

SINGLE TOUCH PAYROLL

Single Touch Payroll (STP) is a government initiative that aligns reporting obligations to payroll processes. As part of this initiative, employers are required to report to the ATO via STP each time they pay their employees.

Note: Employers are not required to change their existing pay cycles for this reporting change.

Employers with 20 or more employees (based on [headcount](#)) as on 01 April 2018, are considered to be 'substantial employers' and must report through STP from 01 July 2018. Employers with 19 or less employees must report through STP before 30 September 2019.

Whenever an employer makes a payment to any employee that is subject to withholding, they are required to lodge a 'pay event' with the ATO on or before the date the payment is made. This includes payments where the withholding amount is nil, and also where the employee has no net pay (the employee may be repaying an advance or overpayment to the employer, voluntarily forgoing their net). This removes the requirement to submit payment summaries and Payment Summary Annual reports for mandatory STP payments to the ATO.

The aim of this document is to assist Financial Controllers, Human Resource and Payroll Personnel in understanding the changes that have been made to the relevant Baseplan Enterprise screens and procedures. It is assumed that the audience have working knowledge of payroll in general and in Baseplan Enterprise.

Please refer to the 'Single Touch Payroll' Reference Guide for more information on STP and useful links.

Software Version: 1801

TABLE OF CONTENTS

GENERATING SINGLE TOUCH PAYROLL FILES IN BASEPLAN ENTERPRISE	3
DELIVERY OF STP TO ATO.....	5
CONFIRMATION	6
ERROR CORRECTION	6
FAQS.....	7
COPYRIGHT	8

GENERATING SINGLE TOUCH PAYROLL FILES IN BASEPLAN ENTERPRISE

After a pay has been successfully posted from the *Pays* screen in Baseplan Enterprise, the steps listed below must be followed to generate the required file through STP.

Note: You cannot add a new pay for an employee / supplier if that employee / supplier has a previously posted pay that has not yet been batched and sent to the ATO. An employee / supplier can appear only once in any batch.

1. From the Menu, select **Payroll > Procedures > Single Touch Payroll**
2. Select the **Company** that the pay event (pay run) is related to
3. If this is a new pay run, select **New Pay Event**

This will default the **Gross, Tax** and **Net** pay values from the run in the *Employee Totals for Pay Event* panel. These values can be compared with the Gross and Tax values in the History – Detailed report from **Payroll > Reports**, by using the relevant filters.

Gross represents the total amount paid in the pay run. This may include bonus, allowances, ETP payments, lump sum, etc.

If the run includes PAYG payable suppliers and the **Capture Suppliers PAYG Withheld in Single Touch Payroll** parameter is enabled, relevant supplier values will default to the *Supplier Totals for Pay Event* panel.

Note: Reporting of supplier payments via STP is not mandatory. Therefore, the default value of the parameter **Capture Suppliers PAYG Withheld in Single Touch Payroll** will be disabled.

4. If employee or supplier information has been updated, these changes must be submitted to the ATO by selecting **Update Employee Details** or must be included in the next pay event (pay run)
5. If the original file had errors, select the **Full File Replacement of Batch** option and select the batch number to be replaced from the drop down list
6. Ensure that the values in the **Employee Totals for Pay Event** and **Supplier Totals for Pay Event** sections are correct
7. If the file includes the final YTD values for all the paid employees for the financial year, then check **Final File for Financial Year** checkbox

A final file must be submitted to the ATO by the 14th July of the next financial year. If the first pay run of the new financial year needs to be completed before this deadline, the **Prior Year Ending 30 June #####** checkbox must be used (##### is the prior financial year) when submitting the file.

Note: Final files can also be submitted for Update Events as described in step 4.

8. If payroll has been rolled into the next financial year and you are ready to submit the final file for the prior year, check **Prior Year Ending 30 June #####**

Pay adjustments for the prior year cannot be processed with this function. Only employee details can be changed. This option is not available for selection unless **Final File for Financial Year** is checked.

Note: If the Payroll module has been rolled into the next financial year, pay adjustments for the previous year cannot be processed. The required adjustments will have to be entered as part of a new pay event (pay run) in the next financial year.

9. Check the **Declaration** checkbox that states 'I declare that the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.'

