



Getting your small business ready for Single Touch Payroll

Lielette Calleja



**Take a few moments
to **CONNECT** with
your neighbour**

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The **time** is fast
approaching for all small
businesses to be Single
Touch Payroll ready!

31 DAYS *but who's counting*

Today's speaker



Liette Calleja
Director All That Counts

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About Me



Liette Calleja

Bookkeeping Agency for 14 years

Speaker, Writer & Trainer with Intuit

Director of Association of Accounting Technicians

2017 Firm of The Future Australian Winner

2016 Sydney Hills Business Person Of The Year

What is Single Touch Payroll?

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STP is business as usual...

STP is
designed to fit
in with your
current
business and
payroll
processes



Single Touch Payroll (STP)

- New way for employers to report YTD wages, PAYGW and Super to the ATO.
- Instead of waiting until the end of the financial year, employee payroll information is reported YTD every time they get paid.



When do I need to become Single Touch Payroll compliant?

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A person wearing light blue jeans and dark blue sneakers with orange stripes is captured in the middle of kicking a soccer ball. The ball is white with blue and black patterns. The background is a blurred green field with trees in the distance.

1 July 2019 is the official kick off date

Reporting
starts between
1 July to 30
September
2019

Who needs Single Touch Payroll?

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Every business who employs staff will need to comply with STP

1-19

Employees

Small incl Micro
Businesses

You have until 30
September 2019 to
be STP compliant

20+

Employees

Large Substantial
Businesses

You should already
be STP compliant
from 1 July 2018

Steps you need to take to be STP ready!

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What are your **next** steps...

- STP enabled solution
- Embrace digital processes
- Talk to your staff
- Communicate the changes
- Apply for more time if you need it (deferral)
- Determine who will authorise
- Determine who will lodge
- Talk to your Tax/BAS Agent



What does STP mean for you and what are the opportunities?


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What are the **opportunities**

- Go digital all the way
- Accurate live financial position
- No manual data entry
- Better cashflow management
- Improved business processes
- Automate payroll liabilities
- No headaches at tax time
- Streamline other parts of the business



A woman with her hair in a bun is sitting in a light blue armchair, smiling and reading a magazine. She is wearing a black long-sleeved shirt with the text "We rise by lifting others." on it. The background shows a cafe interior with a counter, a menu board, and a person behind the counter. A dark circular overlay on the right side of the image contains white text.

Over 60% of
compliant
business owners
state that STP
saves them time
with their weekly
business
operations



24% say that STP
has **reduced** the
complexity around
payroll and has
made them more
stress free

How will STP save you time and keep you compliant

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1 in 5 SMES still use pen & paper to record wages

- Laborious
- Human error
- Security risk
- Takes more time
- Non-compliance risk
- Knowledge transfer

[illegible]

4 in 5 SMES are using **online** payroll solution

- Accuracy
- Save time
- Employee timesheet
- Enhanced security
- Anywhere access
- Automatic updates
- Employee satisfaction

Period Starting:

13/04/2019

Period Ending:

19/04/2019

Date Paid:

19/04/2019

Employee ID:

1380004

Hours Paid:

38

Gross Earnings:

\$1,280.00

Net Payment:

\$1,000.00

Super Payments:

\$121.00

Pay Slip Components

Hours/Units

Rate

This Pay

Year To Date

Wages and Earnings

Permanent Ordinary Hours

\$33.68

\$1,280.00

\$46,019.37

Annual Leave Taken

\$2,952.47

Compassionate Leave Taken

\$1,280.00

Leave Loading

\$516.68

Personal/Carer's Leave Taken

\$481.20

\$1,280.00

\$51,249.72

Taxes

PAYG

\$280.00

\$10,913.00

\$280.00

\$10,913.00

Superannuation (Prescribed)

ASIC

\$121.00

\$4,819.64

\$121.00

\$4,819.64

Bank Payments

Account

This Pay

000000 - ****0000

\$1,000.00

Super Contributions

Super payments are processed on a monthly/quarterly basis

Member Number

This Pay

Commonwealth Essential Super

Super Guarantee

*****7905

\$121.00

Leave Details

Accrued

Taken

Remaining

Annual Leave

2.92 Hours

0 Hours

23.66 Hours

Personal/Carer's Leave

1.68 Hours

0 Hours

N/A

My client

Using QuickBooks Online

How will STP be of benefit to my employees?

