



Welcome to Perfecting Payroll using MYOB

presented by Pam Chilman, MYOB Certified Consultant



Poetry in Numbers

your education and automation team



June 2023

Presenter - Pam Chilman



Background

- Trainer, Consultant and Business owner over 29 years
- Work with business and NFPs to obtain efficiencies
- Deliver face to face courses: MYOB, Xero, QBO & Reckon
- Deliver Webinars on a range of topics
- Set up a range of bookkeeping solutions
- Specialise in finding efficiencies

Qualifications

- Certificate IV – Training and Assessment
- Fellow of Institute of Public Accountants & ICB
- Registered BAS Agent
- MYOB Certified Consultant
- Member of MYOB Partner Advisor Group
- Xero Accredited Partner and Trainer
- Reckon Accredited Partner
- QuickBooks Online Pro-Advisor
- Calxa Accredited Partner



Perfecting Payroll using MYOB

Agenda



Payroll
preparation tasks
prior to end of a
payroll year



The Finalisation
process required
ensuring STP2
activated



Features in
MYOB to save
time when
processing
payrolls



Tools to assist
when engaging
with employees



Timesaving
features in
MYOB to
streamline
payroll
workflows

Disclaimer

This content aims to provide a general understanding of the software's features and functionalities, but it does not constitute professional financial advice. Please note that software updates or changes may occur, and certain functionalities mentioned may vary or evolve over time.

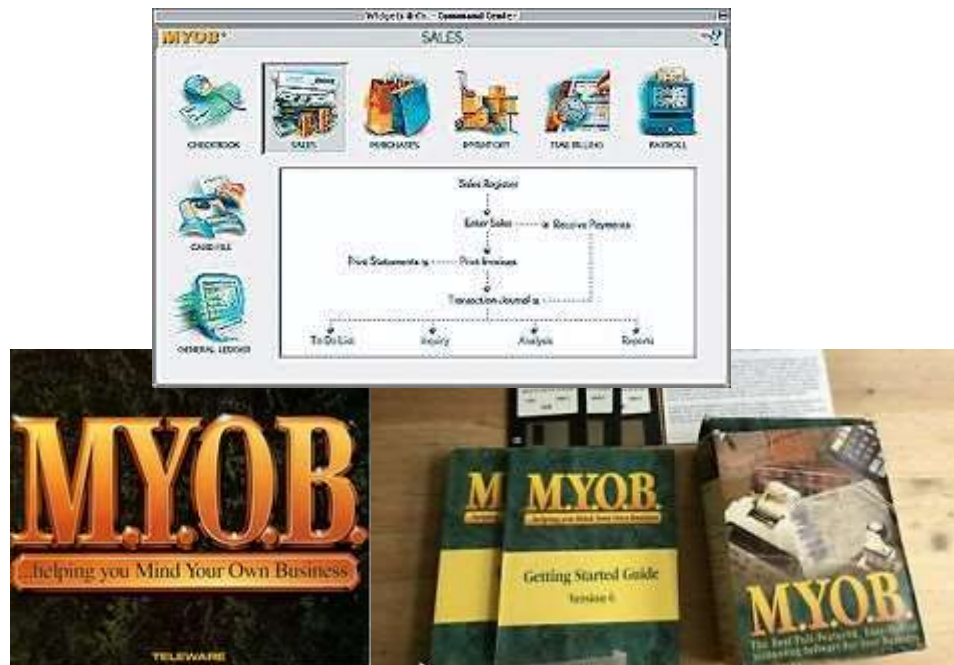
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myob the product

Product evolution...



myob the product

Product evolution...



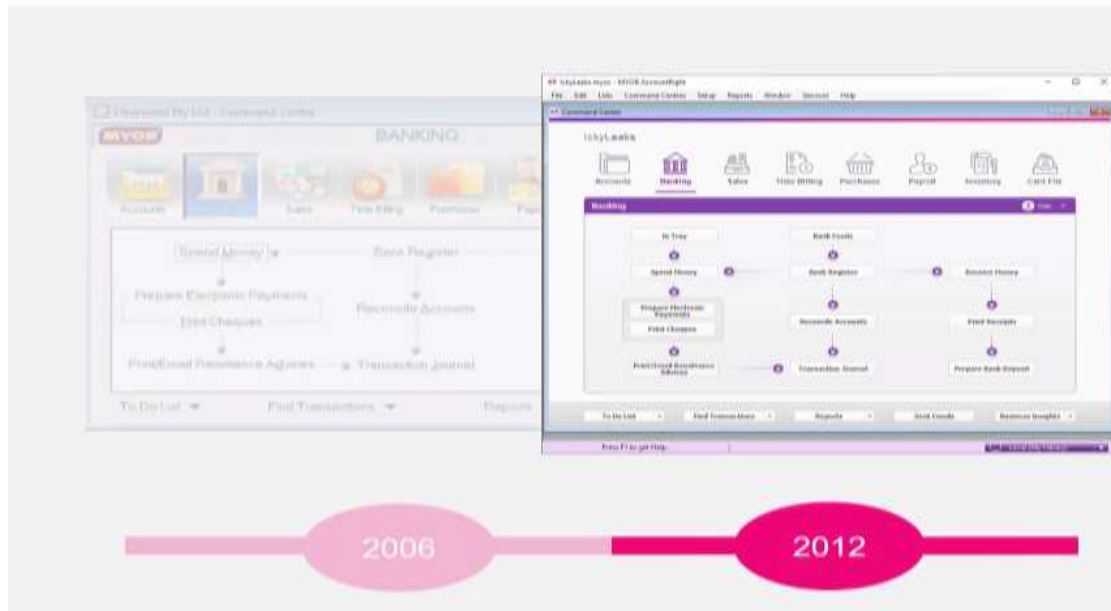
myob the product

Product evolution...



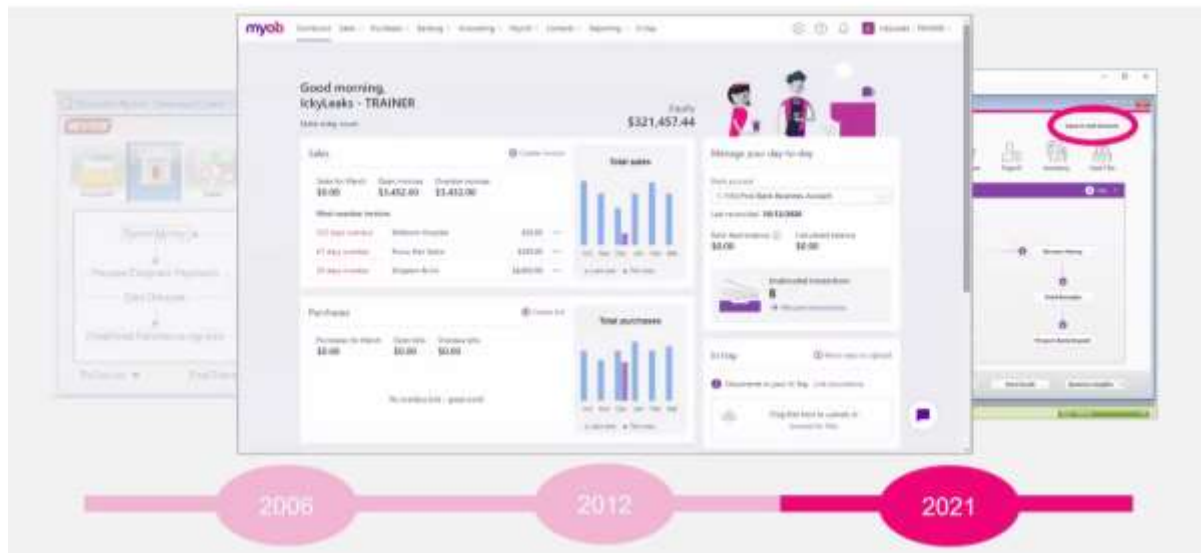
myob the product

The MYOB evolution...



myob the product

Online product evolution...



