Session 16 ~ SPT2 Termination, Leave and loading

04/11/2022

QUESTIONS	ANSWERS
Where can we find the new pay checklist please? (and also the old one …)	Check the knowledge based articles or the email that contained the release link Access MicrOpay: How do I process a Payrun? (Payroll Checklists) (force.com)
How do I download the pay Checklist please - is it available to download in the resources or do I need to request it from support?	Access MicrOpay: How do I process a Payrun? (Payroll Checklists) (force.com)
Due to the age of my system, there are a number of out-of-date additions and deductions that are no longer in use, do I have to categorise all with STP2 classifications?	For auditing purposes Additions and Deductions that have been used in a transaction, attached to an employee (active or terminated employee), used in a pay class or in any other manner cannot be deleted. Currently this means the addition or deduction has the potential to be used again (either intentional or otherwise). Therefore, all additions\deductions must be categorised for STP2. Best practice is categorise all additions and deductions to the most suitable STP2 Reporting Group, STP2 Subgroup (if applicable) and STP2 Other Allowance Group (if applicable), this especially holds true for any BEFORE TAX additions\deductions. However, if you have a large amount of AFTER TAX Additions and Deductions that are not in use and are not likely to be used again you may find it easier to categorise those as "Exclude from STP Reporting". Although, to minimise the risk of the addition\deduction being used with an incorrect reporting category at a later date, you may like to also change the naming convention (description field) of those additions\deductions that should not be used with a ** at the beginning as a visual means to denote an addition\deduction that is no longer in use. Although in principal if you code them as they should be, then they will always be correct if ever they are used again intentionally or otherwise.
I have a question on additions and deductions can I ask it on the Access group support page?	Access MicrOpay: STP2 and MicrOpay (force.com)
If we don't have an annual leave reason for cash out of A/L do you suggest we create one for any employees that are able to cash out?	Yes
Purchased Leave is a salary sacrifice and	the salary sacrifice deduction is salary sacrifice, when the leave is taken it is reported as paid leave O

not reported as Leave Other. It is reported in Gross	
Does the pay advice/STP need to be done on the same day as EFT	It is recommended the STP reporting is completed the day before or on the day payment has been made to the employee.
If I have performed the upgrade, completed all the steps in the STP2 wizard and now have all green ticks - my next step is to select enable - is there anything else I need to do after that?	You are ready to enable and start STP2 reporting
Just want to know if there is a way to delay pay advice upload to ESS? We used to process pay advices & upload to ESS after the payroll has been approved & released	You could generate Pay Advices using the Print Delivery Method (and save to a PDF) and then when you're ready, do a reprint and set the Delivery Method to Upload to ESS.
In case when we have employees leaving without providing the correct notice and the company decides to penalize the employee withholding an amount for in lieu of notice not worked, how will this deductions be declared in STP2 ?	I believe employment law may only allow this to be taken from time worked in the last pay and not from existing entitlements. However, you should most definitely seek further advice from ATO and Fairwork or the State or Industry Industrial relations service.
Are the Child Support deductions to be declared in STP2?	These currently cannot be reported via STP2 in MicrOpay. Please see Services Australia for how to report Child Support deductions.
How would you classify study leave (offered to our professional staff) in the subgroup?	Other paid leave - paid leave type O
How do we deal with all of the Jobkeeper	
Do you have to separate normal AL taken from	Yes, you will need to separate out the AL taken from the pay out

termination Al pay out?	
I have enabled STP2 and have employee that was terminated and came back and now STP2 is asking for a cessation reason for him... he's no longer terminated. Will this cause issues in the future?	https://access-support.force.com/Support/s/article/Access-MicrOpay-Can-I-reactivate-terminated-employee-cards
once STP2 is enabled & we aer reporting, we can't "revert" to STP1 if there are problems?	No you can't revert to STP 1 after enabling STP 2: if you encounter an issue please contact Support and we'll help resolve it so that you can continue reporting using STP 2.
Leave without pay/unpaid leave - How to classify in STP2	These do not need to be classified in STP2
Is annual leave cash out classifed as in Gross or Paid Leave?	Paid Leave Type C https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=STPPhase2reportingQuickreferenceguide #STPPhase2reportingQuickreferenceguide
if i do weekly pays, would it be beneficial for monthly reporting to start stp2 after the end of the month.	If you've reported using STP 1 in any current period, please only enable STP 2 after doing an EOP in that period/those periods. If you haven't then just enable STP 2 when it's convenient for you - there is no other benefit.
Gov paid Parental leave, we created as addition before tax. Should we still have gov paid parental leave as a leave reasons?	Yes, depends on your company reporting requirements
Normally update leave entitlements the same time as performing end of pay. Is there another method to do it prior product pay advise?	Yes, please use the "Update leave entitlements" before producing your pay advices. We recommend using the new payroll checklist - https://access-support.force.com/Support/s/article/Access-MicrOpay-How-do-I-process-a-Payrun-Payroll-Checklists
If an employee run out of sick leave but would like to take annual leave instead, should the leave reason be sick leave or annual leave ?	If you are using their Annual Leave entitlement I believe this will be reported as Annual Leave. Seek advice is necessary
If we map the wrong codes in STP 2 and process the pay, do	Yes you will have to rectify it - you can just edit whatever needs to be changed and then do an STP Update to report the correct YTD values to the ATO

