SINGLE TOUCH PAYROLL
CHECKLIST FOR EMPLOYERS

CREATED BY AZURE GROUP

Get Ready Checklist

Single Touch Payroll starts from 1 July 2018 - If you have 20 or more employees, you need to take the next steps and get ready. Below is a checklist of steps to be Single Touch Payroll ready.

Check with your Payroll

Your payroll software provider can confirm when your payroll software will be ready for Single Touch Payroll.

- [ ] Check Single Touch Payroll reporting with your payroll software provider – this may be through an update to your existing software, or an additional service.
- [ ] Check if they have a deferred start date.
- [ ] Find out what support they will offer to their clients to transition to Single Touch Payroll.
- [ ] Subscribe to their communications – this may be email, newsletter, web updates.

Connect with Azure Group

Azure Group is working closely with payroll solution and service providers. We regularly publish information and updates on our website and through our newsletters.

- [ ] Visit azuregroup.com.au and subscribe to our updates.
- [ ] Follow Azure Group on
- [ ] Make sure Azure Group has the right contact details for your business or organisation.

Review your business processes

There are a few things you should check before Single Touch Payroll starts.

- [ ] Make sure the right people in your business know about Single Touch Payroll – especially your payroll staff.
- [ ] Check if you are paying your employees correctly.
- [ ] Check if you are withholding taxes correctly for employees.
- [ ] Check if you are calculating your employees' super entitlements correctly.
- [ ] Check if you are addressing overpayments correctly.
- [ ] Is your employee information accurate, including names, addresses, date-of-birth records?

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