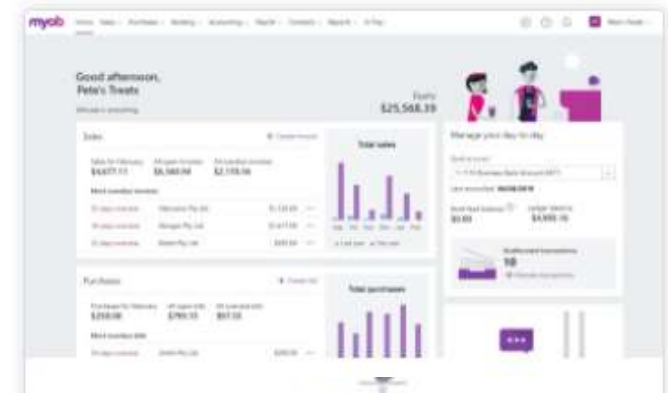
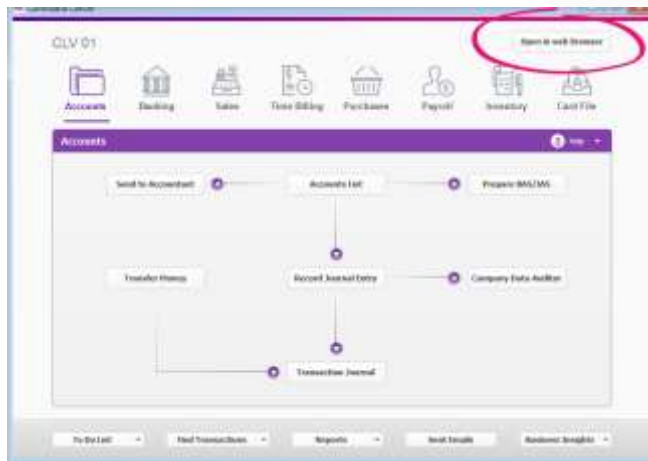


Which version do you mostly use?

- AccountRight desktop
- AccountRight online
- MYOB in the Browser
- Switch between both
- Unsure



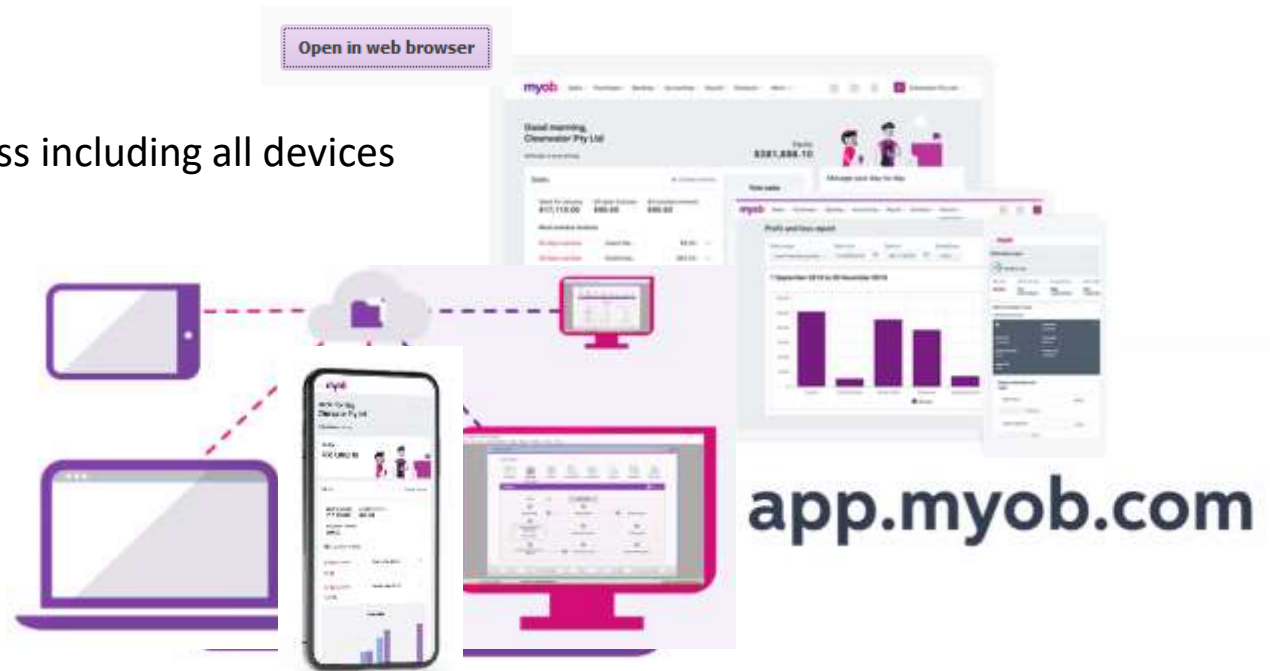
Open in web browser





MYOB Browser

- More flexibility for access including all devices



▼ Why does my file need to be online?

You'll complete the move to STP Phase 2 online (via a web browser) so you can integrate with the ATO's online services. This is only possible if your company file is online.

If your company file is offline (saved on your computer or a network server), you'll need to [put your company file online](#) to move to STP Phase 2. Having your file online is included with your subscription, so there's no extra cost.