Employee **benefits**

- Access all of their employer & tax withholding in one place in myGov account
- Can check if their super has been paid
- They can be confident that their employer is meeting all their obligations



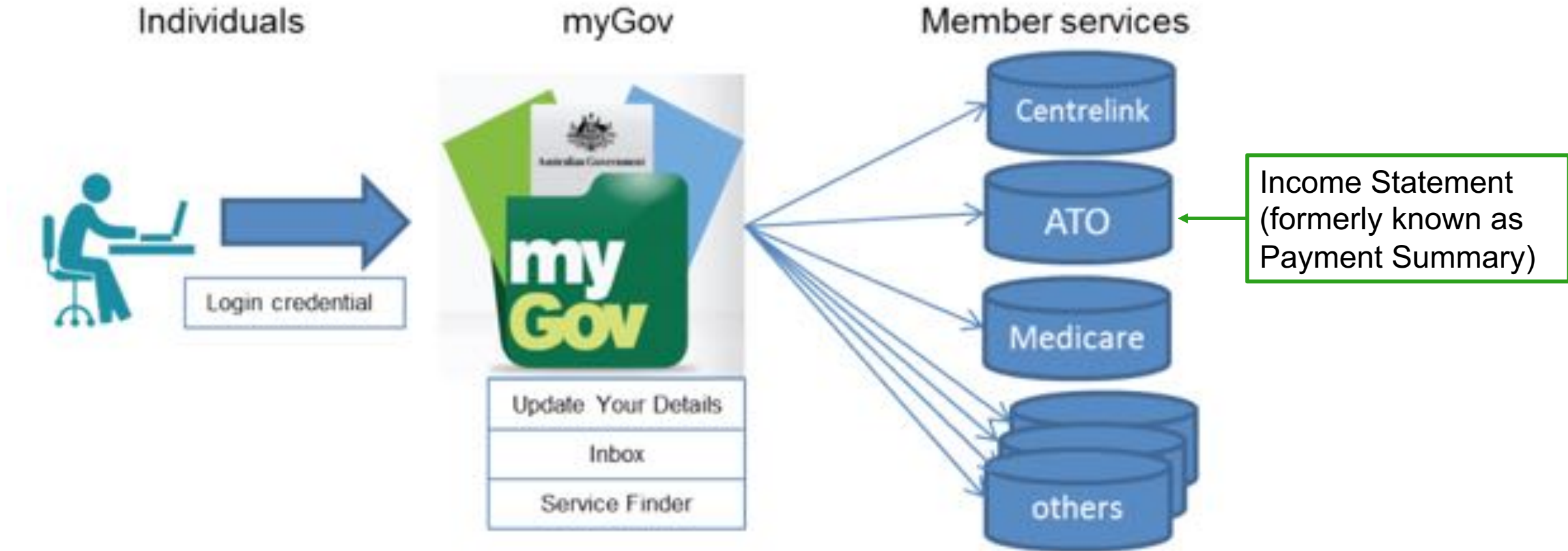
What is myGov?

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How does myGov work?

myGov is a secure way to access government services online with one login and one password.




Are there any exemptions to being STP compliant for small business?

Exemptions

closely held payees

- No need to report in 2019-20 financial year.
- Payment summary still issued.
- From 1 July 2020 you will have to start reporting quarterly making reasonable estimates.



