ClockOn

End of Financial Year

How run the ClockOn EOFY process and report your PAYG summaries to the ATO

Quick Guide

Checklist | Last Payroll | Check Details | Reconcile
STP Submission | EMPDUPE01 Submission

For more information click on the links: PAYG Summaries or STP year end

EOFY ClockOn Checklist

Submitting your payroll information to the ATO

☐ 1. Process your last payroll for the financial year in ClockOn as per normal, including the STP submission

☐ 2. Check all location details are correct

☐ 3. Check your employee's details

    ☐ Tax File Numbers are valid (not place holders)

    ☐ Confirm email addressed are correct

    ☐ Reportable Fringe Benefits amounts are entered for required employees

☐ 4. Reconcile your figures by:

    ☐ Running YTD Reconciliation Reports

    ☐ Creating the PAYG Summaries

☐ 5. Submit EOFY via Single Touch Payroll (STP) wizard – Employee Update – Final Payroll

- OR -

☐ 6. Creating your PAYG Summaries and EMPDUPE01 file *

* EMPDUPE01 file <u>NOT</u> to be uploaded if you have been reporting via STP

For more information click on the links: <u>PAYG Summaries</u> or <u>STP year end</u>

More Information

- <u>Location Manager</u>
- <u>Employee Details</u>
- <u>Creating PAYG Summaries and EMPDUPE01 files</u>
- <u>STP Employee Update – Final Payroll</u>

Last Pay Run

Processing the last payroll for the financial year

Before you perform any EOFY processing please ensure that you process your last payroll of the year as per normal. This also includes submitting your STP as per normal for that pay run.
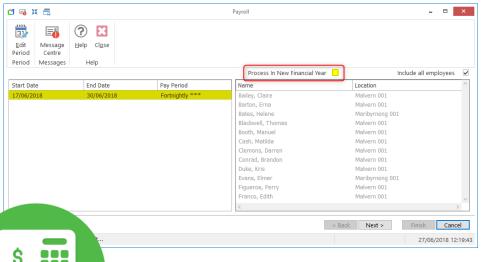
Process in New Financial Year

(Payroll Tab > Payroll > Select Period Window)

If the pay period is in the current financial year but the payment is going to be made in the new financial year then you will need to tick the **Process in New Financial Year** tick box at the start of your last payroll of the financial year.

This will put all the Year-to-Date figures, from this pay run into the new financial year.

Pre-Payroll Checklist

Before processing the payroll, the Payroll officer should routinely check:

☐ The start date and length of the pay period for new employees

☐ The correct Rule Set is applied to every employee

☐ Allowances have been reviewed, finalised and saved

☐ Timesheets and leave bookings have been checked and validated

    ☐ Timesheets have start and end times, a break length, or total length, correct department and shift times (if using rostering)

    ☐ Leave bookings have been entered correctly and reflect the correct hours

☐ Before finalising or processing the payroll, view and check all pay slips for accuracy
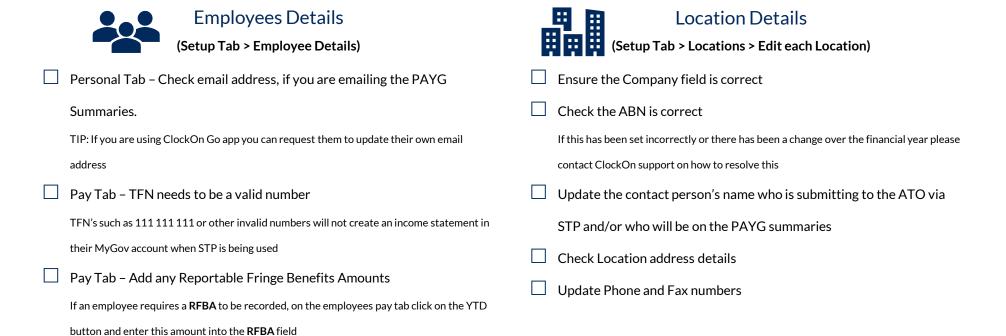
More Information

- [Payroll](#)
- [Creating a Payroll (Payroll Wizard)](#)
- [Step 9 - Single Touch Payroll (STP) submissions](#)
- [Sending Payslips to your employees](#)

For more information click on the links: [PAYG Summaries](#) or [STP year end](#)

Check Details
Preparing your Data for EOFY

To ensure that the correct Employee and Company information is submitted to the ATO please check the following:

Employees Details
(Setup Tab > Employee Details)

- [ ] Personal Tab – Check email address, if you are emailing the PAYG Summaries.