Payroll preparation & Finalisation for 2023



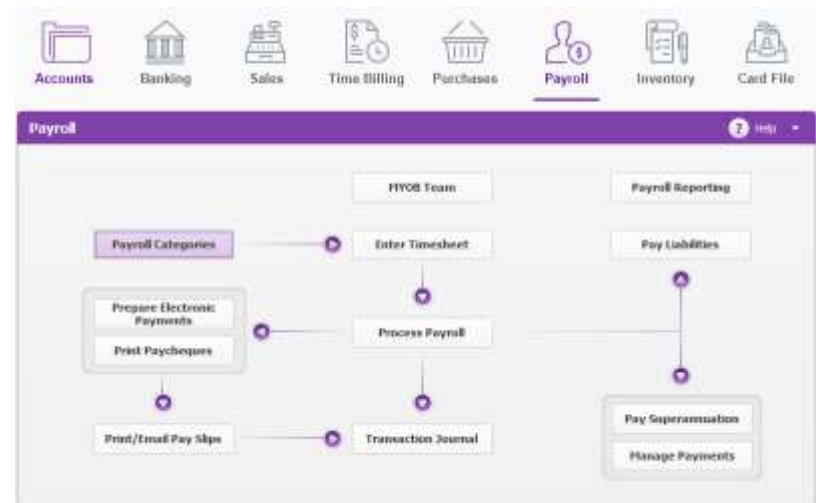
myob



Payroll preparation

Preparation:

- Consider last pay run date
- Current details for all staff, incl. terminated
- Your Company details
- FBT information on hand
- ETP's or payroll adjustments



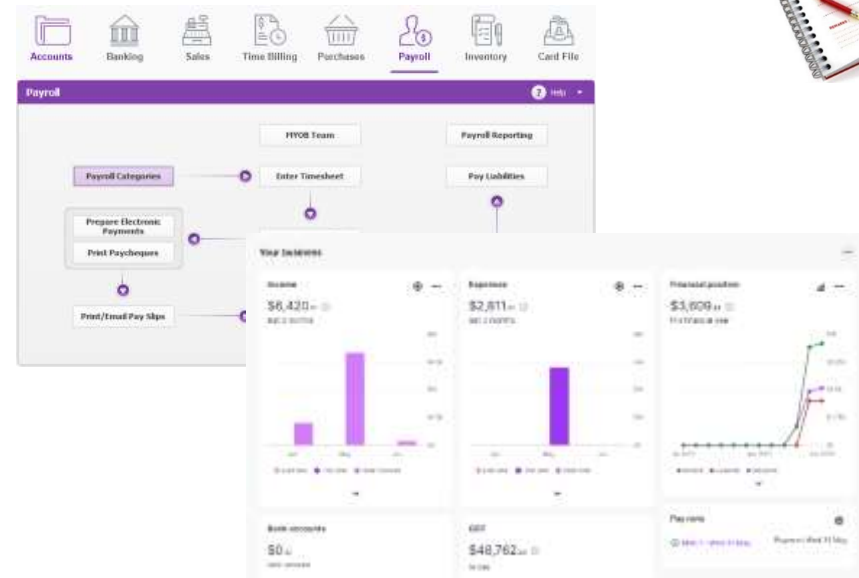
BAS/Tax Agents must also get ANNUAL Client Authority in place for EOY finalisation process



Payroll preparation

Preparation:

- Tax file numbers
- Dates of terminated staff
- Bank reconciliations kept up to date



Tax File Numbers	For use under special circumstances
333 333 333	Payee is under 18 years of age and earns \$350 or less a week
444 444 444	Payee is a Commonwealth government pensioner
111 111 111	Payee is applying for a TFN and 28 days has not passed
000 000 000	If the taxpayer chooses not to quote a TFN, has not claimed an exemption from quoting a TFN or doesn't fit into the above categories
999 888 777 (or similar)	When cards are for old employees (active or inactive) with missing TFNs. Only use if you are certain the payee did not receive any form of payment from you in the year just ended

Payroll Year End preparation

Balance *Payroll* reports to *Financial* reports

Payroll reports:

Payroll *Register* Summary - Year-to-Date

Payroll *Activity* Summary - Year-to-Date

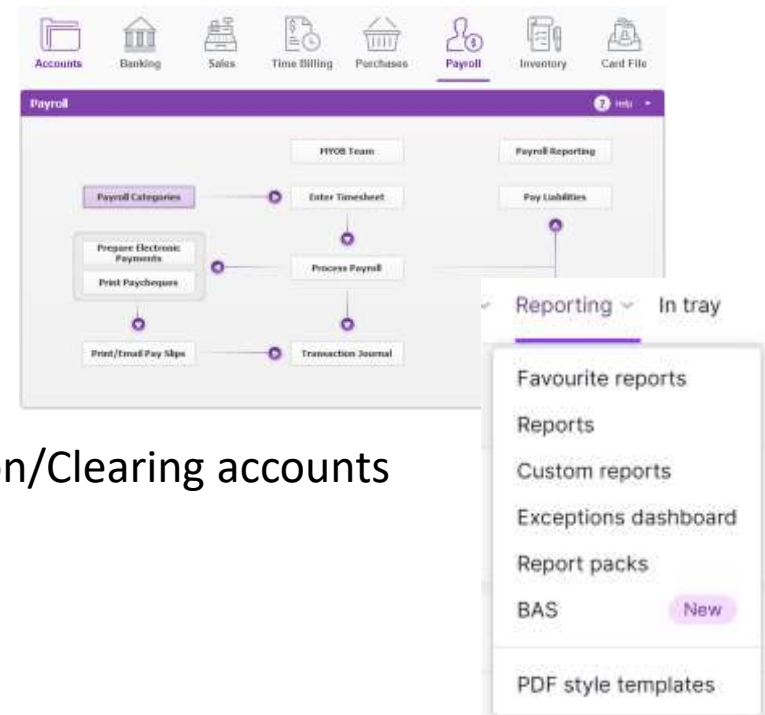
Payroll Summary

Financial Reports:

Profit and Loss

Balance Sheet

General Ledger Detail - PAYG / Superannuation/Clearing accounts



Payroll Year End preparation

- **Balancing:** *Payroll reports to Financial reports*

Confirm Activity Summary = Register Summary.

Payroll Activity (Summary)

Name	Hours	Salaries	Taxes	Super	Expenses
John Doe	1000.00	1000.00	100.00	100.00	100.00
Jane Smith	1000.00	1000.00	100.00	100.00	100.00
Bob Johnson	1000.00	1000.00	100.00	100.00	100.00
Emily White	1000.00	1000.00	100.00	100.00	100.00
Michael Brown	1000.00	1000.00	100.00	100.00	100.00
Sarah Lee	1000.00	1000.00	100.00	100.00	100.00
David Kim	1000.00	1000.00	100.00	100.00	100.00
Olivia Garcia	1000.00	1000.00	100.00	100.00	100.00
Lucas Miller	1000.00	1000.00	100.00	100.00	100.00
Ava Wilson	1000.00	1000.00	100.00	100.00	100.00
Ethan Davis	1000.00	1000.00	100.00	100.00	100.00
Total	10000.00	10000.00	1000.00	1000.00	1000.00

Payroll Register (Summary)

