



2014-2015 End of Financial Year Information Pack

This information pack includes:

- ✓ Important Key Dates
- ✓ FREE Webinar Information Sessions
- ✓ Annual Payroll Tax Reconciliation
- ✓ Early Super & SuperStream
- ✓ End of Financial Year CD
- ✓ 8 Tips for surviving EOFY

www.aussiepay.com.au

1800 729 765

Important Key Dates

End of Financial Year (EOFY) can be an extremely stressful time with many deadlines. To simplify this for you, please find below a list of the key dates you need to be aware of. We will continue to support and provide communication as a reminder throughout this period.

Due Dates: These represent the dates when you need to have information to Aussiepay to by.

Dates	Item
30 th May 2015	Grossed Up Reportable Fringe Benefits
19 th June 2015	Early Super Debit-Finalise payrolls for all Direct Debit clients before 12.00noon
25 th June 2015	Early Super Debit-Finalise payroll for all EFT clients before 12.00noon
30 th June 2015	All changes to Employee and Employer details
3 rd July 2015	Payment Summary Order Forms
8 th July 2015	Payroll Tax Annual Reconciliation Information
14 th July 2015	All Payment Summaries MUST be with employees
17 th July 2015	Year End CD Order Forms

Aussiepay will: These represent the dates Aussiepay will start the End of Financial year process.

Dates	Item
Between 15 th & 30 th June 2015	Send Year End Reports (once your final payroll is processed)
1 st July 2015	System updated and 100% compliant with 2015-2016 requirements
19 th June 2015	Process Early Super Debit- for all Direct Debit
24 th June 2015	Process Early Super Debit- for all EFT Clients
20 th July 2015	Start processing Year End CD Orders
14 th August 2015	Send all relevant EOFY data to the ATO



FREE WEBINAR

FREE Webinar's !

Aussiepay has prepared two FREE webinars to assist you through the EOFY process and what to expect. We encourage you to attend as there will be an opportunity to ask questions and refresh your memory or processes. Recordings will be made available on our website shortly after.

FREE EOFY Webinar #1

Date: Thursday 11th June 2015
Time: 10.00am to 10.30am AEST

Topics:

On this webinar there will be a focus on:

- ✓ Things to you can do now
- ✓ How to order your 2015 Payment Summaries
- ✓ How Aussiepay can help

[REGISTER NOW.....click here](#)

FREE EOFY Webinar #2

Date: Tuesday 23rd June 2015
Time: 10.00am to 10.45am AEST

Topics:

On this webinar there will be a focus on:

- ✓ What to look out for during EOFY
- ✓ What is a payment Summary
- ✓ Terminations at EOFY
- ✓ How to order your 2015 Payment Summaries
- ✓ When to contact us

[REGISTER NOW.....click here](#)



Payroll Tax Annual Reconciliation NEW SERVICE OFFERING

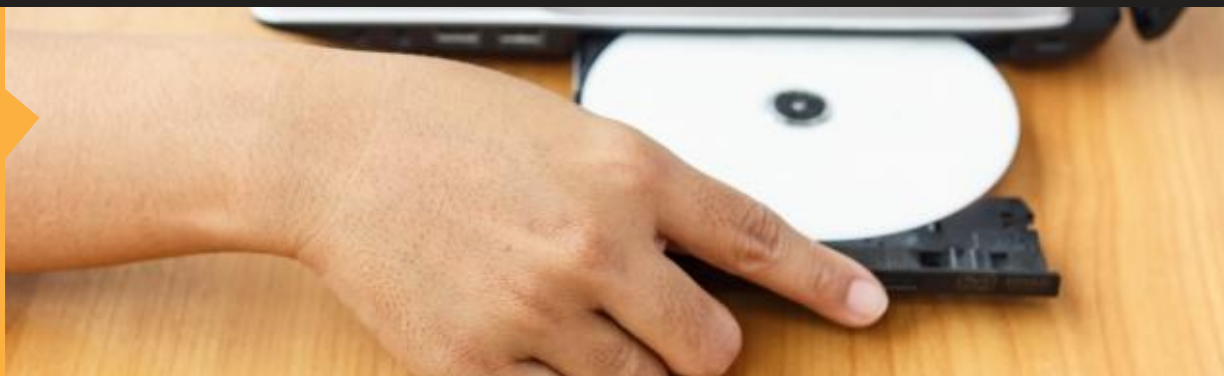
Does Aussiepay manage your Payroll Tax?

