

# Updating Xero settings for SGC on Leave Loading



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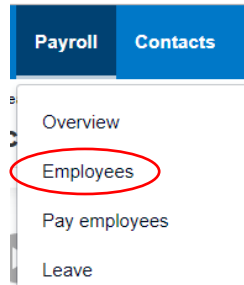
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## How to Update Payroll Settings in Xero for SGC on Leave Loading:

1. In the **Payroll** menu, select **Employees**.



2. In the **Current Employees** section, click on the name of first employee in the listing.

Current Employees End of year reports Add Empl

Invite to My Payroll Search Employees

<input type="checkbox"/>	First Name	Last Name	Employee Group	Calendar	Next Payment Date
<input type="checkbox"/>	James	Lebron		Fortnightly Calendar	15 Dec 2019
<input type="checkbox"/>	Odette	Garrison		Weekly Calendar	22 Dec 2019
<input type="checkbox"/>	Oliver	Gray		Fortnightly Calendar	15 Dec 2019
<input type="checkbox"/>	Sally	Martin		Fortnightly Calendar	15 Dec 2019
<input type="checkbox"/>	Sonia	Michaels			
<input type="checkbox"/>	Tracy	Green		Weekly Calendar	22 Dec 2019

Showing 6 Employees

3. Click on the **Taxes** tab.

Employee Name: **James Lebron** Annual Salary: View Earnings YTD: View Next Pay Day: 15 Dec 2019

Details Employment **Taxes** Leave Bank Accounts Payslips Pay Template Opening Balances Notes

### Basic Information

Title (optional)	First Name: James	Middle Name (optional)
Last Name: Lebron	Date of Birth: James is 34 years old 13 April 1985	
Job Title (optional): eg: Marketing Manager	Gender (optional): Male	

Upload Photo

4. If an employee is eligible for leave loading, **Eligible to Receive Leave Loading** will be ticked. If this is not ticked, nothing further is required for this employee and you can navigate to the next employee using the **Employee Name** drop down box (see step 7).

Employee Name James Lebron	Salary View	Earnings YTD View	Next Payment Date 15 Dec	Options				
Details	Employment	<b>Taxes</b>	Leave	Bank Accounts	Payslips	Pay Template	Opening Balances	Notes

<b>Tax Declaration</b>		Status: No Activity
Tax File Number (TFN) 999-999-811	TFN Exemption ? OR	
Employment Basis Full-time employment	Residency Status Australian Resident	
<input checked="" type="checkbox"/> Tax Free Threshold Claimed	<input checked="" type="checkbox"/> HECS or HELP Debt	<input checked="" type="checkbox"/> <b>Eligible to Receive Leave Loading</b>
<input type="checkbox"/> Trade Support Loan	<input type="checkbox"/> Financial Supplement Debt	<input type="checkbox"/> Apply SGC on Leave Loading
<input type="checkbox"/> Other Tax Offset Claimed ?	<input type="checkbox"/> Student Startup Loan	<input type="checkbox"/> Senior and Pensioners Tax Offset Claimed
	<input type="checkbox"/> Upward Variation Requested ?	<input type="checkbox"/> Has Approved Withholding Variation

5. If **Eligible to Receive Leave Loading** is ticked, then tick the option **Apply SGC on Leave Loading**.

Employee Name James Lebron	Salary View	Earnings YTD View	Next Payment Date 15 Dec	Options				
Details	Employment	<b>Taxes</b>	Leave	Bank Accounts	Payslips	Pay Template	Opening Balances	Notes

<b>Tax Declaration</b>		Status: No Activity
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<input checked="" type="checkbox"/> Tax Free Threshold Claimed	<input checked="" type="checkbox"/> HECS or HELP Debt	<input checked="" type="checkbox"/> Eligible to Receive Leave Loading
<input type="checkbox"/> Trade Support Loan	<input type="checkbox"/> Financial Supplement Debt	<input checked="" type="checkbox"/> <b>Apply SGC on Leave Loading</b>
<input type="checkbox"/> Other Tax Offset Claimed ?	<input type="checkbox"/> Student Startup Loan	<input type="checkbox"/> Senior and Pensioners Tax Offset Claimed
	<input type="checkbox"/> Upward Variation Requested ?	<input type="checkbox"/> Has Approved Withholding Variation

6. Click **Save Only**.

The screenshot shows the 'Tax Declaration' form for James Lebron. At the top, there are fields for 'Employee Name' (James Lebron), 'Salary' (View), 'Earnings YTD' (View), and 'Next Payment Date' (15 Dec). Below this is a navigation bar with tabs: Details, Employment, Taxes, Leave, Bank Accounts, Payslips, Pay Template, Opening Balances, and Notes. The 'Tax Declaration' section has a status of 'No Activity'. It includes a 'Tax File Number (TFN)' field with '999-999-811' and a 'TFN Exemption' dropdown. There are also dropdowns for 'Employment Basis' (Full-time employment) and 'Residency Status' (Australian Resident). A list of checkboxes includes 'Tax Free Threshold Claimed', 'Trade Support Loan', 'Other Tax Offset Claimed', 'HECS or HELP Debt', 'Financial Supplement Debt', 'Student Startup Loan', 'Upward Variation Requested', 'Eligible to Receive Leave Loading', 'Apply SGC on Leave Loading', 'Senior and Pensioners Tax Offset Claimed', and 'Has Approved Withholding Variation'. At the bottom right, there are three buttons: 'File Now', 'Save Only' (circled in red), and 'Cancel'.

7. Use the drop down menu **Employee Name** on the top left to select the next employee. Complete steps 4 to 6 again to update for each employee.

This screenshot shows the same 'Tax Declaration' form, but with the 'Employee Name' dropdown menu open. The dropdown list contains the following names: James Lebron, Odette Garrison, Oliver Gray, and Sally Martin. The rest of the form, including the TFN field (999-999-574), Employment Basis (Full-time employment), Residency Status (Australian Resident), and the various checkboxes, remains the same as in the previous screenshot. The 'Next Payment Date' is now '15 Nov'.