Name	Hours	Salaries	Taxes	Super	Expenses
John Doe	1000.00	1000.00	100.00	100.00	100.00
Jane Smith	1000.00	1000.00	100.00	100.00	100.00
Bob Johnson	1000.00	1000.00	100.00	100.00	100.00
Emily White	1000.00	1000.00	100.00	100.00	100.00
Michael Brown	1000.00	1000.00	100.00	100.00	100.00
Sarah Lee	1000.00	1000.00	100.00	100.00	100.00
David Kim	1000.00	1000.00	100.00	100.00	100.00
Olivia Garcia	1000.00	1000.00	100.00	100.00	100.00
Lucas Miller	1000.00	1000.00	100.00	100.00	100.00
Ava Wilson	1000.00	1000.00	100.00	100.00	100.00
Ethan Davis	1000.00	1000.00	100.00	100.00	100.00
Total	10000.00	10000.00	1000.00	1000.00	1000.00

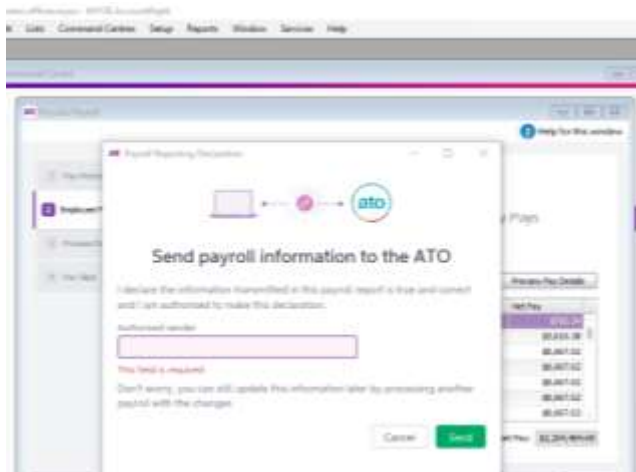
Reconcile Payroll reports - Salaries & Super expenses (P&L) * *watch splitting wages across multiple accounts*

Reconcile Payroll reports to Liabilities in Balance Sheet

Payroll Year End with STP

Payroll Reporting Centre

- Shows each Pay Event report to ATO



Payroll Reporting									
myob AccountRight									
Payroll reporting centre									
Reports Employment terminations EOFY Finalisation ATO settings JobKeeper payments									
Pay period	Pay to date	Recorded date	# employees	Reportable Gross	MYO	Declared By	Declaration date	Status	
19/01/2019 - 02/02/2019	02/02/2019	02/02/2019, 10:20am	0	\$0.00	\$0.00	Carl Hayman	02/02/2019	Pending	
14/02/2019 - 28/02/2019	28/02/2019	28/02/2019, 9:15am	0	\$0.00	\$0.00	Carl Hayman	28/02/2019	Declined - rejected	
03/03/2019 - 16/03/2019	16/03/2019	16/03/2019, 11:07am	0	\$0.00	\$0.00			Accepted	
03/03/2019 - 16/03/2019	16/03/2019	16/03/2019, 9:40am	0	\$0.00	\$0.00			Accepted	
20/03/2019 - 02/04/2019	02/04/2019	02/04/2019, 10:20am	0	\$0.00	\$0.00	Carl Hayman	02/04/2019	Declined	
03/04/2019 - 16/04/2019	16/04/2019	16/04/2019, 9:40am	0	\$0.00	\$0.00	Carl Hayman	16/04/2019	Accepted	
20/04/2019 - 02/05/2019	02/05/2019	02/05/2019, 10:20am	0	\$0.00	\$0.00	Carl Hayman	02/05/2019	Declined	
03/05/2019 - 16/05/2019	16/05/2019	16/05/2019, 9:40am	0	\$0.00	\$0.00	Carl Hayman	16/05/2019	Accepted	
20/05/2019 - 02/06/2019	02/06/2019	02/06/2019, 10:20am	0	\$0.00	\$0.00	Carl Hayman	02/06/2019	Declined	
03/06/2019 - 16/06/2019	16/06/2019	16/06/2019, 9:40am	0	\$0.00	\$0.00	Carl Hayman	16/06/2019	Accepted	
20/06/2019 - 02/07/2019	02/07/2019	02/07/2019, 10:20am	0	\$0.00	\$0.00	Carl Hayman	02/07/2019	Declined	
03/07/2019 - 16/07/2019	16/07/2019	16/07/2019, 9:40am	0	\$0.00	\$0.00	Carl Hayman	16/07/2019	Accepted	
20/07/2019 - 02/08/2019	02/08/2019	02/08/2019, 10:20am	0	\$0.00	\$0.00	Carl Hayman	02/08/2019	Declined	
03/08/2019 - 16/08/2019	16/08/2019	16/08/2019, 9:40am	0	\$0.00	\$0.00	Carl Hayman	16/08/2019	Accepted	
20/08/2019 - 02/09/2019	02/09/2019	02/09/2019, 10:20am	0	\$0.00	\$0.00	Carl Hayman	02/09/2019	Declined	
03/09/2019 - 16/09/2019	16/09/2019	16/09/2019, 9:40am	0	\$0.00	\$0.00	Carl Hayman	16/09/2019	Accepted	
20/09/2019 - 02/10/2019	02/10/2019	02/10/2019, 10:20am	0	\$0.00	\$0.00	Carl Hayman	02/10/2019	Declined	
03/10/2019 - 16/10/2019	16/10/2019	16/10/2019, 9:40am	0	\$0.00	\$0.00	Carl Hayman	16/10/2019	Accepted	
20/10/2019 - 02/11/2019	02/11/2019	02/11/2019, 10:20am	0	\$0.00	\$0.00	Carl Hayman	02/11/2019	Declined	
03/11/2019 - 16/11/2019	16/11/2019	16/11/2019, 9:40am	0	\$0.00	\$0.00	Carl Hayman	16/11/2019	Accepted	
20/11/2019 - 02/12/2019	02/12/2019	02/12/2019, 10:20am	0	\$0.00	\$0.00	Carl Hayman	02/12/2019	Declined	
03/12/2019 - 16/12/2019	16/12/2019	16/12/2019, 9:40am	0	\$0.00	\$0.00	Carl Hayman	16/12/2019	Accepted	
20/12/2019 - 02/01/2020	02/01/2020	02/01/2020, 10:20am	0	\$0.00	\$0.00	Carl Hayman	02/01/2020	Declined	
03/01/2020 - 16/01/2020	16/01/2020	16/01/2020, 9:40am	0	\$0.00	\$0.00	Carl Hayman	16/01/2020	Accepted	

- Totals are based on 'Pay Event' reports

Payment Summaries

- Format fields Create *Empdupe* file
- Submit file:
 - Electronically/upload
- Link to ATO Portal
- Current methods to send file:
 - ATO Business Portal
 - BAS or Tax Agent Portal
 - SBR providers eg GovReports, and



