



Single Touch Payroll (STP)

Readiness Checklist



This checklist will help you prepare for STP and ensure your business is compliant with its requirements. Whether your business uses Sage MicrOpay or Sage WageEasy, we have included all the necessary steps you need to take. We highly recommend taking the time to run through each item in the checklist. If you require assistance or more information, please click on the links below.

Step 1: Advise your staff [about STP](#) and encourage them to prepare by [creating a myGov account](#) if they haven't already.

Step 2: Review the current data in your Sage MicrOpay or Sage WageEasy database:

- Are Additions and Deductions set up in accordance with [ATO Guidelines](#)?
- Are Names, Addresses and Date of Birth records accurate and up-to-date?

Review Tax File Numbers and ABN. Simply follow the steps below:

Sage MicrOpay Reports > End Year > Tax Report or MicrOpay – Common > IQ > IQB-EMP004.	Sage WageEasy Run User Defined Query – access user defined query - Superannuation – Ordinary Time Earnings.
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Check each of your pay components that would be [considered as Ordinary Time Earnings](#) for the calculation of Super Guarantee. Simply follow the steps below:

Sage MicrOpay Payroll Maintenance > Superannuation > Employer Contribution.	Sage WageEasy Run User Defined Query to check the Addition Deduction and Super Guarantee – access user defined query .
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Step 3: Review your current payroll process and timelines and ensure your finance department considers aligning its processes for reporting and payments of PAYG and Superannuation. Consider any other departments in your organisation that should be aware of STP.

Step 4: [Complete your Headcount](#) as at 1st April 2018. Simply follow the steps below:

Sage MicrOpay Common > IQ > IQB-HC002	Sage WageEasy Reports > Payslips > Payslips count
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Step 5: Sage MicrOpay Customers only: Check the MicrOpay SQL server version you are currently using. Is it 2008 or greater?

There are two important end of support dates for SQL 2005 and SQL 2008 products and releases you need to be aware of:

- Mainstream support of SQL 2005 ended April 2011 and extended support ended April 2016
 - Mainstream support of SQL 2008 ended July 2014 and extended support will end July 2019
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Step 6: Sage MicrOpay Customers only: Do you have the same ABN / Payroll Companies in multiple databases? You can consolidate your data for easier reporting. If you require assistance, please [contact](#) your Sage Payroll Consultant.

Step 7: Sage MicrOpay Customers only: Do you have the same ABN / Payroll Companies in a single database? You can consolidate your data for easier reporting. If you require assistance, please [contact](#) your Sage Payroll Consultant.