  TIP: If you are using ClockOn Go app you can request them to update their own email address

- [ ] Pay Tab – TFN needs to be a valid number

  TFN's such as 111 111 111 or other invalid numbers will not create an income statement in their MyGov account when STP is being used

- [ ] Pay Tab – Add any Reportable Fringe Benefits Amounts

  If an employee requires a **RFBA** to be recorded, on the employees pay tab click on the YTD button and enter this amount into the **RFBA** field

Location Details
(Setup Tab > Locations > Edit each Location)

- [ ] Ensure the Company field is correct

- [ ] Check the ABN is correct

  If this has been set incorrectly or there has been a change over the financial year please contact ClockOn support on how to resolve this

- [ ] Update the contact person's name who is submitting to the ATO via STP and/or who will be on the PAYG summaries

- [ ] Check Location address details

- [ ] Update Phone and Fax numbers

More Information
- Employee Details
- Pay Tab - Configuring Employee Pay Structure
- Viewing Employee Year-to-Date Earnings
- Location Manager

For more information click on the links: PAYG Summaries or STP year end

Reconcile Figures
Preparing your Data for EOFY

To ensure that the correct pay data is submitted to the ATO please reconcile your figures. Using the following reports will help you in this process:

ClockOn Reports
(Reports Tab > Payroll reports)

- [ ] PAYG Summary (YTD adjustments, compact)

  This report will give you all the totals for the financial year and also show any YTD

  adjustments that have been made in the payroll

- [ ] Payroll Summaries – Payroll allowances/deductions (adjustment Roll-up)

  For this report select all of the allowances/deductions that are not included in the gross

  wages and are to be set as allowances on the PAYG summaries.

- [ ] Superannuation fund summary (Payment type)

  This report will show you, by the Superannuation fund, the split of the employer

  contributions, super salary sacrifice and co-contribution amounts

Create PAYG Summaries
(Payroll Tab > Create PAYG Summaries)

1. Click on create PAYG summaries from the payroll tab

2. Select the location and financial year ending

3. Verify the company and contact details

4. Employees to consider for YTD rebuilding *

   (Ignore = Use YTD table | Rebuild = Use figures from payslips)

5. Calculate if there are any additional reportable super contributions

   above the current required minimum rate. **

6. Include all the employees that you want to reconcile

7. You will be asked to choose the location for the EMPDUPE01 file. (Not

   Required for reconciliation purposes). DO NOT USE if submitting via STP

8. Print all off all the reports

* You only need to rebuild if you have made changes to the YTD button in the employee details > pay tab and these details need to match what has been processed on the payslips. If the changes to the YTD button are correct then ignore. If you have any question on Rebuild please email support@clockon.com.au

** STP submissions calculate this at time of submission

More Information

- Report Manager - Viewing Report Groups
- Step-by-Step guide for creating PAYG Summaries

For more information click on the links: PAYG Summaries or STP year end

Single Touch Payroll
Finalising your Single Touch Payroll data

Once you submit an Employee Update, with the final payroll indicator, from the ClockOn STP wizard the ATO will pre-fill the employee's income tax return and display the information as 'tax ready' in the employees myGov account.

Final Payroll Indicator
(Payroll Tab > STP Wizard > Employee Update)

☐ Ensure that you have submitted the last payroll using the normal STP payroll submission process

☐ Select Employee update

1. Choose the correct ABN – If you have multiple ABN you will need to run this for each ABN

2. Select the Financial year you are running update for

3. Tick the final payroll indicator

☐ Select all the employees that you need to include in the final update

☐ Submit the employee update to the ATO via STP

Step–by–Step Guides
- [Single Touch Payroll – Auto Employee Update](#)
- [Single Touch Payroll – Manual Employee Update](#)

Amendments after finalisation
(Payroll Tab > STP Wizard > Employee Update)

If you identify the need to amend details after making a finalisation declaration you should submit these as soon as possible. You can do this by submitting an update event.

Important ATO Notes

You may be subject to a penalty if you do not make a finalisation declaration or, alternatively, provide payment summaries by 14 July each year.

The ATO has provided additional time for employers to make a finalisation declaration in their first year of reporting through STP.

- Employers who started reporting in the 2017–18 financial year have until 14 August 2018.
- Employers who start reporting in the 2018–19 financial year will have until 31 July 2019.

https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-employer-reporting-guidelines/?page=7

For more information click on the links: PAYG Summaries or STP year end

PAYG Summaries and EMPDUPE01

Finalise your payroll data for the End of Financial Year

This process is ONLY required if you have not submitted data via STP to the ATO. Using the PAYG Summary wizards you will be able to create PAYG Summaries to email to your employees and also generate the EMPDUPE01 file required to submit to the ATO.

Validate PAYG Summaries

(Payroll Tab > Validate PAYG Summaries)

Run validation wizard before creating your PAYG Summaries and EMPDUPE01 file to check potential issues like:

- If an employee has had any financial payments for that year
- Consolidate employees in multiple locations that share the same ABN
- The employee's details have correctly formatted TFN's

TIP: You can double click on the Error Messages to take to the section in ClockOn that is causing the issues

Create PAYG Summaries

(Payroll Tab > Create PAYG Summaries)

1. Click on create PAYG summaries from the payroll tab
2. Select the location and financial year ending
3. Verify the company and contact details
4. Employees to consider for YTD rebuilding *

   (Ignore = Use YTD table | Rebuild = Use figures from payslips)

5. Calculate if there are any additional reportable super contributions above the current required minimum rate
6. Include all the employees that you want to reconcile
7. You will be asked to choose the location for the EMPDUPE01 file

   (This file is not require if submitting STP)

8. Print or Email all the reports

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* You only need to rebuild if you have made changes to the YTD button in the employee details > pay tab and these details need to match what has been processed on the payslips. If the changes to the YTD button are correct then ignore. If you have any question on Rebuild please email support@clockon.com.au

For more information click on the links: PAYG Summaries or STP year end

More Information

- Step-by-Step guide for creating PAYG Summaries

If you are having any issues please contact

support@clockon.com.au