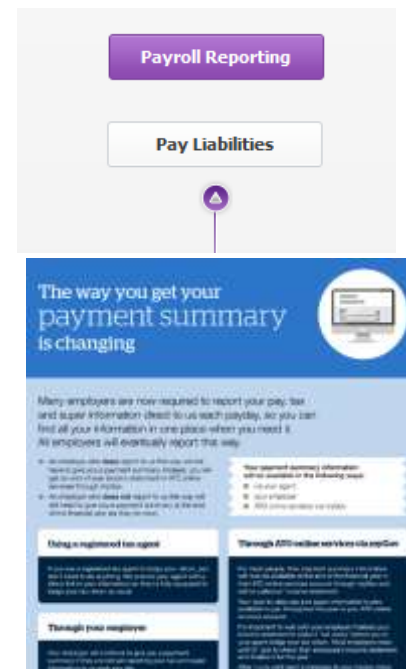
Australian Government
Australian Taxation Office

Activity statement
Payment options
Mail
Online forms
Online tools and calculators
Access manager
File transfer
Lodge file
File status

Payroll Year End with STP

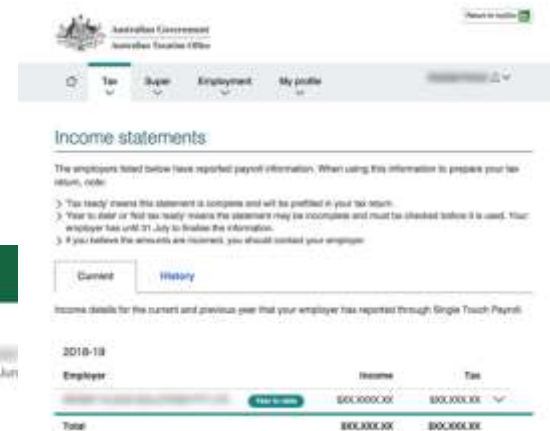
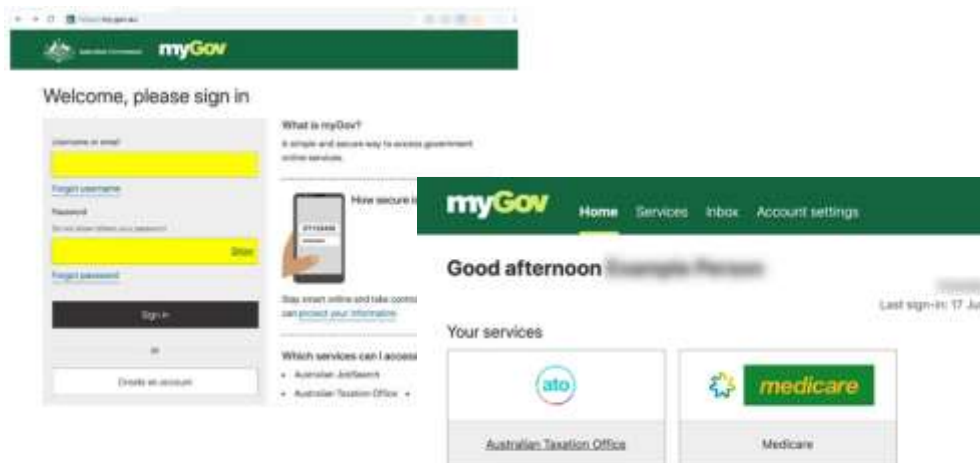
Employees already asking?

- *‘when can I get my Payment Summary?’*
- Remind no *‘Payment Summaries’*
- Communicate timing with employees:
 - Discuss with staff in team meeting
 - Email on last pay slip
 - ATO resources if Employees unsure



Payroll Year End with STP

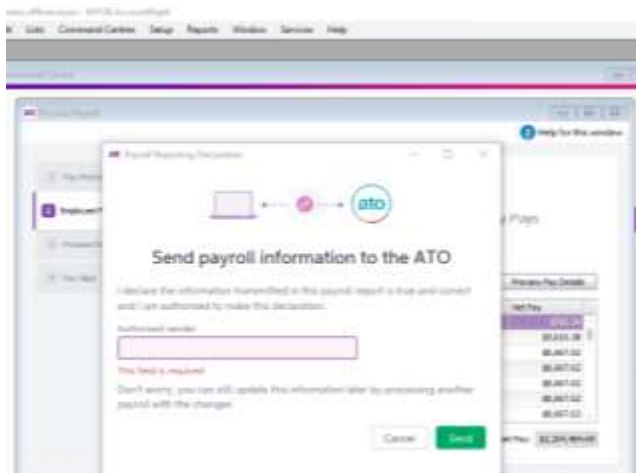
- Employees can see YTD totals in their MyGov accounts
- Tax Agents can also see this information



Payroll Year End with STP

Payroll Reporting

- **Payroll Reporting Centre**
- Check most recent report has gone through successfully 'Accepted' status



Single Touch Payroll reporting

STP reports Employee terminations EOFY finalisation ATO settings JobKeeper payments % Turnover JobMaker

Payroll year: 2021/22

[Send update events](#) [What's this?](#)

Pay period	Date of payment	Date recorded	Employees	Gross payments (\$)	PAYG Withholding (\$)	Status
26/01/2022 - 01/02/2022	01/02/2022	01/02/2022 2:10pm	1	5,000.00	787.00	Accepted
24/01/2022 - 30/01/2022	01/02/2022	01/02/2022 2:06pm	1	-2,850.00	-825.00	Accepted
01/02/2022 - 01/02/2022	01/02/2022	01/02/2022 1:53pm	2	0.00	0.00	Accepted
24/01/2022 - 30/01/2022	01/02/2022	01/02/2022 12:55pm	2	3,610.00	0.00	Accepted
09/12/2021 - 09/12/2021	09/12/2021	09/12/2021 11:06am	2	4,810.00	1,319.00	Accepted
09/12/2021 - 09/12/2021	09/12/2021	09/12/2021 11:04am	2	3,610.00	917.00	Accepted
09/12/2021 - 09/12/2021	09/12/2021	09/12/2021 10:44am	1	0.00	0.00	Accepted
09/12/2021 - 09/12/2021	09/12/2021	09/12/2021 10:38am	1	-760.00	-92.00	Accepted
09/12/2021 - 09/12/2021	09/12/2021	09/12/2021 10:08am	2	0.00	0.00	Accepted
09/12/2021 - 09/12/2021	09/12/2021	09/12/2021 9:59am	2	3,610.00	917.00	Accepted

Payroll Year End with STP

Payroll Reporting

- Review the Payroll Year

Single Touch Payroll reporting

STP reports Employee terminations EOFY finalisation ATO settings JobKeeper payments % Turnover JobMaker

Payroll year
2022/23

Send update event What's this?

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26/01/2022 - 01/02/2022	01/02/2022	01/02/2022 2:10pm	1	5,000.00	1,787.00	Accepted
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09/12/2021 - 09/12/2021	09/12/2021	09/12/2021 10:44am	1	0.00	0.00	Accepted
03/12/2021 - 09/12/2021	09/12/2021	09/12/2021 10:38am	1	-760.00	-92.00	Accepted
09/12/2021 - 09/12/2021	09/12/2021	09/12/2021 10:08am	2	0.00	0.00	Accepted
03/12/2021 - 09/12/2021	09/12/2021	09/12/2021 9:59am	2	3,610.00	917.00	Accepted

Payroll Year End with STP

Payroll Reporting

- Termination dates for staff who have permanently left the organisation

Payroll reporting centre

Reports Employment terminations EOFY Finalisation ATO settings JobKeeper payments

Terminate an employee and notify the ATO. You'll also need to finalise terminated employees. [Learn more](#)

To delete an employment termination payment, click the employee's name to see a full list.

