



PAYG and Payroll Compliance Template

ATO Compliance | Australia
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Prepared By: [Name]

Date: [DD/MM/YYYY]

Financial Year: [FY 20XX-XX]

1. PAYROLL PERIOD DETAILS

Business Name	[	]
ABN	[	]
Payroll Period	[	]
Pay Date	[	]
Payroll Frequency	Weekly / Fortnightly / Monthly	
STP Reporting Status	Submitted / Pending / Exempt	
Prepared By	[	]
Review Date	[	]

2. EMPLOYEE REGISTER

Emp. ID	Employee Full Name	TFN (Last 3 digits)	Position / Role	Employment Type	Tax Scale	Start Date	Status
		XXX		Full-Time / Part-Time / Casual	Scale 1-6		Active / Terminated
		XXX		Full-Time / Part-Time / Casual	Scale 1-6		Active / Terminated
		XXX		Full-Time / Part-Time / Casual	Scale 1-6		Active / Terminated
		XXX		Full-Time / Part-Time / Casual	Scale 1-6		Active / Terminated

	XXX	Full-Time / Part-Time / Casual	Scale 1–6	Active / Terminated
	XXX	Full-Time / Part-Time / Casual	Scale 1–6	Active / Terminated
	XXX	Full-Time / Part-Time / Casual	Scale 1–6	Active / Terminated
	XXX	Full-Time / Part-Time / Casual	Scale 1–6	Active / Terminated

3. PAYROLL REGISTER — CURRENT PERIOD

Emp. ID	Employee Name	Ordinary Hours	Gross Salary / Wages	Allowances	Total Gross Pay	PAYG Withheld	Other Deductions	Net Pay
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
PERIOD TOTALS								
			\$	\$	\$	\$	\$	\$

4. PAYG WITHHOLDING SUMMARY

PAYG Item	This Pay Period	Year-to-Date (YTD)	Notes
W1 — Total Gross Wages & Salaries	\$	\$	
W2 — PAYG Withheld from Wages	\$	\$	

W3 — Other Amounts Withheld	\$	\$
W4 — Withheld: No ABN Quoted	\$	\$
W5 — Total PAYG Withheld (W2+W3+W4)	\$	\$
PAYG Withheld Paid to ATO (Date)		
PAYG Withheld Outstanding (if any)	\$	

5. SUPERANNUATION REGISTER

Emp. ID	Employee Name	Ordinary Time Earnings (OTE)	Super Rate %	Super Amount Due	Super Fund Name / USI	Payment Date	Payment Status
		\$	%	\$			Paid / Pending / Overdue
		\$	%	\$			Paid / Pending / Overdue
		\$	%	\$			Paid / Pending / Overdue
		\$	%	\$			Paid / Pending / Overdue
		\$	%	\$			Paid / Pending / Overdue
		\$	%	\$			Paid / Pending / Overdue
		\$	%	\$			Paid / Pending / Overdue
		\$	%	\$			Paid / Pending / Overdue
TOTAL SUPER THIS PERIOD							
		\$		\$			

6. LEAVE ACCRUALS & ENTITLEMENTS

Emp. ID	Employee Name	Annual Leave Accrued (hrs)	Annual Leave Balance (hrs)	Personal Leave Balance (hrs)	Long Service Leave Eligible (Y/N)	Leave Loading Applied	Notes
					Y / N	Y / N	
					Y / N	Y / N	
					Y / N	Y / N	
					Y / N	Y / N	
					Y / N	Y / N	
					Y / N	Y / N	

7. SINGLE TOUCH PAYROLL (STP) REPORTING

STP Item	Status / Detail	Date Submitted	Confirmation No.	Notes
STP Submission — Current Pay Event	Submitted / Pending			
YTD Gross Wages Reported	\$			
YTD PAYG Withheld Reported	\$			
YTD Super Liability Reported	\$			
Finalisation Declaration — EOFY	Completed / Pending			
Amended Event Lodged (if any)	Y / N			
ATO Portal — STP Status Check	Accepted / Error			

8. PAYG COMPLIANCE CHECKLIST

Compliance Item	Done (Y/N)	Due Date	Responsible Person	Notes
TFN declarations collected for all employees				
Tax file number withheld (no TFN) — 47% withheld				

Correct tax table
applied per ATO
schedule

PAYG withheld paid by
due date

Super contributions
paid within 28 days of
quarter end

Payroll finalised in STP
software

EOFY Income
Statements issued via
STP

Payment Summaries (if
STP exempt) — lodged

SGC (Super Guarantee
Charge) lodged if late
payment

WorkCover / payroll tax
obligations reviewed

9. SIGN-OFF

Role	Name	Signature	Date
Payroll Officer			
		—	
Finance / HR Manager			
		—	
Tax Agent (if applicable)			
		—	

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