Has Aussiepay managed your Payroll Tax the entire 2014-2015 financial year?

If you have answered yes to both these questions, you are eligible for Aussiepay to process your Payroll Tax Annual Reconciliation on your behalf.

Payroll Tax can be both a complex and time consuming process for you, especially during the busy End of Financial Year. Aussiepay is excited to offer this brand new service offering to support you further during the End of Financial Year (EOFY).

If you are interested in Aussiepay assisting you with your Payroll Tax Annual Reconciliation email accounts@aussiepay.com.au and our team will be in contact and provide you all the necessary information.



End of Year CD

Saving time has never be more vital to your business. Aussiepay can supply your entire 2014-2015 Payroll, Financial Reports and Human Resource Data on one handy CD.

There are many benefits to the End of Financial Year CD, they include;

- ✓ Provides an audit trail of all transactions for the ATO, Payroll Tax and Financial Audit
- ✓ Provides your payroll data in an excel format for financial modelling
- ✓ Allows you to have a soft copy of your employees Payment Summaries
- ✓ Vital Human Resources Management Indicators & reports for a snap shot of your organisation to make informed decisions
- ✓ Saves you hours in complying with Australian Accounting Standards.

The CD also includes your HR, Financial Reports and Payroll details including:

- ✓ Every payroll report Aussiepay has provided you in the past financial year in PDF
- ✓ All 2014-2015 Payment summaries(Employer & Employee) in PDF
- ✓ Employee Master File Data for every employee in the financial year in excel
- ✓ HR Reports detailing a range of indices such as staff turn over, FTE, seniority, age profiles and gender distribution for each category of staff status
- ✓ Long Service Leave liabilities report for AASB119 Australian Accounting Standards

Your order form will be provided with your Year End Reports. Alternatively, you can download the order form from our website.



Early Super Payments

If you wish to claim your employee super contributions as a *company tax deduction* in this financial year, they *must be paid by the 30th of June 2015*.

To ensure that these payments reach the super fund's by the 30th of June 2015, Aussiepay will require the following -

1. Please email our [Superannuation Administrator](#) *before the 18th June 2015* [CLICK HERE](#)
2. You must complete your final payroll for the financial year by either 19th June 2015 for Direct Debit Clients, (operating without a TNA or TAC) or 24th June 2015 for EFT clients (clients with a TNA or TAC).

A one-off charge of \$80.00 (GST exclusive) will apply for bringing forward the super payment. This charge is to cover the additional staff and manual systems that will need to be employed to meet the 30th June 2015 deadline.

Additional Information:

1. **Payment of superannuation prior to 30th June**, will affect your employee superannuation contributions limits for the year ended 30th June 2015. You may want to consult with your accountant, financial controller or external accountant before proceeding.
2. If you **request for your superannuation fulfilments to be paid before 30th June 2015**, then **all fulfilments** which are regularly paid for you will be processed at this time (this includes union deductions, health deductions, child support, etc.)
3. **Direct Debit Clients (clients without a TNA or TAC)** - Payrolls for June need to be **finalised by the 19th of June 2015, by 12:00 noon**. Aussiepay will debit the funds from your account on the 19th of June. This is to ensure that the funds have been cleared and ready for us to transmit on the 24th of June 2015. Fulfilments for payrolls finalised after this time will be processed as per your normal cycle.
4. **EFT Clients (clients with a TNA or TAC)** - Payrolls for June need to be **finalised by the 24th of June 2015, by 12:00 noon**. Aussiepay will debit the funds from your account on the 24th of June. Fulfilments for payrolls finalised after this time will be processed as per your normal cycle.



SuperStream is Coming

Do you know about the super fulfilment changes that take effect in July?