Payroll year

2022/23

☐ Employee

☐ Pamela Chilman

Add Termination

Set employment termination

Employee

Pamela Chilman

Termination date

22/06/2023

Termination reason

Resignance

Voluntary

Disciplinary

Retired

Dismissed

Contract finished

Transfer

Dismissed

Notify the ATO

Payroll Year End with STP

Payroll Reporting

- EOY Finalisation: Report available, per employee, if required
- Select 'Enable RFBT' and enter grossed up \$

STP reports Employee terminations **EOFY finalisation** ATO settings JobMaker

Payroll year
2022/23

[View YTD verification report \(PDF\)](#)

Employees 2
Gross payments YTD 0.00
PAYG withholding YTD 0.00
☒ Enable RFBT
Reported RFBT 0.00
Reported Section 57A RFBT 0.00

Select an employee from the list to finalise or remove a finalisation. ⓘ

Finalise and notify the ATO

<input checked="" type="checkbox"/> First name	Surname or family name	Employment end date	Gross YTD (\$)	PAYG withholding YTD (\$)	RFBT (\$)	Section 57A (\$)	Final indicator
<input checked="" type="checkbox"/> Pamela	Chilman		0.00	0.00			...

Payroll Year End with STP



Balance STP with Payroll and Financial reports

- YTD STP verification report, with
- Payroll Summary report

Payroll reporting - Year-to-date verification report

ATO Reporting Category

Gross payments

Bonuses and commission

Director's fees

Overtime

Cash out of leave in service

Unused leave on termination

Paid parental leave

Workers' compensation leave

Ancillary and defense leave

Paid leave - other

Total payments

Showcase DEMO file ANZ
197 Cremorne Street
CREMORNE VIC 3002
CREMORNE
VIC 3002

ABN: 13 086 760 198

YTD
\$48994.72
\$0.00
\$0.00
\$0.00
\$0.00
YTD
\$48994.72
\$(700.00)
\$(0.00)
\$48414.72
\$11324.00

MYOB Electrical Training Company
197 Cremorne Street
CREMORNE VIC 3002
03 1111 2222

Payroll summary report
01 Jul 2021 - 30 Jun 2022

Type	Pay item name	Total (\$)
Salary and wages	Annual Leave Pay	6855.48
Salary and wages	Bank Holiday	39000.00
Salary and wages	Bonus	2500.00
Salary and wages	Personal Leave Pay	1478.36
Salary and wages		48994.72
Deductions	Child Support payments	400.00
Deductions	Staff Purchase	110.00
Deductions		400.00
Flares	Payroll structuring	11000.00
Flares		11000.00
Superannuation Deductions Before Tax	Salary Sacrifice (Leave)	360.00
Superannuation Deductions Before Tax		1100.00
Superannuation Expenses	Superannuation Guarantee	4800.00
Superannuation Expenses		4800.00
Type	Pay item name	Total (\$)
Salary and wages	Annual Leave Pay	110.00
Salary and wages	Bank Holiday	1100.00
Salary and wages	Personal Leave Pay	30.00
Salary and wages		1340.00
Leave	Annual Leave Accrual	24.00
Leave	Personal Leave Accrual	6.00
Leave		30.00

Payroll Year End with STP

- Disaggregation of Gross**

Remapped *all* Payroll Categories

Wages	Superannuation	Entitlements	Deductions	Expenses	Taxes
	Name	Type	ATO Reporting Category		
+	Advance	Salary	To be assigned		
+	Back Pay	Hourly	To be assigned		
+	Base Hourly	Hourly	To be assigned		
+	Base Salary	Salary	To be assigned		
+	Bonus	Salary	To be assigned		
+	CDEP Payments	Hourly	To be assigned		
+	Commission	Salary	To be assigned		
+	Holiday Leave Loading	Hourly	To be assigned		
+	Holiday Pay	Hourly	To be assigned		
+	Long Service Leave	Hourly	To be assigned		
+	Other Income	Salary	To be assigned		
+	Overtime (1.5x)	Hourly	To be assigned		
+	Overtime (2x)	Hourly	To be assigned		
+	Sick Pay	Hourly	To be assigned		
+	Unused Holiday Pay	Hourly	To be assigned		
+	Unused Long Service Leave	Hourly	To be assigned		

AR Wages Information

New Employee Exempt

Wages Name: Base Salary

ATO Reporting Category: To be assigned

Select the ATO reporting category

Wages Information

- To be assigned
- Not Reportable
- Gross Payments
- Exempt Foreign Income
- CDEP Payments
- Allowance - Car
- Allowance - Transport

Payroll Year End with STP

Gross payments split into more specific payment types

Eg Overtime, Bonus, Paid Leave



ATO reporting category (Phase 1)	ATO reporting category (Phase 2)	More information
Gross Payments	Gross payments Overtime New Bonuses and commissions New Director's fees New Cash out of leave in service New Unused leave on termination New Paid parental leave New Workers' compensation leave New Ancillary and defence leave New Other paid leave New	Include pay items you use for paying salary and wages. For STP Phase 2, payments that don't sit into any of the main categories, assign them to Gross payments (but check this with the ATO).
Allowance - Car Allowance - Transport Allowance - Travel Allowance - Meals Allowance - Laundry Allowance - Other	Allowance - cents per km Allowance - award transport payment Allowance - travel and accommodation Allowance - overtime meals Allowance - laundry Allowance - tools New Allowance - tasks New Allowance - qualifications/certificates New Allowance - other	This includes payments you make to cover your employees' work-related expenses. For allowances that don't sit into any of the main categories, assign them to Allowance - Other (but check this with the ATO). <div> <i>i</i> If assigning Allowance - other as the ATO reporting category, make sure the name of the allowance adequately describes what the allowance is for, e.g. general, home office, non-deductible, transport/fares, uniform or private vehicle. This will help the ATO assist your employees to complete their tax returns. Learn more... </div>
Lump Sum A - Termination Lump Sum A - Redundancy	Lump Sum A - Termination Lump Sum A - Redundancy	Lump sum payments, typically paid as employment termination payments , may include:

Payroll Year End with STP

- Deferral ended December 2022 – all should be reporting STP2



Moving to STP Phase 2



You need to move to STP Phase 2 in 2022

MYOB has obtained a deferral from the ATO which means you have until **1 January 2023** to move to STP Phase 2. This means you can relax and make the move at a time that suits you in 2022.

