

ARRIVALS		
DATE	FLIGHT	DESTINATION
1 JULY 2018	SUBSTANTIAL EMPLOYERS	STP
1 JULY 2019	EVERYONE ELSE*	STP

*Subject to legislation being passed

"Check in" for your STP journey



Your checklist to being Single Touch Payroll ready

Single Touch Payroll (STP) commences on 1 July, 2018 for employers of 20 or more employees. As this deadline approaches, you need to ensure your business is 'STP ready'.

Take a moment to review the below checklist to identify your action steps in the lead up to 1 July, 2018.

Start with a strong STP knowledge base

Visit [ADPs Single Touch Payroll](#) microsite to learn the STP basics, through to penalties, exemptions and FAQs.

Confirm if your current payroll solution will be STP compliant for 1 July, 2018. Tip: If you're already with ADP, this is done.

Confirm your business is required to participate in STP. [Click here](#) to learn more about STP exemptions.

Processes & Data Management – tighten up process & data gaps to simplify your STP transition

Review your current payroll reporting and validation process to identify any data quality and process gaps and improvements.

Appoint a primary and back up authorised payroll reporting approver. (The approver authorises your payroll data being sent to the ATO, which has to be done for every lodgement).

Assess if your business will continue to provide payment summaries direct to employees or if they need to obtain them through their myGov account.

Employee onboarding process captures tax file numbers within 14 days of their start date. Tip: you'll need a process to deal with employees who may be late as they should be charged the highest tax rate after 14 days.

Review current superannuation policy for simple and timely capture of employee fund details.

Validate current timesheet data capture is efficient and reliable. Tip: ditch the paper time sheets.

Document how your pay codes should be classified to tax, superannuation and workers compensation compliance. Ensure you include in the process to review regularly.

Software and Technology – Payroll management meets IT guru

Confirm your payroll solution has the capability to send data to the ATO Tip: Ask if they are SBR enabled.

Determine if your current payroll software updates will fit with your teams requirements to upgrade. Tip: If you're on a cloud based system, like ADP, there won't be an impact to your IT team.

Assess if there is an impact to any other software solutions that integrate into your payroll system or use payroll data.

Employee Change Management – myGov and payment summaries

Research and improve your myGov knowledge – your employees are going to ask you questions. Take a moment to read through the published myGov guides.

Produce simple myGov reference guides to share with your employees.

Develop a communication plan to move employees onto sourcing their financial year payment summaries direct from their myGov account.