Family members
Directors or shareholders
Beneficiaries of a trust

Exemptions (concession) micro employers

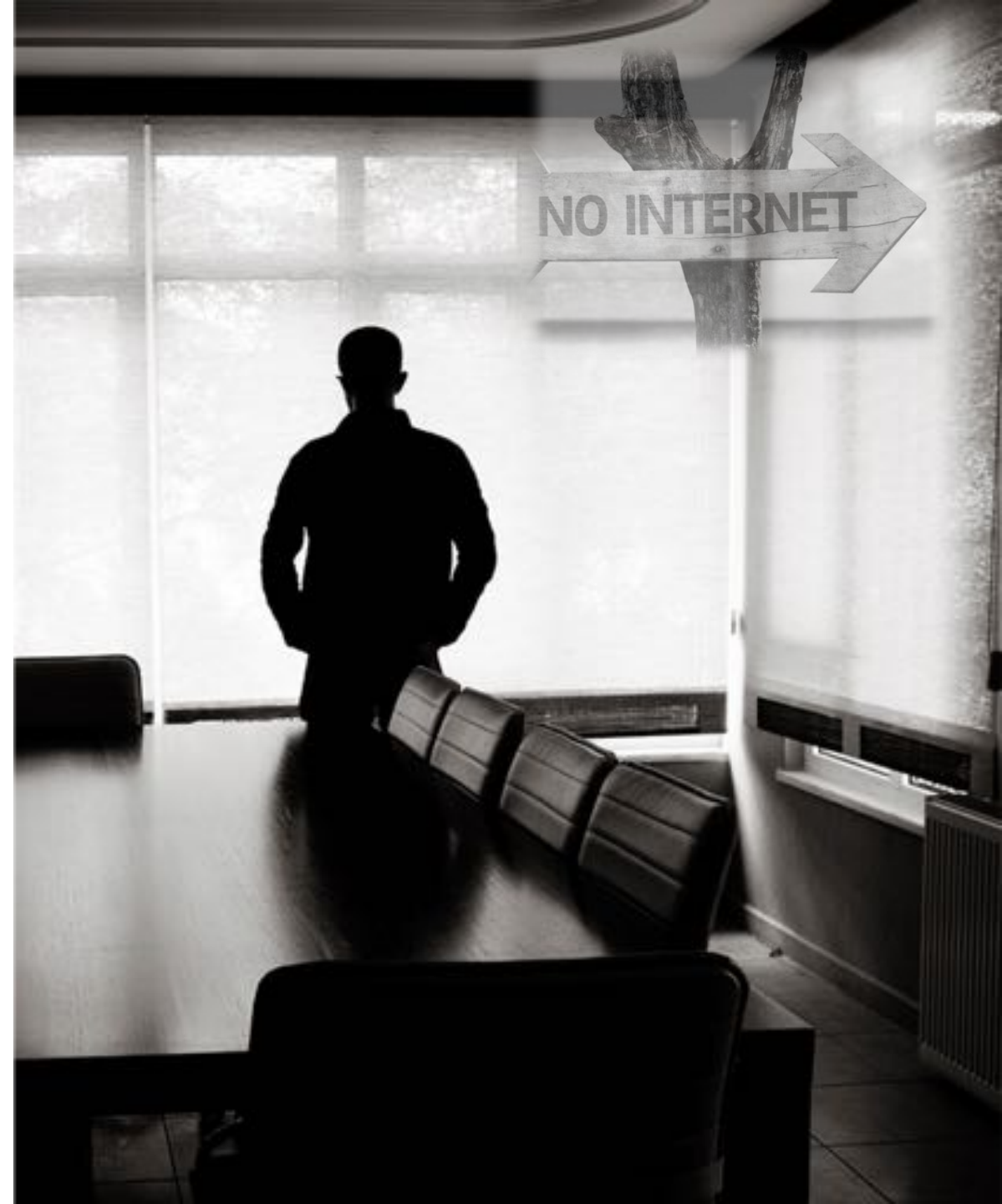
- Those who rely on a registered agent can apply quarterly for the first 2 years, rather than each pay event.
- No penalties for mistakes, missed or late reports in the first year

Employs 1-4 people



Exemptions – other

- ATO will allow employers who are experiencing hardship or no internet connection exemptions from STP



Understanding your Reporting Obligations to the ATO

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How and what is **reported**

- Pay events are reported to the ATO on or before the pay day
- YTD values of gross wages, allowances, deductions, PAYGW and super information is reported in every payroll event via your software.



