

Single Touch Payroll Readiness



The introduction of Single Touch Payroll (STP) by the Australian Tax Office (ATO) is going to impact many parts of your business, especially payroll. This checklist is designed to assist your planning process and understand your readiness for STP.

People



Is your payroll team informed of STP changes being introduced and receiving regular updates?

What other internal departments need to be aware of the impact of STP?

Do you have expatriate employees? Do you know how these employees will be managed in relation to STP?

Communication

Do you have a plan for communicating changes to employees?

Have you communicated the impacts of STP to management?

Do you need to brief your Board on the potential impact of STP?

Process



Have all employees completed and signed their TFN declarations? Where are they filed?

Have all employees been given a copy of the Fair Work Information Statement?

How will STP and MyGov impact onboarding for your organisation?

Do you need to automate any manual processes to ensure required data is available in the payroll system for STP?

How will you ensure any manual pay adjustments, outside of your usual pay cycle, are incorporated into your payroll system correctly for STP purposes?

Governance & Controls

Have you checked that your payroll is coded correctly to ensure that there are no SG shortfalls?

Have you checked that your monthly/quarterly PAYGW is accurate?

Is your Employee master data complete with no blank fields?

Will you need to update your processes and the data you capture to be ready for STP?

Technology



Internal

Does the information provided on employee payslips conform to Fair Work requirements?

When will your payroll provider be enabled for STP?

Do you need to upgrade your payroll software?

What changes need to be made to your Business Continuity and Disaster Recovery plans?

What lead time does your IT team need to implement changes?

Will there be costs associated with implementing STP? Or ongoing?

External

Will your payroll software provider lodge your STP reports with the ATO or will this be done via a third party?

Will your software provider prepare the required XML STP report or will it only prepare the report as an output file (ie. .csv format) which will need to be converted into the required XML format to be lodged with the ATO?

Are third party providers storing your payroll data as part of the lodgment service, and if so, what data security measures are in place to protect your data?

How does your payroll software provider intend to handle return messages from the ATO (i.e. data matching responses)?

What additional fees will you incur for the creation or lodgment of STP reporting?

What internal configuration changes, testing and approvals are required to facilitate the STP reporting process?

For assistance in assessing your STP readiness,
visit our STP website to find your nearest PwC advisor.

[pwc.com.au/stp](https://www.pwc.com.au/stp)

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