



e-News

Monday, 18th November 2024

Newsletter No 158

Your Christmas Shutdown Payroll Checklist



The Christmas holidays are fast approaching! If you are in charge of payroll at your business, you need to ensure that you are organised as there are some essential rules to follow in regards to shutdowns. Here is a checklist for you to review:

- Provide the required notice if directing employees to take [annual leave during a shutdown period](#).
- Get familiar with the rules relating to [annual leave requests](#). Remember, annual leave requests can only be refused if it's reasonable to do so.

- Ensure your payroll system accounts for public holidays that [fall during employee leave](#), so that leave is not incorrectly deducted.
- Check that any upcoming or planned [overtime](#) requests are reasonable and what overtime rates apply (if any).
- Communicate to employees if their [pay-day](#) will be impacted by a public holiday.

Get [more info](#) about rules and entitlements during the end-of-year period from Fair Work.

PS - on another topic entirely, Xero has announced that they will extend the availability of classic invoicing to 27 February 2025. This is good news for those of us who aren't yet ready to say goodbye to the classic version!

In Other Bookkeeping_BAS News...

[Can I Claim the GST on That](#) page updated: Some new items have been updated in relation to food, beverage and health products. A new checklist to help calculate food-related GST has also been added.

MyGovID changing to MyID: [myGovID will be changing to myID](#). The app will have a new name and new look, but you'll continue to use it in the same way.

Remission of ATO Interest Charges: The ATO has listened to your feedback on the GIC remission application form and made some changes to improve its functionality. [Download the new version of the form](#) and delete any previous copies you've saved. [See more details here](#).

Updated Fair Work Information Statements: The Fair Work Information Statements have been updated recently. Download your copies [here](#).

Next BAS due date: The next quarterly BAS for **July to September 2024**, is due by **28th October 2024** if electing to receive and lodge by paper and not an active STP reporter. If, however, you have elected to receive and lodge electronically, this BAS is due by **25th November 2024**.

Next IAS due date: The October 2024 Business Activity Statement is due by **21st November 2024**.

Next Super due date: The Q2 2024-25 SG is due **by 28th January 2025**.

Casual Employment Changes: Changes to casual employment rules started on 26th August 2024. Read more on the [Fair Work website](#).

Xero Classic Invoicing Retirement: Xero will [retire classic invoicing](#) by **27th February 2025**.

Online Payment Plan Amount Increase: The amount for which you can make an [ATO Payment Plan](#) has increased from **\$100K to \$200K**.

Engaging a New Registered Agent: [Learn what to do to be well prepared before engaging a new registered agent.](#)

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