

# What you need to know: Your Obligations as an Employer in Queensland

## Registrations you will need as an employer

- ABN - if you don't have one already you will need to apply for one



- PAYG Withholding - so you can withhold tax from payments and report to the ATO



- Super Guarantee - you will need to make superannuation payments on behalf of your employees



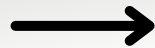
- Workers Compensation - you must insure your employees against work-related injury or illness



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## Meeting your compliance obligations - New Employees

### Tax File Number Declaration



For each new employee a Tax file number declaration needs to be completed by the employee and the employer. It can be lodged on-line or by paper and you will need to retain a signed copy of the original for your records.

### Superannuation Standard Choice Form



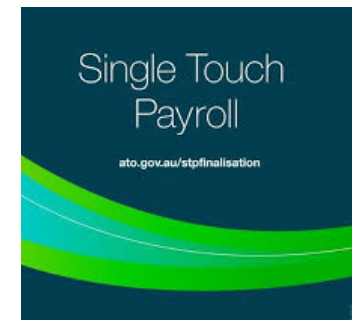
New employees will also need to complete a superannuation standard choice form to nominate their choice of superannuation fund.

Note: From the 1st November 2021 you may need to request stapled fund details from the ATO for employees who don't choose a super fund.

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## Meeting your compliance obligations - PAYG Withholding

- One of your main obligations as an employer is to to withhold income tax from employees' wages based on the tax tables published by the ATO.
- Most payroll software applications are ATO compliant and will calculate withholding amounts based on the latest tax tables published by the ATO.
- The amounts withheld need to be reported and paid to the ATO with lodgment of an activity statement.
- There are different reporting and payment obligations depending on whether you are classified as a small, medium or large withholder.
- At the end of each financial year an employer must make a finalisation declaration through single touch payroll reporting.
- Click on the links below for more useful information.



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## Meeting your compliance obligations - Single Touch Payroll

- You will need to set up single touch payroll (STP) reporting for your business.
  - Using STP enabled software, payroll, tax and superannuation information is reported to the ATO each time employees are paid.
  - You don't need to provide employees with a payment summary at the end of each financial year for the information that has already been reported and finalised through STP.
- Almost everyone should now be using STP reporting with concessions available in only exceptional circumstances. For more information visit [www.ato.gov.au](http://www.ato.gov.au).



<https://www.ato.gov.au/business/single-touch-payroll/>

# What you need to know: Your Obligations as an Employer in Queensland

## Meeting your compliance obligations: Workers Compensation Insurance

- Is compulsory for employers in Queensland
- Workcover Queensland provides accident insurance policies for employers in Queensland. The policy will cover you if one your workers has a work related injury or illness and needs to claim workers' compensation.
- Your policy will cover any workers you employ but only employees employed by your business.
- The following are not considered to be a worker and will not be covered under a Workcover Queensland accident insurance policy. Although not compulsory they can consider alternate workplace personal injury insurance:
  - directors of a company
  - sole traders
  - partners in a partnership
  - trustee's of a trust.
- For more information visit [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)



WorkCover  
QUEENSLAND



# What you need to know: Your Obligations as an Employer in Queensland

## Meeting your compliance obligations: Superannuation Guarantee and SuperStream

**Super guarantee** is the minimum amount of superannuation that must be paid for each of your employees. If the minimum amount is not paid you could be liable for the super guarantee charge.

To meet your super guarantee obligations as an employer you will need to:

- Select a default super fund
- Offer employees a choice of super fund
- Request your employee's stapled super fund details if they do not make a choice
- Provide employees' TFNs to their funds
- Set up systems to pay super contributions electronically to the right fund.

### Super Stream

- all employers must use SuperStream to pay employee super guarantee contributions to super funds
- using a unique payment reference number (PRN) SuperStream allows you to make all your super contributions in a single transaction.

- More information can be found by clicking on link below



For more information on super stream visit [www.ato.gov.au/super/superstream/](http://www.ato.gov.au/super/superstream/)



# What you need to know: Your Obligations as an Employer in Queensland

## Meeting your compliance obligations: Workplace Laws and Conditions

Another very important consideration when commencing employment is to ensure you are aware of your obligations as an employer in operating within the laws and regulations governing employment in Australia.

The Fair Work Ombudsman was established to provide education and guidance to employees and employers and to promote and monitor compliance with workplace laws.

They can provide assistance and guidance in relation to:

- the payment of wages
- leave
- starting employment
- employment conditions
- workplace problems, and
- ending employment



You should also find out if you are covered by an Australian Award. There are over 100 industry or occupation awards that cover most employees in Australia. Awards are the legal documents that cover pay rates and employment conditions in Australia. You can find out which award applies to you on the Fairwork Australia website.

This advice is general in nature and has been prepared without taking into account your particular financial circumstances, needs and objectives. Before making any decision, you should assess your own circumstances and seek professional advice from your taxation advisor.

"Liability limited by a scheme approved under Professional Standards Legislation."