

# Setting up Single Touch Payroll in Xero



Note: *This is a general guide only, and may not be fully suitable for you. Please seek individual advice for your specific circumstances.*

## 1. Check Organisation details

Check that your organisation details are correct.

This can be done by clicking on your organisation name in the top left hand corner \ then select 'Settings' in the menu. Select 'Organisation details'

Check and update the organisation details. Don't forget to press the green 'Save' button if you make any changes.

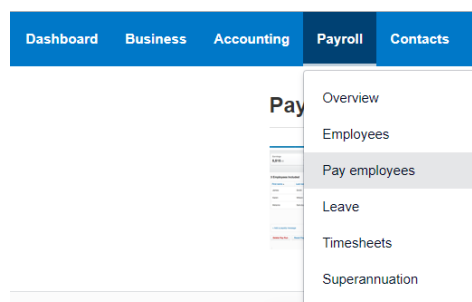
## 2. Check Employee details

Use the Employee Details report to check for missing or incorrect information. Ensure there is a correct postcode for each employee.

The Employee Details report can be found under the menu options:

Accounting \ Reports \ Payroll \ More Reports \ Employee Contact Details

## 3. Select 'Pay Employees' from the 'Payroll' menu



4. Click on the blue 'Get started' button to change the way you report payroll information to the ATO

Pay Runs




Add and post a pay run with a couple of clicks!

Hide help! x

You also have the ability to email payslips and the ability to revert posted payruns.

If in doubt, check out our [help guide for Xero Payroll](#).



**Changes to the way you report payroll information to the ATO**

Set up Single Touch Payroll to seamlessly send payroll tax and superannuation information to the ATO with every pay run. From July 1 2019 it will be mandatory for all Australian businesses.

[Read more about Single Touch Payroll](#)

+ Add Pay Run

Pay Run History


Calendar	Period	Payment Date	Wages	Tax	Super	Net Pay
...	...	...	...	...	...	...



TIP: If the blue 'Get Started' button does not appear on your screen, click on 'Setup Single Touch Payroll' on the right hand side of the screen.

5. Confirm you wish to Opt-in to Single Touch Payroll by clicking on the blue 'Opt in' button

Pay Runs > Opt in to Single Touch Payroll

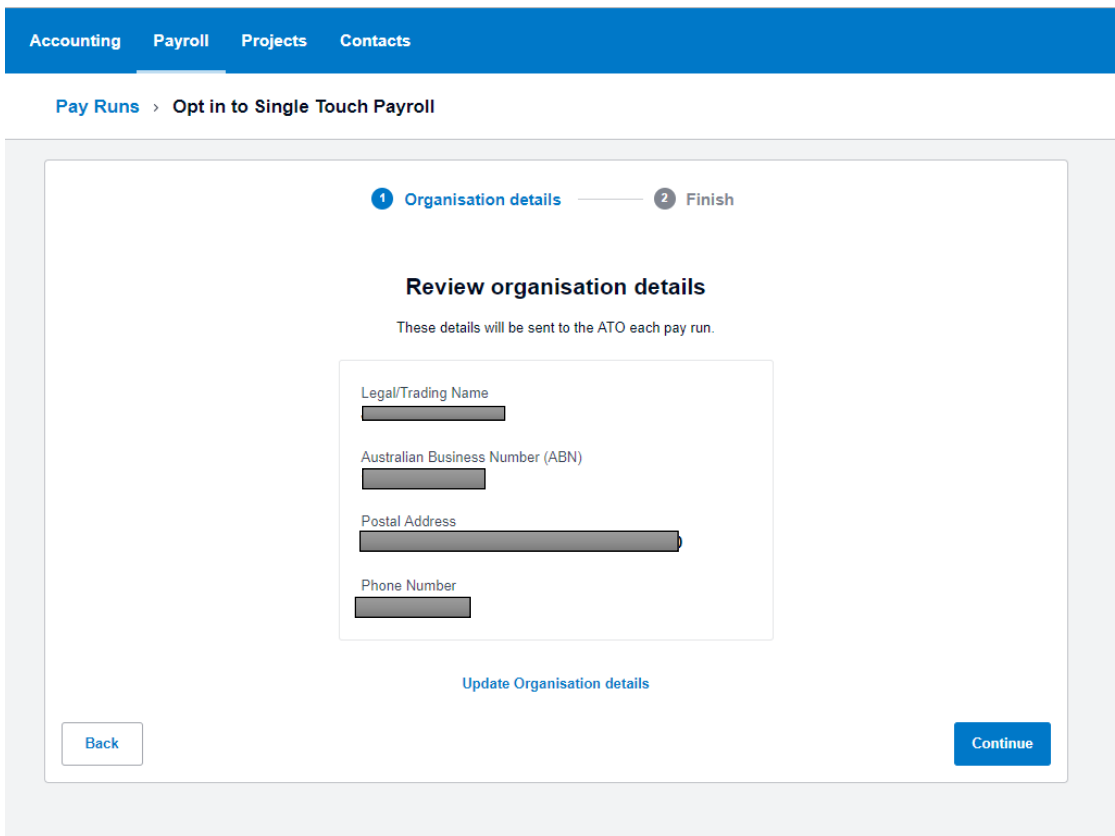


**Opt-in to Single Touch Payroll**

By opting in, you will be able to seamlessly report payroll information each pay to the ATO and benefit from the latest efficiencies in digital compliance.