Payroll Year End with STP

Payroll Reporting

- Select all staff, and 'Set as Final'

STP reports Employee terminations EOFY finalisation ATO settings JobMaker

Payroll year
2022/23

[View YTD verification report \(PDF\)](#)

Employees 2

Gross payments YTD 0.00

PAYG withholding YTD 0.00

☒ Enable RFBA

Reported RFBA 0.00

Reported Section 57A RFBA 0.00

Select an employee from the list to finalise or remove a finalisation. ⓘ

Finalise and notify the ATO

<input checked="" type="checkbox"/>	First name	Surname or family name	Employment end date	Gross YTD (\$)	PAYG withholding YTD (\$)	RFBA (\$)	Section 57A (\$)	Final indicator
<input checked="" type="checkbox"/>	Pamela	Chilman		0.00	0.00			...

Payroll Year End with STP

Payroll Reporting

- Select all staff, and 'Set as Final'

STP reports Employee terminations EOFY finalisation ATO settings JobMaker

Payroll year
2022/23

[View YTD verification report \(PDF\)](#)

Employees 2

Gross payments YTD 0.00

PAYG withholding YTD 0.00

☒ Enable RFBA

Reported RFBA 0.00

Reported Section 57A RFBA 0.00

Select an employee from the list to finalise or remove a finalisation. ⓘ

Finalise and notify the ATO

<input checked="" type="checkbox"/> First name	<input checked="" type="checkbox"/> Surname or family name	Employment end date	Gross YTD (\$)	PAYG withholding YTD (\$)	RFBA (\$)	Section 57A (\$)	Final indicator
<input checked="" type="checkbox"/> Pamela	<input checked="" type="checkbox"/> Chilman		0.00	0.00	<input type="text"/>	<input type="text"/>	...

Payroll Year End with STP

Year to date

Income statement will display as "Year to date" during the financial year

Not tax ready

Income statement will change to "Not tax ready" on 1 July

Tax ready

Income statement will change to "Tax ready" once the employer has made the finalisation declaration.

- **Tax Agent sees YTD totals in Tax Agent Portal**
- Status changes, so employee can engage Tax Agent/complete personal tax
- If changed systems during the year, might see two amounts in MyGov – check!
- Nothing provided/emailed to staff - last payslip should be their record

Payroll Year End



Finalise your payroll year

Finalise your payroll data before you send it to the ATO.

1. Finish your pay runs for the year

[Show me](#)

2. Check your payroll data is correct before your first pay in July.

[Show me](#)

3. Tell the ATO about terminated employees.

[Show me](#)

4. Send your payroll data to the ATO.

[Show me](#)

Payroll Year End with STP



Single Touch Payroll

Phase 2 – Benefits Employers



TFN Declarations – gone!

Once reporting STP 2 no longer need to send to ATO



No more Separation Certificates

With STP 2 termination details will be in software



Lump Sum E Letters no longer required

Details will now be part of the software functionality



Time saving tips & tools



myob

Timesaving tips

Onboarding staff



- Use Employee Onboarding – great tool when engage employees

Employee Self-Onboarding

A screenshot of the myob Employee Self-Onboarding software window. The window has a title bar that says "myob Employee Self-Onboarding". Inside the window, there's a header section with the text "Make payroll onboarding simple, secure and compliant" and an illustration of two people. Below this, there's a list of bullet points: "Save time by letting your employees enter their details.", "No need to capture separate Super and TPF forms when you're registered for STP2.", and "Access and download records anytime." Below the list, there's a paragraph: "We'll email and SMS your new employee an online form where they can fill in their personal, bank, tax, and super details." Underneath, there's a section titled "Send Employee Invite" with a "View Pending Invites" button. Below this, there are input fields for "First Name:", "Last Name:", "Email:", and "Mobile:". There's also a checkbox labeled "Additionally send the invite via SMS text." At the bottom of the window, there's a footer that says "This onboarding service is provided by our partner Flare HR Pty. Ltd. [Learn More](#)". There are also "Send Self-Onboarding Form" and "Close" buttons at the bottom right.

Tools to assist engaging employees

- **Employees complete details**

**Employee
Self-Onboarding**

The screenshot shows the 'Personal Details' section of an employee self-onboarding form. It includes fields for Identification (Legal first name, Middle name, Last name, Title, Date of birth, Gender) and Contact details (Email, Mobile number, Street address, Town/Suburb, State, Postcode). A 'Submit' button is at the bottom right.

The screenshot shows the 'Card information' section for an employee named PARKER, PETER (EMP00003). It includes tabs for Profile, Card Details, Payroll Details, Payment Details, Contact Log, and History. The Profile tab is selected, showing fields for Card Type, Designation, Last Name, and First Name. The Employee ID is displayed as 9018.

Tools to assist engaging employees

- Payroll office to complete details

The employee submits this

- Personal and contact details
- Emergency contact details
- Employment basis (full time, part time or casual)
- Superannuation details
- Tax file number and tax status
- Bank account details (for wage payments)

You need to add this

- Start date
- Pay cycle (how often they'll be paid)
- Wage expense account
- Pay basis (salary or hourly)
- Annual salary or hourly rate
- Assign any additional wage payments, e.g. overtime or allowances
- Assign any additional superannuation, e.g. salary sacrifice
- Assign any applicable leave, e.g. annual leave and sick leave
- Assign any deductions, e.g. union fees
- Income type
- Standard pay (confirm what the employee's regular pay will contain). If the employee will be submitting timesheets, remove all hours from their standard pay.

AR Card Information

New Attachments

PARKER, PETER
EMP00003

Profile Card Details Payroll Details Payment Details Contact Log History

Card Type: Individual Employee ID: 12345

Designation: Individual

Last Name: Parker

First Name: Peter

Timesaving tips

- Increase rate of SG – 11% from 1st July 2023!

PERIOD	GENERAL SUPER GUARANTEE (%)
1 July 2020 – 30 June 2021	9.5%
1 July 2021 – 30 June 2022	10.00%
1 July 2022 – 30 June 2023	10.50%
1 July 2023 – 30 June 2024	11.00%
1 July 2024 – 30 June 2025	11.50%
1 July 2025 – 30 June 2026	12.00%
1 July 2026 – 30 June 2027	12.00%
1 July 2027 – 30 July 2028 Onwards	12.00%

Superannuation

Current Rate – 10.50% on Ordinary Time Earnings (OTE)

- Applies to pay runs PAID prior to 1st July 2023

Updated Rate – 11% on Ordinary Time Earnings (OTE)

- Applies to pay runs PAID on or after 1st July 2023

Pay Period

The screenshot shows a payroll system interface with the following elements:

- Process all employees paid:** Weekly (dropdown menu)
- Process individual employee:** (radio button)
- Payment Date:** 1/07/2023 (dropdown menu)
- Pay leave in advance:** (checkbox)
- Pay period start:** 14/06/2023 (dropdown menu)
- Pay period end:** (dropdown menu)
- Advanced Filters...** (button)
- Warning message:** 1. The date you have entered is after the current date, and may be in error. 2. This pay period spans multiple financial years. Payment date determines which financial year it will be recorded in.
- Deselect timesheets to remove from payroll calculation** (checkbox)
- Table:** A table with columns 'Date' and 'Employee'.

