



## Release Notes

### Access WageEasy Version 8.0.4.8669



For our Payroll Online customers

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Installation and upgrade of Access WageEasy is managed as part of our service to you. You can disregard any comments or instructions that refer to downloading and installing software upgrades.

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This is a mandatory release for all Access WageEasy customers processing Australian Payroll as it contains updates for STP2 reporting.

WageEasy v8.0.4 contains changes and enhancements for STP2 reporting, including:

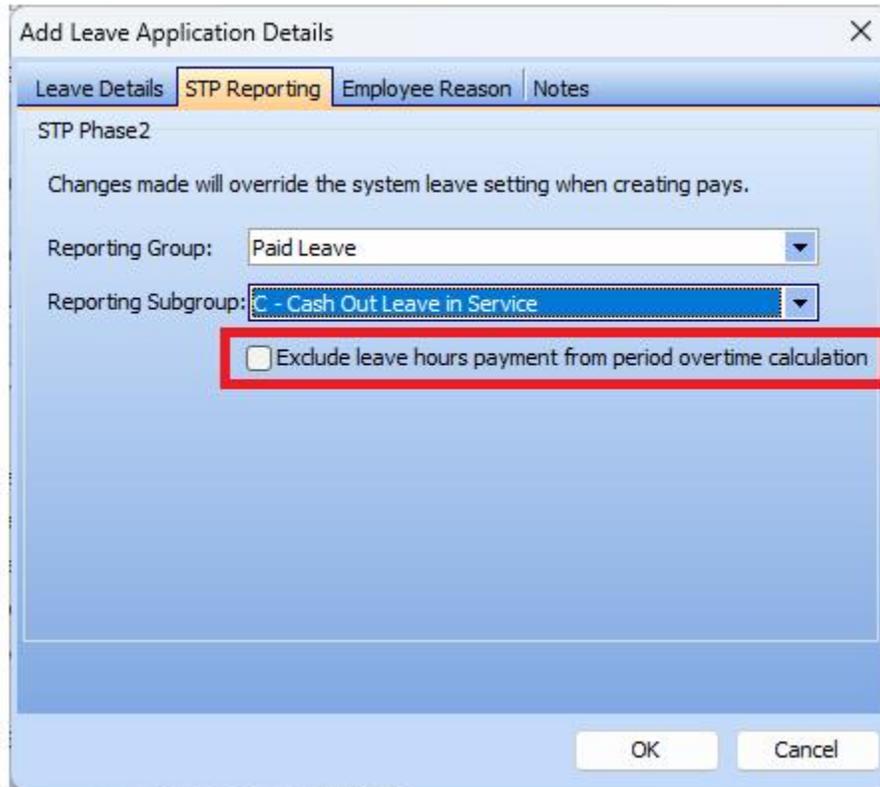
- Setting for STP2 reporting group - Cashed Out Leave to exclude from period overtime,
- Termination redundancy Lump Sum D STP2 reporting correction,
- ETP payment duplication in STP2 reporting header correction,
- Availability of user defined queries to assist with checking STP2 reporting for end of year.

And introducing the NEW Access Digital Assistant Chat Bot



**NEW** Leave option for Cashed Out Leave to 'Exclude leave hours from Period Overtime calculation' added to Planned Leave

When leave applications are added at the Employee > Planned Leave level, if the leave is set to be STP2 reported as C – Cash Out Leave in Service, the option to set the leave to 'Exclude leave hours payment from period overtime calculation,' becomes available. Selecting this option sees the leave hours not contributing to the hours worked for calculation of period overtime in this single pay instance.



Termination redundancy Lump Sum D STP2 reporting correction.

Correction to the STP2 reporting of Termination redundancy Lump Sum D payments where previously these amounts were not reported in the employee level records.

The screenshot shows a window titled "STP2 Update" with a subtitle "STP2 Update". It includes a filter "Filtered by Employee No MP-023 for FY 2024" and buttons for "Unselect All", "Mark All as Final", "Export", and "Report to ATD". A table displays employee data with columns: Employee Name, Gross Taxable, Residual Gross (STP), Overtime, Total Paid Leave, Earnings, Lump Sum A Type, Lump Sum B, Lump Sum D, ETP Taxable, Total Allowances, Total Deductions, RESC, Sal Sac, Sal, Total Sal Sac, ETP, PAYGW, Super, and Not Sta. The row for "Warrn, Kevin" has a value of 20000.00 in the "Lump Sum D" column, which is highlighted with a red box. Below the table are "Print Report" and "Cancel" buttons, and a "Submission ID" field containing "7BF109C1-09F9-4E76-98BE-E02DE9CB9F5D". A checkbox "Set as Default Layout" is checked.

Employee Name	Gross Taxable	Residual Gross (STP)	Overtime	Total Paid Leave	Earnings	Lump Sum A Type	Lump Sum B	Lump Sum D	ETP Taxable	Total Allowances	Total Deductions	RESC	Sal Sac	Sal	Total Sal Sac	ETP	PAYGW	Super	Not Sta
Warrn, Kevin	74453.19	34768.11	0.00	6901.84	0.00	12783.24		20000.00									10926.00	5683.67	63527.19
1	74453.19	34768.11	0.00	6901.84	0.00	12783.24	0.00	20000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10926.00	5683.67	63527.19

Correction for ETP duplication in STP2 reporting header.