What about **super**

- ATO will compare the super amounts reported with the information they receive from the funds.
- Ensure all super details are correct & updated in your software



Employment details **updated**

- You must record employee start dates and termination dates on or before the pay date in your payroll software.
- TFN declarations in QuickBooks Online can be reported via a pay event



So what do I do now in my QuickBooks Online file?

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A decorative graphic in the bottom right corner of the slide, featuring a stylized green pen or pencil with a grey barrel and a green body, angled diagonally upwards.

Single Touch Payroll Setup

Select a Role – Employer or Tax Agent

BUSINESS SETTINGS

- Details
- Payment Files
- ATO Settings**
- Pay Slips
- Employing Entities
- Chart Of Accounts
- Opening Balances

PAY RUN SETTINGS

- Pay Schedules
- Locations
- Pay Categories
- Leave Categories
- Deduction Categories
- Expense Categories

ATO Supplier Settings

Electronic Lodgement & STP

ATO Supplier Settings

This is used to populate the Supplier Information when generating reports to be submitted to the ATO

I will be lodging reports to the ATO

☐ As the Employer ☒ As a registered Tax/BAS Agent ☐ As an intermediary for multiple Employing Entities

Tax/BAS Agent Details

Tax Agent Number

24793186

ABN

Key Pay Payroll Settings

Contact the ATO with your Software ID Number if you are not using a Registered Tax or BAS Agent to process your payroll or lodge your BAS

The screenshot displays the 'Payroll Settings' interface. On the left is a sidebar menu with options: Details, Payment File, ATO Settings, Pay Slip, Employee Entries, Create Accounts, Opening Balances, Subcontractor, New employees, Pay Schedules, Locations, Pay Categories, Leave Categories, Deduction Categories, Expense Categories, Employer Liability Categories, and Qualifications. The main content area has two tabs: 'ATO Supplier Settings' and 'Electronic Lodgement & STP', with the latter being active. Under 'Electronic Lodgement', it shows 'Electronic lodgement is currently' with a green 'On' toggle. Below this, 'Software Provider' is set to 'MyPay'. The 'Software ID' field, containing '0000275490', is highlighted with a red rectangle. A text block explains that ATO-Cloud software authentication and authorisation (CSA) requires businesses to register their software ID before electronic lodgement is permitted, and provides a link for more information. The 'Single Touch Payroll (STP)' section shows 'Single Touch Payroll is currently' with a green 'On' toggle. It includes a note about STP becoming mandatory for employers with 20 or more employees from 1 July 2018, and a 'Disable Single Touch Payroll' button. The 'Business Management Software (BMS) ID' section explains that this ID uniquely identifies the business to the ATO and provides a 'Change' button next to the BMS ID '8C346C79-80E3-4423-8C34-8C346C7980E3'.

Payroll Settings

ATO Supplier Settings Electronic Lodgement & STP

Electronic Lodgement

Electronic lodgement is currently **On**

Software Provider: MyPay

Software ID: 0000275490

The ATO-Cloud software authentication and authorisation (CSA) initiative requires businesses to register their software ID before electronic lodgement is permitted. To enable electronic lodgement, please call the ATO on 1 800 800 230 and follow the instructions provided to register your software ID. Once you have done so, click 'Enable Electronic lodgement' [Click here for more information](#).