10. Click CREATE DISK

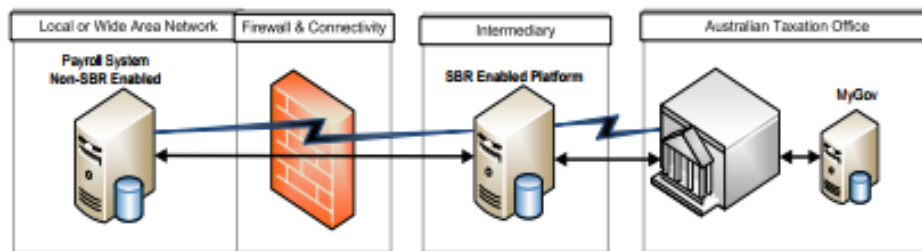
This will generate an XML file which must be submitted to the ATO for payroll reporting. Every XML file will have a timestamp in yyyy-mm-ddThh:mm:ss+11:00 format, enabling the ATO to identify it.

The XML file will have a Parent Total representing the **Gross** value (including all payments, such as allowances, ETP, lump sum, etc.) and the Child details representing a detailed breakdown of the Parent Total. The Child details will only include YTD values.

DELIVERY OF STP TO ATO

Having reviewed all methods of data delivery to the ATO, Baseplan has determined that the most cost-effective and efficient method would be through an intermediary. The primary function of the intermediary is to deliver files to government / ATO servers through a Standard Business Reporting (SBR) enabled platform.

Baseplan has identified [Ozedi](#) as a suitable third party intermediary. Information from Baseplan Enterprise will be exported into an XML format prescribed by the ATO, and submitted to the intermediary. The intermediary will then package this information into an ebMS3 message which will be submitted to the ATO servers.



Baseplan can provide samples of XML files to third parties for testing.

Note: Baseplan customers are required to register directly with service providers.

If you have chosen Ozedi as your preferred service provider, please contact Baseplan Support for information on STP file uploads and submissions to the ATO.

CONFIRMATION

After the packaged files have been submitted to the ATO servers, a confirmation message will be sent by the ATO within 72 hours. This message will notify the employer if the batch was successfully received. If errors are reported, the employer may have to create an Update Event (**Update Employee Details** option) in Baseplan Enterprise and revise the relevant details.

If the batch was successfully received, follow the steps below to confirm the batch in Baseplan Enterprise:

1. From the Menu, select **Payroll > Procedures > Single Touch Payroll**
2. In the *Batch Confirmation* panel at the bottom of the screen, select the successful batch number from the drop down list
3. Click CONFIRM

Info: “Batch [00] has been confirmed”

4. Click OK

ERROR CORRECTION

If the uploaded batch is unsuccessful, errors will be reported back to the employer (intermediary) by the ATO. Depending on the errors found, the employer can use the functions below to rectify the issues:

ISSUE	RESOLUTION
Corrupt File	Use the Full File Replacement of Batch option to replace the unconfirmed, corrupt file with the corrected file.
Incorrect Payee Details	Correct errors (changes to payment amounts cannot be made) using the Update Employee Details option.
Errors in payment amounts	<p>Make the required pay adjustment in the system and process this as a new batch. Changes to payment amounts cannot be processed using the Update Employee Details option.</p> <p>Note: If the Payroll module has been rolled into the next financial year, pay adjustments cannot be made in the previous financial year. Such payments must be processed as part of a new pay event (pay run) in the next financial year.</p>

FAQS

Q. Deduction Types - What category is to be used for Child Support?

A. If not a charity deduction, then all deduction pay types will use the type 'FEES'.

Q. Deduction Types - What category is to be used for expense incurred deductions, i.e. PPE, medicals, operator tickets?

A. If not a charity deduction, then all deduction pay types will use the type 'FEES'.

Q. How does the ATO find out about the previous pays if STP is not enabled on July 01?

A. Not having STP enabled in July will not be a problem since STP always reports YTD values.

Q. How do we go about STP when doing separate pays in the pay week, i.e. a second pay in the same week for an employee?

A. You cannot post another pay for an employee if there is already a pay for that employee that has not been sent to the ATO. However, you can do two pay runs, for example your weekly and monthly paid staff, and send them all in one batch to the ATO as the same employee will not be paid in both pay runs.

Q. At what stage of the Payroll process is the STP done?

A. It does not matter which order you do it in since STP has no impact on posting to the GL, but normally post pays to GL is the last step.

COPYRIGHT

© 2018 - 2019 Baseplan Software Pty Ltd or one of its subsidiaries. This material is protected by copyright.

Information from the document, as excerpts or in entirety, may be republished or reprinted only for fair use in connection with licenced usage of Baseplan's products, and with appropriate attributions to Baseplan Software Pty Ltd. Apart from this and other than for purposes of and subject to the conditions prescribed under the Copyright Act, no part of it may in any form or by any means (electronic, mechanical, micro-copying, photocopying, recording or otherwise) be reproduced, stored in a retrieval system or transmitted without prior written permission from the document controller.

Product or company names are trademarks and/or registered trademarks of their respective holders.