Effective from 1st July 2015, all employers (with more than 19 staff) must remit payments and contribution data in the new SuperStream format. You will no longer be able to send paper reports with cheques to Super funds or pay them electronically with populated web forms.

So how can we help?

Aussiepay is fully compliant with the new Australian Tax Office obligations. We can fulfil your SuperStream obligations too, by remitting contributions data in the right format and paying the respective super funds electronically, saving you the hassle.

All the information we provide the Super Funds is currently in our system. By simply submitting a Direct Debit Request (DDR) we can remit payments to the respective Super Funds either on a monthly or quarterly basis.

The result is your business is completely compliant with little disruption. The added bonus - if your employees have any questions relating to Super Fund payments we will answer these within our normal 4 hour Service Level Agreement.

What's the cost?

As a special offer we're waiving the setup and establishment cost. A service fee of \$8.00 per Super Fund will be added to your monthly invoice. Quarterly payment options are also available.

Please contact our team at super@employgroup.com.au or call us on 1800 729 765 to discuss our service and sign up.

8 Tips for Surviving EOFY

1. Start preparing and planning NOW:

- a) Planning now will help avoid any last minute issues that could affect your ability to meet your legal obligations.
- b) You'll also help to reduce your workload, and the amount of stress that you'll experience over such a busy period.

2. Educate your stakeholders

- a) As a Payroll Administrator, you know you'll be busy over the end of financial year period, but other stakeholders may not be aware of the work that you put in, or the deadlines that you are legally obliged to meet.
- b) Let other departments know that you'll be busy over this period (perhaps non-urgent work can wait until after end of Financial Year). If you require other departments to be involved in your end of year process, let them know what you need, and when you'll need it, in advance.
- c) Don't forget to be clear with your employees as to when they will receive their payment summaries, so they aren't hassling you earlier than necessary.

3. Don't order your payment summaries too early

- a) We'll aim to produce your payment summaries within two business days.
- b) This means that all payments must be in processed through Aussiepay and be correct at the time you make your order.
- c) If there are any adjustments after your Payment Summaries have been produced, we may be able to organise changes for you, however there will be additional charges involved.
- d) If you think that you may need an adjustment, please speak with your consultant as soon as possible.

4. Don't rush through the ordering process

- a) The payment summary ordering process is fairly self explanatory and it includes some basic instructions and information to assist you along the way.
- b) Read these instructions carefully and you'll save yourself a lot of trouble.
- c) Remember, we do make improvements to the payment summary ordering process every year, so you should read carefully even if you've ordered payment summaries in previous years.

8 Tips for Surviving EOFY

5. Check your reports thoroughly

- a) We provide you with several reports in the payment summary ordering process.
- b) These reports will let you verify your employer details, employee details, and payment summary figures. By ensuring that these figures are correct you'll reduce the likelihood of any problems or delays in the preparation of your payment summaries.
- c) Also by checking these reports you'll reduce the risk that you'll need to amend any payment summaries later on.

6. Reconcile your reports

- a) Your Month End Payroll Summary Report for June 2015 will show you the total payments for each paycode for the entire year.
- b) You should reconcile these figures back to your Payment Summary Reconciliation Report and your General Ledger
- c) It's important to check that these two reports reconcile, because your payment summary production will be delayed if they don't reconcile.

7. Don't order your payment summaries too late

- a) It takes time for us to produce your payment summaries, particularly if your Month End Payroll Summary and Payment Summary Reconciliation reports do not reconcile or if we experience other issues when preparing your payment summaries.
- b) As 14th July falls on a Tuesday this year, if you are planning on posting out Payment Summaries, your order will need to be submitted no later than Friday 9th July.
- c) This takes into account Australia Posts delivery timeframes, and the time it takes to process your order.
- d) Get your order in as early to ensure the fastest processing times.

8. Help us to help you

- a) Over the end of financial year period, particularly from 25th June to 15th July, we'll experience a significant increase in requests
- b) Our priority over this period will be the preparation of your payment summaries.
- c) If you have non-urgent requests that are able to wait until after this period, please still advise your consultant. They will be able to provide you with an estimated completion date.