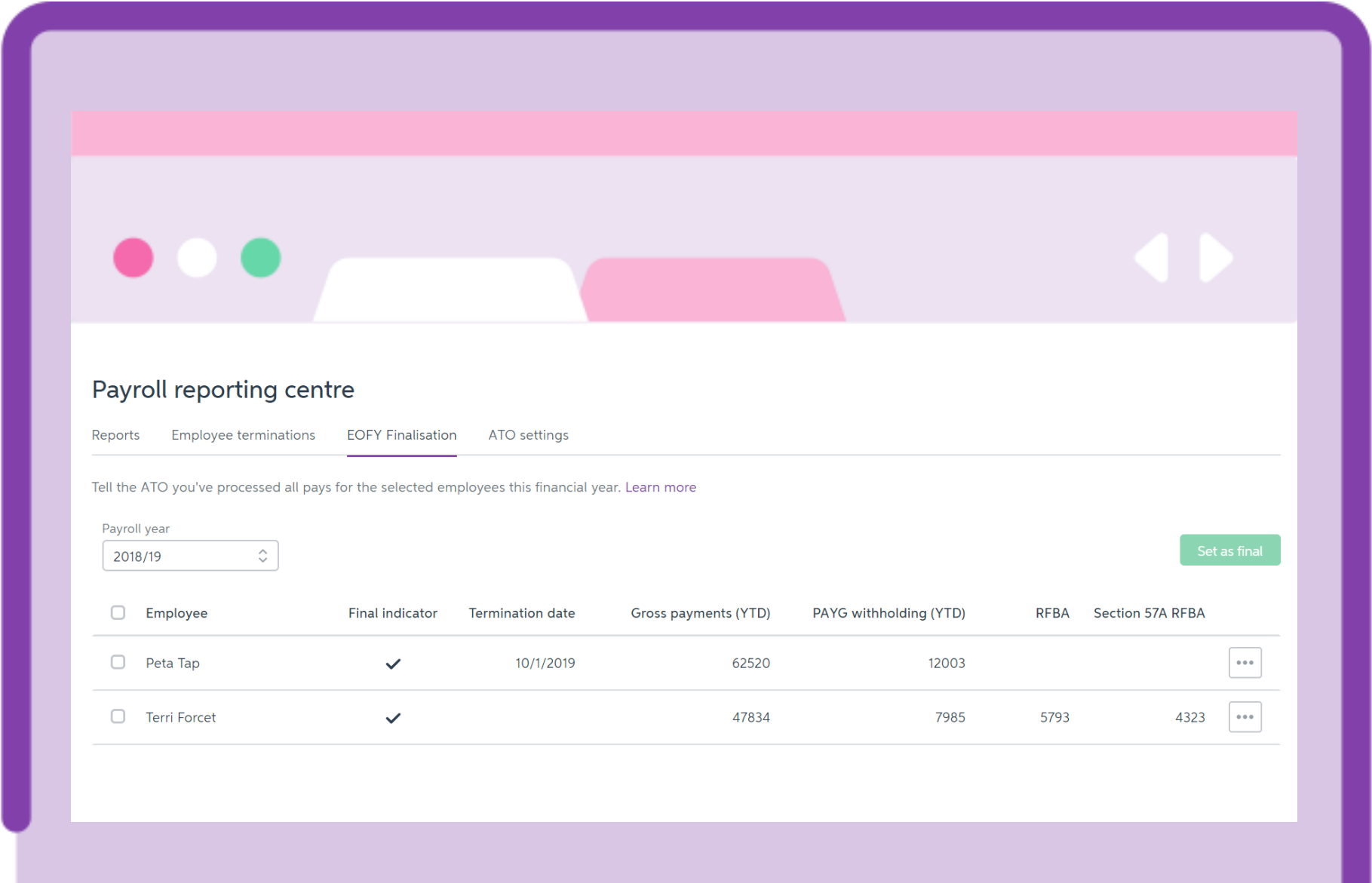
EOFY finalisation
Undo finalisation



Reportable Fringe Benefit Amount (RFBA)



So, what happens next?



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.

Any questions?

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

How do you *now* feel about being STP ready?

POLL...

Next steps?

Upgrade to latest version OR Get software in place

Connecting Up 

myob

30% off RRP -

AccountRight or Essentials

(full version)

Next steps?

Download AMC Training Centre STP Guide:
www.ausmanagement.com.au



Check employee details
are up-to-date



Check pay calculations
are correct



Clean up payroll data



Payroll Health Check

Review your payroll process



Pay PAYG and Super
on time



Next steps?



AMC Training Centre



www.ausmanagement.com.au



- Support online
- Webinars – incl. monthly MYOB NEWS Channel



- Training Courses
- Problem solving
- Setup and conversions



- Integration services
- Review and ongoing support services

Payroll Health Check

AMC assist clients nationally – online or face to face



Online meeting



Discuss payroll issues



Review MYOB payroll setup and processes



Provide written report



Meeting – online or face to face

Contact: reception@ausmanagement.com.au

www.ausmanagement.com.au

or 02 6215 9710



This is just the beginning...

Next steps...



MYOB will continue developing STP & keep you updated



Contact the AMC team for personalized assistance

reception@ausmanagement.com.au – mention ConnectingUp for special offer



help.myob.com is just a click away



community.myob.com to continue the conversation



ato.gov.au/singletouchpayroll for the official line

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 + Voucher for training sessions***



connectingup@myob.com



myob