Example:

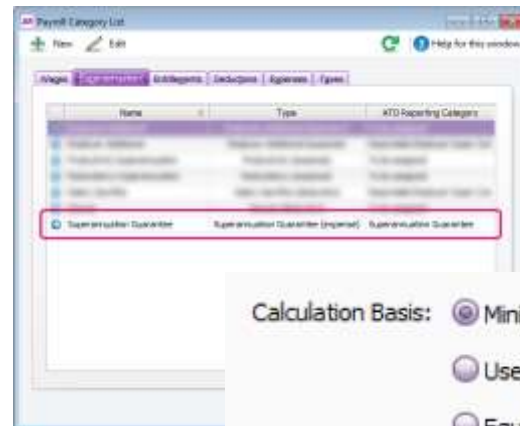
Pay run for period 23rd June to 30th June– paid 1st July = 11% applies the full period

Pay run for period 24th June to 1st July – paid 1st July = 11% applies on the full period

Timesaving tips

Automate the rate updates

Instead of manually increasing 'Superannuation' Payroll Category each year:
Use '*Minimum Required Rate*'



Calculation Basis: ☒ Minimum Required Rate (10, 50% of Gross Wages)

☐ User - Entered Amount per Pay Period

☐ Equals Percent of

☐ Equals Dollars per



Timesaving features in MYOB

Use automated Pay Superannuation

- No need to leave MYOB to make payments
- Reduce errors as based on pay runs
- Saves time, payments made with a couple of selections!

Quarterly super payment due dates

Quarter	Period	Payment due date
1	1 July – 30 September	28 October
2	1 October – 31 December	28 January
3	1 January – 31 March	28 April
4	1 April – 30 June	28 July

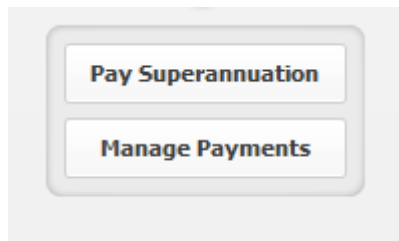
Superannuation

Allow time for payments via the MYOB automated payment feature

Pay by 30th June, to have tax deduction in this year*

*taxable entities

Make use automated *Pay Superannuation* feature in MYOB –
by 4pm 21st June



Announcement

EOFY payroll updates

MYOB Business has been updated for the 2023-2024 payroll year, including:

- Updated super guarantee increase to 11%
- Updated tax tables for pays from 1 July

If you have super guarantee pay items that aren't set to the Minimum required rate calculation basis, you should check they're correct.

[Learn more about super guarantee increases.](#)

Superannuation guarantee payments are due by 30 June. If you make super payments in MYOB, submit & pay them by 4pm 21 June so funds receive them on time.

[Learn more about making superannuation payments.](#)



Timesaving features in MYOB

Tax scales

NO installing of Tax Table updates

MYOB automatically uses the right tax tables - based on PAY DATE



No need to close (rollover) the payroll year!

Remember check date of Tax Table shows on first July pay

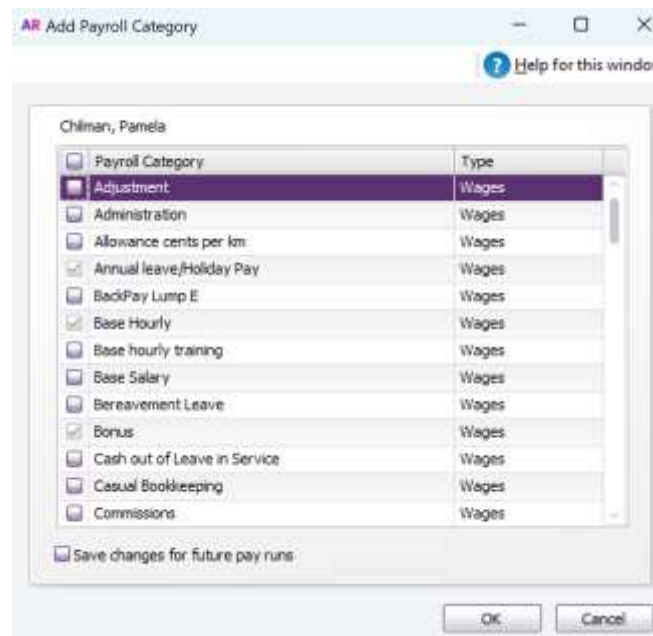
Make use of 'Locked Period' feature



Timesaving tips

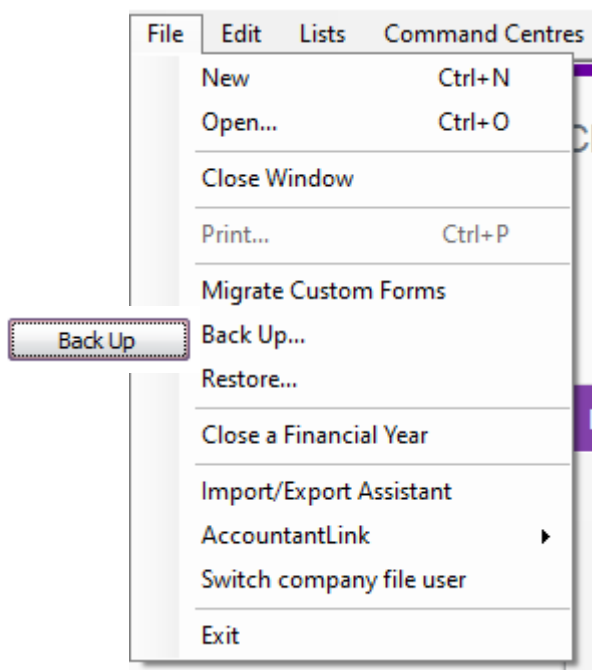
Payroll processing

- Ever been in middle of pay run and needed to add a one-off payment? eg Bonus



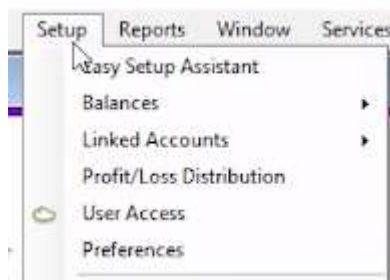
Timesaving tip – MYOB AR Online version

- Backup – even when file online, prior completing payroll



Timesaving tips

- Online invitation to provide access to file



- Engage with Accountant/Auditor/Bookkeeper into file
keep working but watch dates!
- Lock period to 30/6/23... *more important than ever!*

Happy New Financial Year!



Keep an eye out for future webinars

Thank you!



Streamline your financial workflows?

- Online and hands on learning sessions
- Sort out payroll issues
- Financial Systems Review Service
- Personalised, tailored assistance
- Ongoing support

Feedback and keep in touch via:

- ✓ LinkedIn
- ✓ pam@poetryinnumbers.com.au
- ✓ Email Pam directly to receive 'Payroll EOY Checklist'