Single Touch Payroll (STP)

Single Touch Payroll is currently **On**

Single Touch Payroll is a new way of reporting changes for employers. It starts from 1 July 2018 for employers with 20 or more employees. For employers with less than 20 employees, it will become mandatory on 1 July 2019 however those employers may opt out earlier if they desire.

[Disable Single Touch Payroll](#)

Business Management Software (BMS) ID

The Business Management Software ID will uniquely identify your business to the ATO. If you are migrating from another system and need submitting Single Touch Payroll (My Super), you may continue using the same BMS ID as the previous system by clicking the **Change** button below. Otherwise, you should leave the value as is.

BMS ID: 8C346C79-80E3-4423-8C34-8C346C7980E3 [Change](#)

Single Touch Payroll Setup

Easily opt-in to STP within ATO Supplier settings

ATO Supplier Settings

Electronic Lodgement & STP

Electronic Lodgement

Electronic lodgement is currently **ENABLED**

Software Provider: KeyPay

Software ID: 0000053817

Standing Authority Declaration

When Registered Agents lodge Pay Events to the ATO on behalf of a business, they may be required to provide a Standing Authority Declaration. This may be in the form of a Standing Authority (if the same person is the sole proprietor of the business). If a Standing Authority is applicable, you may enter it here. You may also attach a Standing Authority Declaration document.

[Add Standing Authority](#)

Single Touch Payroll (STP)

Single Touch Payroll is currently **DISABLED**

Single Touch Payroll is a reporting change for employers. It starts from 1 July 2018 for employers with 20 or more employees. For employers with less than 20 employees, it will become mandatory on 1 July 2019 however those employers may opt-in earlier if they desire.

[Enable Single Touch Payroll](#)

Single Touch Payroll Lodgement

At the time of finalising your pay run

You are about to finalise this pay run

Important
Please note that pay runs are **not** paid automatically. It is your responsibility to pay the employees, either through manual payment or by downloading a [payment file](#) and uploading it to your [internet banking provider](#).

Finalising a pay run locks the pay run to prevent it from being edited in the future.

Date Paid: 30/06/2018

Lodge Pay Run with ATO: ☐ Lodge Pay Run manually at a later date
☒ Lodge Pay Run now

Publish Pay Slips: ☒ Do not make pay slips available until the "Publish pay slips" button is clicked
☐ Make pay slips available to employees now
☐ Publish pay slips at on 30/06/2018

Finalise Cancel

Single Touch Payroll Reporting

Lodging a Pay Event

Lodgement Details

StatusCREATED

Lodge with ATO

QFilter by name

Show figures from this pay run

Actions


EMPLOYEE NAME	TOTAL GROSS	TYPE	GROSS PAYMENTS	RESC	SGC	ALLOWANCES	LUMP SUMS	TAX WITHHELD	RFBA	IS FINAL
	\$22,083.00	S	\$22,083.00	\$0.00	\$2,097.00	\$0.00	\$0.00	\$5,512.00	\$0.00	


Single Touch Payroll Reporting

Lodging a Pay Event

Lodge Pay Event

Pay Run lodgement in Progress:





Pay run submitted to ATO
Waiting on response from ATO
Pay run lodged successfully with ATO

NOTE: You don't need to wait while the lodgement is in progress. If there are any errors with your lodgement, they will be displayed on your business dashboard.

Close

Lodgement DetailsApproval Details

Status

Successful

Authority

https://openid.insuit.com/identity-bbbba570-f513-4797-b653-94e89cd8de0 at 2/09/2018 3:46 PM

Lodged by

https://openid.insuit.com/identity-bbbba570-f513-4797-b653-94e89cd8de0 at 2/09/2018 3:54 PM

Receipt Number

A1535867663535.1719ba31-4ab5-4480-83ee-d954b35e1743@1535867663535

Q

Filter by value

Show figures from this pay run

EMPLOYEE NAME	TOTAL GROSS	TYPE	GROSS PAYMENTS	RESC	SGC	ALLOWANCES	LUMP SUMS
	\$22,083.00	\$	\$22,083.00	\$0.00	\$2,097.00	\$0.00	\$0.00

I need help! Who do I call?