STP reporting replaces the requirement to file PSAR at the end of the financial year and is beautifully simple to use. Once set-up, filling only takes a few extra clicks.

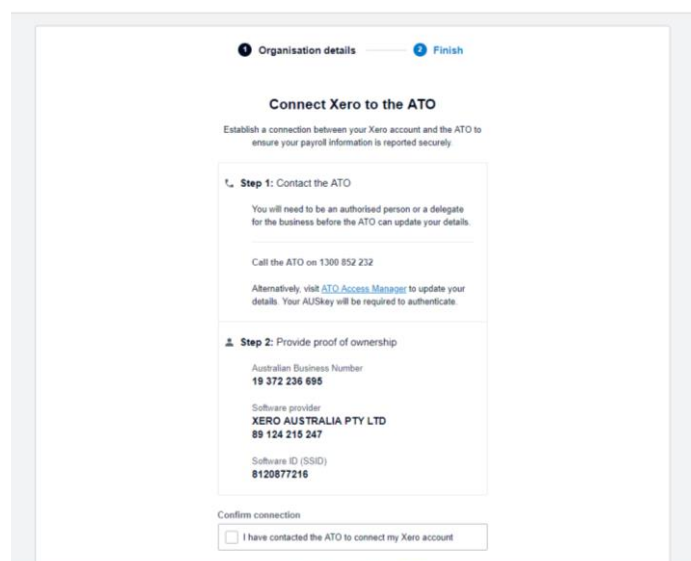
6. Review and confirm your organisation details are correct. This includes your trading name, ABN, postal address and phone number.



Details can be updated by clicking on your organisation’s name in the top left hand corner of the screen, then selecting ‘Settings’, ‘Organisation Settings’

7. Follow the steps listed, ie, phone the ATO and provide them with the details listed on the screen.

**Note:** the SSID number is unique to your organisation.

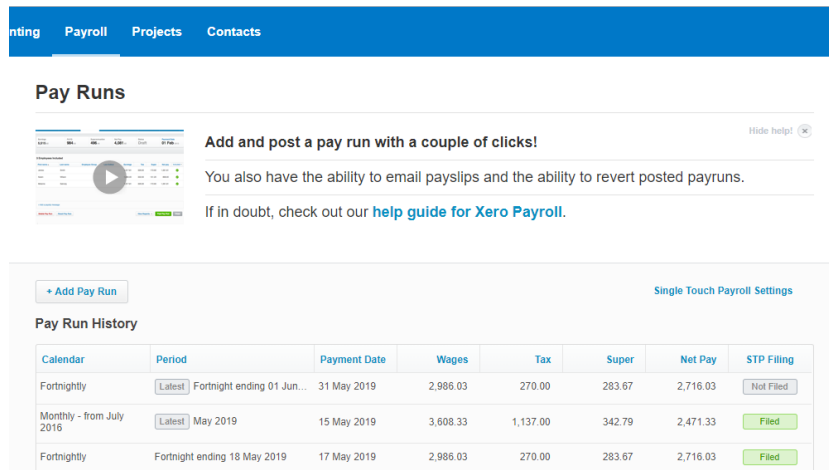


Once the ATO confirms you are connected for STP, you can click to Confirm connection, and press the blue 'Register' button.

You are now setup for STP filing!

## 8. STP Filing

You will now see a new column on the Pay Run Screen, called 'STP Filing'. This column will provide you with the STP status of each payrun: Not Filed, Pending, Filed.



**Pay Runs**

Add and post a pay run with a couple of clicks!

You also have the ability to email payslips and the ability to revert posted payruns.

If in doubt, check out our [help guide for Xero Payroll](#).

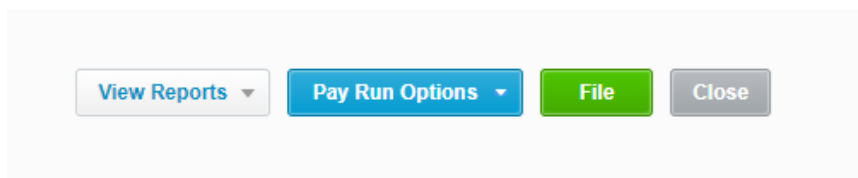
[+ Add Pay Run](#) [Single Touch Payroll Settings](#)

