

# PayStream Services

## Payroll Compliance & Processing Checklist (Australia)

### ☐ Employee Onboarding & Setup

- ☐ Collect TFN Declaration & Super Choice Form
- ☐ Verify employment contract & award classification
- ☐ Register employees in payroll software & set up pay rates
- ☐ Ensure correct leave entitlements & compliance with Fair Work

### ☐ Payroll Processing & Wages Calculation

- ☐ Record hours worked & apply correct pay rates, allowances, and loadings
- ☐ Deduct PAYG tax & process superannuation contributions (SG 11.5% for 2024-25)
- ☐ Process bonuses, salary packaging, and commissions

### ☐ Leave Management

- ☐ Process leave accruals, apply loadings, track balances
- ☐ Manage parental, compassionate, and unpaid leave

### ☐ Payroll Reconciliation & Compliance

- ☐ Reconcile wages, tax, super & validate salary payments
- ☐ Ensure payroll tax compliance & report to state revenue offices
- ☐ Submit Single Touch Payroll (STP) reports to ATO every pay cycle

### ☐ Employee Terminations & Final Payments

- ☐ Calculate final pay, tax on unused leave & redundancy payments
- ☐ Issue employment separation certificates & report terminations via STP

### ☐ End of Financial Year (EOFY) Obligations

- ☐ Reconcile PAYG with BAS, finalise STP reporting
- ☐ Provide Income Statements via MyGov & lodge FBT (if applicable)
- ☐ Adjust super contributions for compliance

### ☐ Payroll Audits & System Automation

- ☐ Conduct audits to ensure Fair Work & NES compliance
- ☐ Automate payroll reporting & data storage for security
- ☐ Stay updated on legislative changes

### ☐ Payroll Audits & System Automation

- ☐ Update employee details (bank accounts, addresses, tax changes)
- ☐ Handle payroll queries from employees & managers
- ☐ Process union fees, garnishments, and child support payments
- ☐ Conduct internal payroll audits for discrepancies
- ☐ Review and resolve payroll discrepancies due to time errors