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Help is **available**

QuickBooks ProAdvisor Portal

<https://quickbooks.intuit.com/au/find-a-proadvisor/>

The Australian Tax Office

<https://www.ato.gov.au/business/Single-Touch-Payroll/>

Ensure all super details are correct & updated in your software



A man with glasses and a blue suit is smiling and holding a white cup. The background is a blurred office setting. A large green quote mark is in the top left corner.

“

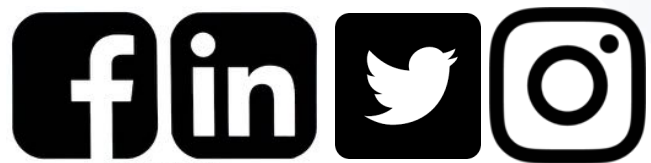
There are some in the micro employer group who will find STP reporting a real challenge and that is why the ATO has come up with a range of flexible options. The effort will be worth it, to streamline payroll reporting over time and ensure a level playing field for all businesses

John Shepherd | ATO Assistant Commissioner STP

Questions?

@LietteCalleja

@allthatcounts





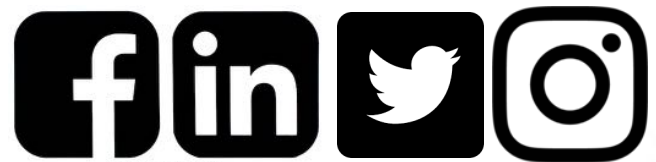
Thank you

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[@LietteCalleja](#)

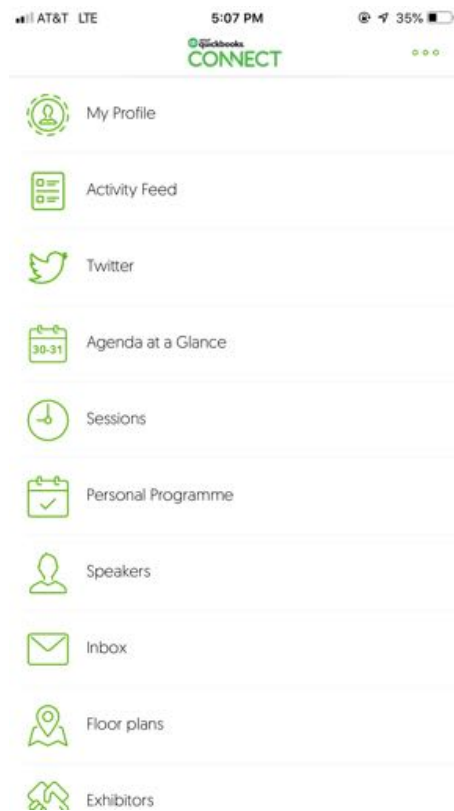
[@allthatcounts](#)