**Pay Run History**

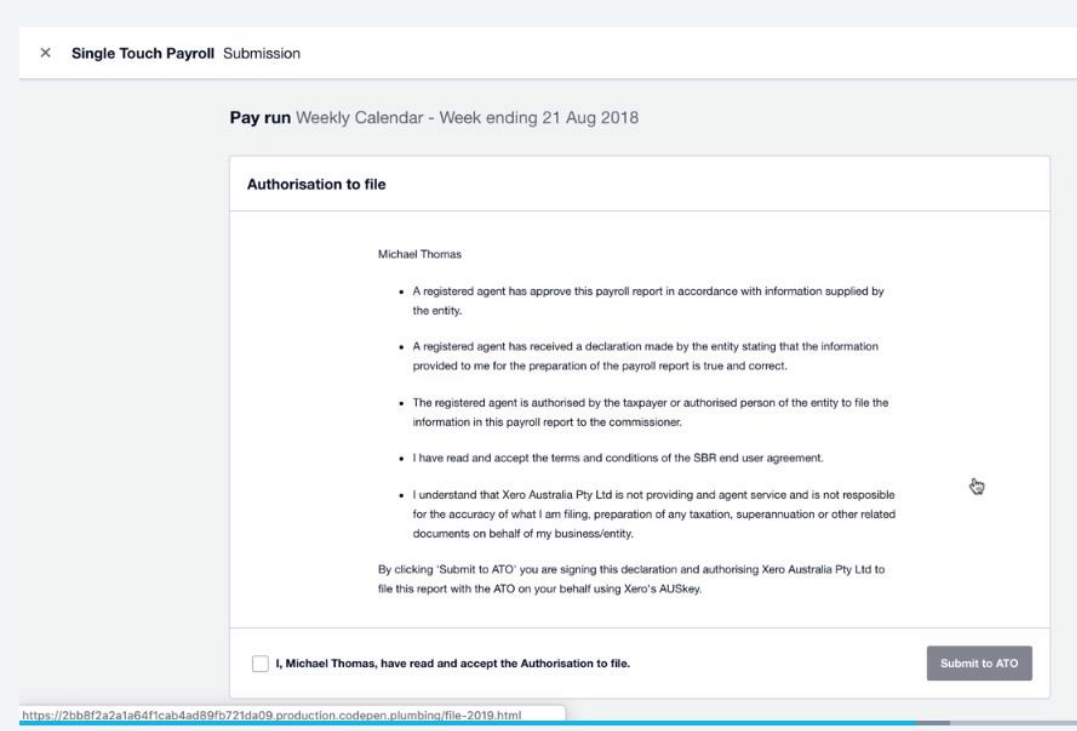
Calendar	Period	Payment Date	Wages	Tax	Super	Net Pay	STP Filing
Fortnightly	<a href="#">Latest</a> Fortnight ending 01 Jun...	31 May 2019	2,986.03	270.00	283.67	2,716.03	<a href="#">Not Filed</a>
Monthly - from July 2016	<a href="#">Latest</a> May 2019	15 May 2019	3,608.33	1,137.00	342.79	2,471.33	<a href="#">Filed</a>
Fortnightly	Fortnight ending 18 May 2019	17 May 2019	2,986.03	270.00	283.67	2,716.03	<a href="#">Filed</a>

You are required to file your payruns **before or on the paydate of the payrun**.

Click on the green 'File' button after posting your payrun to file STP.



You will be asked to accept the Authorisation to File.



Single Touch Payroll Submission

Pay run Weekly Calendar - Week ending 21 Aug 2018

**Authorisation to file**

Michael Thomas

- A registered agent has approved this payroll report in accordance with information supplied by the entity.
- A registered agent has received a declaration made by the entity stating that the information provided to me for the preparation of the payroll report is true and correct.
- The registered agent is authorised by the taxpayer or authorised person of the entity to file the information in this payroll report to the commissioner.
- I have read and accept the terms and conditions of the SBR end user agreement.
- I understand that Xero Australia Pty Ltd is not providing an agent service and is not responsible for the accuracy of what I am filing, preparation of any taxation, superannuation or other related documents on behalf of my business/entity.

By clicking 'Submit to ATO' you are signing this declaration and authorising Xero Australia Pty Ltd to file this report with the ATO on your behalf using Xero's AUSKey.

I, Michael Thomas, have read and accept the Authorisation to file.

Submit to ATO

<https://2bb8f2a2a1a64f1cab4ad89fb721da09.production.codepen.plumbing/file-2018.html>

The first time you file your STP details, the system will do a catchup and send YTD (year to date) details to the ATO. Hence, you do not need to file every previous payrun before the date you connected for STP.

**Important:** You must complete your payrun STP filing on or before the pay day.  
It must not be after you pay your employees.

## 9. Allowance types for a pay item

If you have any allowance pay items, they must be assigned an allowance type (before you file a pay run) to ensure the allowances are reported correctly to the ATO.

### Add an allowance type to a pay item

1. Click on the organisation name, select **Settings**, then click **Payroll settings**.
2. Select the **Pay Items** tab.
3. In **Earnings**, add a new pay item, or open an existing pay item, with an **Allowance** earnings category. Xero will identify existing pay items that require an allowance type.
4. Under **Type**, select the type that applies to this allowance.
5. Click **Add** (if you're creating a new pay item) or **Save**.

For further information on Single Touch Payroll in Xero, refer to:

<https://central.xero.com/s/article/Set-up-Single-Touch-Payroll-STP>