

Our Guarantee to you the Individual Employer

Introduction

Here at Just Family Payroll Pty Ltd we provide due diligence in being informative and transparent as a Payroll Facilitation Service. Here is a quick guide to assist you in understanding the compliance side of our services.

Compliance

Our services meet all Australian Taxation Office standards and protocols, Superannuation, Workcover and Fair Work obligations.

ATO Compliance

The ATO (Australian Taxation Office) standards and protocols indicate that all individuals who employ staff of a domestic nature, are to be registered to enter the PAYG Tax system.

1. Once registration is completed, a letter is sent advising the individual employer of their Withholding Payer Number (WPN) signifying that they are now compliant and are active in the PAYG Tax system.
2. Tax deductions collected from individual employers are forwarded to the ATO quarterly via the payroll facilitation service, Just Family Payroll Pty Ltd.
3. As a payroll facilitation service, JFP (Just Family Payroll Pty Ltd) acts as a collection medium only for Individuals who employ staff of a domestic nature.

At the end of the financial year each individual employer will receive the 'employer copy of the payment summary advising them of the total payments made to their employee and PAYG deductions made and paid to the ATO on their behalf.

The above completes the ATO compliance process between, individual employer, employee & payroll facilitation service.

Superannuation Compliance

The next area of compliance is that of Superannuation. As a payroll facilitation service, we advise individuals who employ staff of a domestic nature that part of their obligation to employ is to pay super for their employees.

1. Just like PAYG, this is paid via the payroll facilitation service on behalf of the individual employer.
2. This payment is made monthly via a Superstream Clearing House where it is cross referenced with the individual employers (WPN) and their employees' super fund member numbers.

Workcover Compliance

Once the WPN is received by the payroll facilitation service, a Workcover Authority Registration form is completed by the individual employer and submitted to the Workcover Authority for approval.

1. When approved the confirmation of registration is sent to the individual employer advising compliance.
2. The Workcover Authority will issue a Tax invoice for Premium payable for this registration.
3. This Tax Invoice will be sent directly to the Individual Employer.
4. It is a requirement that the individual employer forwards this to the Payroll facilitation service.
5. This Premium invoice is payable by the individual employer via the facilitation service.

Fair Work Obligations

Employees of Individual Employers are assured that the payroll facilitation service will action on their Employers behalf all Fair Work Obligations. This includes, annual & sick leave accrued entitlements, providing guidance for the correct pay rates and making sure that Employees of Individual Employers are legally employed.

Communication

Just Family Payroll Pty. Ltd. will correspond with Individual Employers and their Employees in a professional manner making the whole process as seamless as possible. By taking the complexity out of the legal maze in Employing a Domestic Helper (AKA Private Nanny), Employers can have peace of mind knowing all the legal requirements are taken care of and that their Private Nanny is looking after their most important assets, their children.