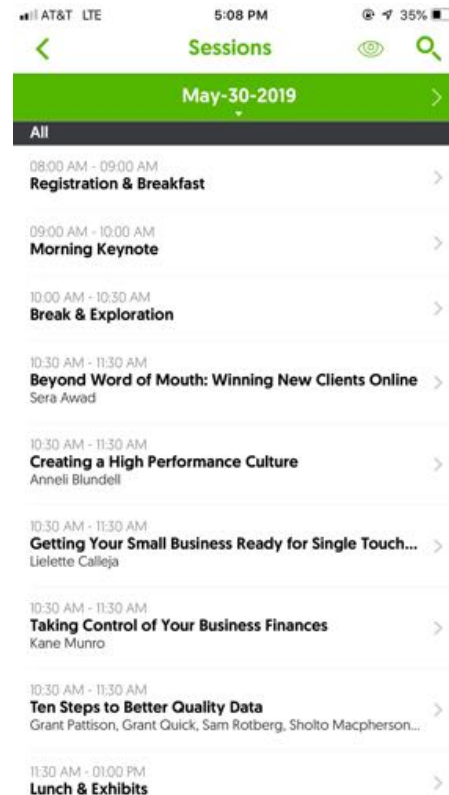
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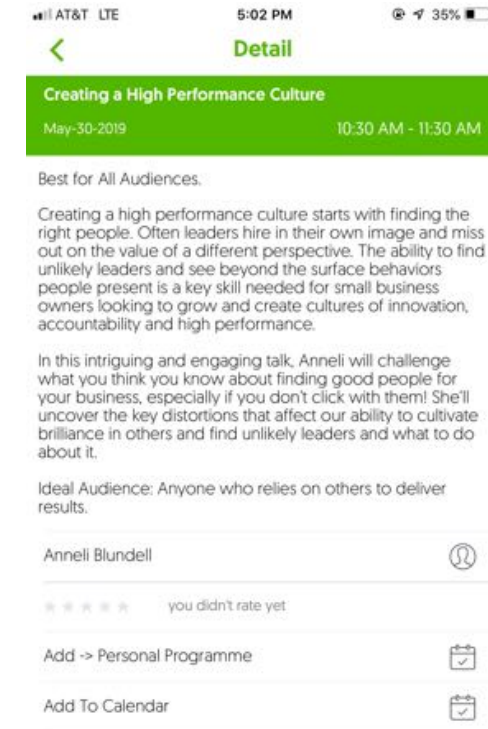
1. Select Sessions



2. Select Title



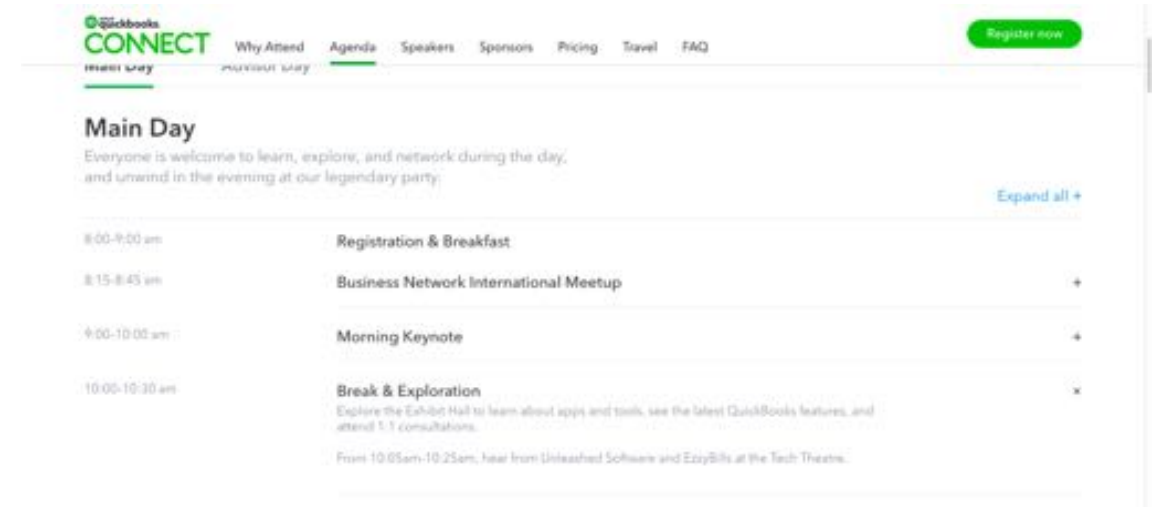
3. Add Rating and Comments



Material Download

1. Find the session on the agenda
2. Select + for more information
3. Download PDF of slides and/or supplemental material

<https://au.quickbooksconnect.com/agenda/>





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