



**Payroll Made
Quick & Easy.**

 No Hidden Extras

 Free Support

 ATO Compliant

Lightning Payroll
Website

ATO Single Touch
Payroll Factsheet

Frequently Asked
Questions

Single Touch Payroll (Coming Soon)

This July, the ATO will be introducing a new payroll reporting standard known as Single Touch Payroll. We are pleased to announce that Lightning Payroll will include easy-to-use Single Touch Payroll capabilities, included in the cost of your current annual subscription.

We are working closely with the ATO to achieve certification of our Single Touch Payroll release and will be notifying all Lightning Payroll users by email once our STP update becomes available.

What Is Single Touch?

Single Touch Payroll aligns your reporting obligations to your payroll processes. It means that **you will need to report your payroll figures to the ATO each time you pay your employees**. Your pay cycle does not need to change, and you can continue to pay your employees weekly, fortnightly or monthly.

Employers with 20 or more employees will need to start reporting through STP from **1 July 2018**.

Employers with 19 or less employees will need to start reporting through STP from **1 July 2019**, subject to legislation passing in parliament.

For more information please see the ATO's [Single Touch Payroll Factsheet](#).

Single Touch Payroll Example



How I Can I Prepare?

Please ensure that your version of **Lightning Payroll is up-to-date**. To check your version go to the top of your LP screen and click:

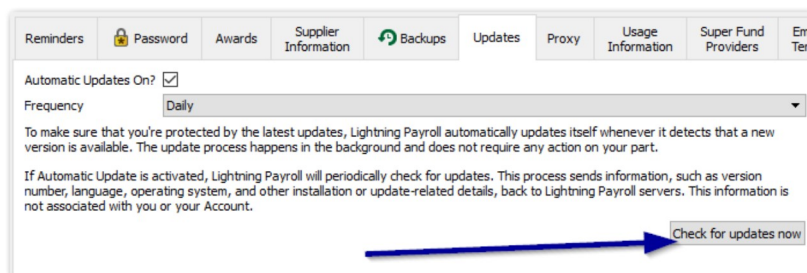
Help >> About (on Windows)

Lightning Payroll >> About Lightning Payroll (on Mac)

You should be on version **2018.5.2p2 or higher** (E.g. 2018.6, or 2018.5.3, etc.)

If you are not on a recent version, please follow the updating instructions below.

How Can I Update to the Latest Version of Lightning Payroll?



Lightning Payroll offers automatic updating, which means that any new features or changes to the program come to you at no additional cost. To check that you have automatic updates turned on, you will need to go to **Settings >> Updates**.

Sometimes auto-updating can get stuck or take a few days to apply new changes. To try and hurry the update process along you can click the **Check for updates now** button to manually check for a new version of the program.

If any update errors occur, or if the update still fails for some reason, please close Lightning Payroll down, then download the full latest version directly using one of the links below:

[Download for Windows \(Windows XP and above\)](#)

[Download for Mac OSX \(Version 10.7 and above\)](#)

Don't forget to double check your version (described above) once you're done to make sure you are on **2018.5.2p2 or higher**.

Have a lovely week.

- Lightning Payroll Team

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