we need to rectify it and how?	
I understand that you have emphasized to everyone that we must run the pay advices before end of pay. Can we still go back to "reprint" pay advices if we need to?	Yes, absolutely.
I have one question - what is the purpose of the two reasons for terminations, does the standard one link to the tax workings on the system, but the cessation reason is for Centrelink etc. Why do we need to have the two?	Yes Tracey that is correct. Termination Reason in MP is for tax treatment and cessation is a new stp2 categorisation required by ATO.
If an employee is terminated due to Dismissal and later there is a deed of release which says they are now terminated as resignation can this be changed and when running STP2 this will update?	You can change a Cessation Reason in an employee file. When you send your Final STP reporting for the employee or an update event changes should be picked up in STP reporting.
I have upgraded my system to the new upgrade. The STP2 reporting is still not ready to go ahead. Util i am STP ready, do i use my old payroll processing list or do i need to use the new list?	Access MicrOpay: How do I process a Payrun? (Payroll Checklists) (force.com)
For time off in lieu, what code will be used in STP2?	TOIL hours taken = leave type O, TOIL hours cashed out in service = Overtime
For time of in lieu pay out on termination, do we need to treat this as ETP?	Yes, the in lieu of notice will be processed as an ETP and there is a section in the termination transaction to enter in the in lieu of notice and MicrOpay will tax accordingly

Will be able to see cessation reason in the employee grid?	Select "STP Cessation Reason" when Customising the Grid columns in the Employee List screen
Hi, Since we have to report a payevent to ATO on the same day as we pay employees what is the quickest way to contact MicrOpay support if I have issues when I first start STP2 reporting.	Please log a case with the support team.
Is paying out TOIL on termination classed as TOIL cashed in service and therefore OTE rather than leave? we have always done it as leave. if it is OTE, how do we manage this for the ones that have already left this year?	Please check with ATO https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=STPPhase2reportingQuickreferenceguide#STPPhase2reportingQuickreferenceguide
Do you know if there are any penalties if you get anything wrong? How can mistakes be fixed retrospectively - update event?	The ATO are quite forgiving - especially when transitioning to STP 2 and they will likely notifiy you directly if there appears to be an issue and yes - you would report an Update event once you've addressed the issue.
If we have updated to Version 9.1 SP3 but haven't finished checking everything will I need to update the transactions before the EFT file and also produce the payslips prior to end of pay	STP Pay events in Version 9.1 sp3 are driven by the production of Pay Advices which must be before EOP.
If we have updated to Version 9.1 SP3 but haven't completed all our checking and haven't enabled yet. Will I have to update the transactions and produce the payslips before EFT file and STP reporting - Judy	To avoid any issues it's best practice to enable stp2 after you have completed any current pay cycles
I understand Purchased Leave Deductions are a	Annualised reduction = do not report when deducted, when leave is taken report as paid leave type O. Salary sacrifice = when deducted, report as salary sacrifice, when

salary sacrifice amount. When the purchased leave is taken - is it paid leave other?	leave taken report as paid leave type O. Post tax = when deducted do not report, when leave is taken do not report
Termination Geninue Reduancy - should that be STP2 OTE? thanks	https://www.ato.gov.au/Business/Super-for-employers/Paying-super-contributions/How-much-super-to-pay/List-of-payments-that-are-ordinary-time-earnings/#Terminationpayments
what is the deadline to upgrade?	The MicrOpay deferral ends on the 31 December.
if I havent received the upgrade information and unbale to extract the new checklist which team is best to contact	Access MicrOpay: How do I process a Payrun? (Payroll Checklists) (force.com)
Can you enable STP 2 if you are in the middle of processing a pay?	Yes you can but please don't enable STP 2 in the same period as one in which you've also reported for STP 1 - apart from that, you can process pays, generate EFTs, generate Pay Advices and then enable STP 2 or you can enable STP 2 and then do the above (the order doesn't matter). Please note - when you enable STP 2 you will need log off and back into MicrOpay (as per the popup message you'll see after enabling STP 2)
I have heard mixed things about the reporting of casual & shifts loadings. Do these need to report as separate items or can i include in a pay class ?	Casual loading = gross, Ordinary hours = gross, Penalties - public holiday = gross, Penalties = gross
where can I find the STP2 check list?	Access MicrOpay: How do I process a Payrun? (Payroll Checklists) (force.com)
for the cessation reason, could you please give us some example when we need to use "Transfer"; also, what will be the reason for end of internship	Transfer (T) – the administrative arrangements performed to transfer employees across payroll systems, move them temporarily to another employer (machinery of government for public servants), transfer of business, move them to outsourcing arrangements or other such technical activities. ref: https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=Whenanemployeetransfersorleaves#:~:text=Cessation%20reason,necessity%20or%20abandonment%20of%20employment
How do you separate annual leave paid compared to annual leave paid out in service	You will need a separate leave reason for cash out in service.
how can i enable the STP	Once you've completed the STP 2 Wizard and you have all green ticks on the Status tab, you'll see an "Enable STP 2" button around the bottom right of the Wizard screen
Do we need to create 2 Make-up pay (top-up) codes for Workcover? One to use when the	Yes. Workers compensation where no work is performed or paid after termination or top-up and no work performed = Leave Type W. Workers compensation where work is performed or top up where work is performed = Gross

employee is working partial days/week and one for when the employee is not working at all?	
So this is something that is done AFTER STP 2 has been enabled?	I would recommend a few spot checks of your data, but other than that – nothing.
Sorry completing the list of employees terminated in the current year - will these appear before STP2 is enabled or is the adding of cessation reasons done once STP2 is enabled?	You need to enter Cessation Reasons prior to enabling STP 2