Correction to the STP2 header record reporting of ETP's where duplicate ETP records are present. Entry of ETP for Termination Notice or Termination Severance and ETP leave payout now correctly only reflected in the reporting of a single ETP amount.

The image shows two screenshots from the 'Termination Wizard' application. The left screenshot is the 'Termination Notice' screen, where the option 'The Employer did Not Give Sufficient Notice' is selected. A red box highlights the 'Payment in lieu of notice' field, which is set to '\$5,000.00'. The right screenshot is the 'Additional Leave Payments' screen, showing a list of leave types. A red box highlights the 'Accrued Days' row, which has a value of 200:00 and an amount of \$5,566.00. Below these is the 'STP2 Reporting Details' window, showing a table of 'STP2 Pay Event Details' and a summary table. The summary table has a red box around the 'ETP Taxable Total' column, which shows a value of 10566.00.

Created Date	Payment Date	Run Date Time Stamp	PPE	Pay Frequency	Gross Taxable	Gross (STP)	PAYGW (Tax)	Net	Status
06/05/2024 3:25:14 PM	06/05/2024	06/05/2024 3:25:10 PM	31/05/2024	Calendar Month	27931.91	27931.91	6787.00	21144.91	

Employee No	Employee Name	Terminated	Income	Gross Taxable	Residual Gross (STP)	Total Paid Leave	ETP Taxable Total	ETP	PAYGW (Tax)	Net	Final Pay	Status
MP-023	Mann, Kevin	06/05/2024	SAW	65019.19	34768.11	19685.08	10566.00	1796.00	11083.00	52140.19		

**NEW** Digital Assistant - **NEW** icon on Main screen with weblink to - <https://www.theaccessgroup.com/en-au/support/on-premise-products/access-wageeasy> for instant chatbot support

The image shows the 'Wage Easy Payroll - Great Company Australia' software interface. The top menu bar includes 'File', 'Wages', 'Employee', 'HR', 'Reports', 'Analyser', 'Setup', 'Tools', 'Help', and 'PPE: 19 May 2024'. Below the menu is a toolbar with icons for 'Open', 'Wages', 'Employee', 'Calendar', 'Send', 'STP2', 'Awards', 'Rates', 'Banks', 'Super', 'Help', 'Digital Assistant', 'Notifications', and 'Close'. The main window displays the 'access' logo and navigation links: 'Products', 'Access Workspace', 'About Us', 'Careers', and 'Services'. A 'Product Digital Assistant' button is visible. The central text reads 'Your Access WageEasy digital assistant' with a 'Step by step guide' link. On the right, a chatbot window is open, displaying a red header with 'Hi there 🙌 How can we help?'. Below the header, it shows a 'Recent message' from 'Access WageEasy' and an 'Ask a question' button. The chatbot is powered by Intercom.

## User Defined Queries for EOFY balancing back to final STP2 Update

- Payslip STP2 Reporting – date range configurable employee payslip level breakdown of each STP2 reporting group by income type.
- YTD Company STP2 Reporting Breakdown Summary – financial year company level breakdown of each STP2 reporting group and sub-group with amounts matching back to the STP2 Update grid.
- YTD Employee STP2 Reporting Breakdown Summary – financial year employee level breakdown of each STP2 reporting group by income type.
- YTD Employee Non-payslip STP2 Reporting Details – financial year employee income type non-payslip level breakdown to each STP2 reporting group.

**YTD Company STP2 Reporting Breakdown Summary**

STP2 Reporting Group	Sub Group	Sub Group Desc	Other Allowance	Amount	ETP Tax Freq	ETP Tax
Exclude from STP2 Reporting				3320	0	0
Gross				889773.49	0	0
Paid Leave	C	Cash Out Leave in Service		9465.49	0	0
Paid Leave	U	Unused Leave on Termination		23436.12	0	0
Paid Leave	O	Other Paid Leave		81038.15	0	0
Overtime				14247	0	0
Bonuses and Commissions				2300	0	0
Allowance Items	AD	Award Transport Payment		420	0	0
Allowance Items	LD	Laundry Allowance		263.14	0	0
Allowance Items	TD	Tool Allowance				
Allowance Items	KN	Task Allowance				
Allowance Items	CD	Other Allowance				
Salary Sacrifice	S	Superannuation (RES)				
Salary Sacrifice	O	Other Employee Benefit				
Employment Termination Payments (ETPs)	O	Other Reason				
Deduction Items	F	Fees				
PAYGW						
Super Entitlement	L	Super Liability (SG)				
Super Entitlement	R	RESC				

**YTD Employee STP2 Reporting Breakdown Summary**

Employee No.	Last Name	First Name	STP2 Income Type	STP2 Reporting Group	Sub Group	Sub Group Desc	Other Allowance	Amount	ETP Tax Freq	ETP Tax
FP-006	Connors	Paula	SAW	Gross				41264.72964	0	0
FP-006	Connors	Paula	SAW	Paid Leave	C	Cash Out Leave in Service		2320.5	0	0
FP-006	Connors	Paula	SAW	Allowance Items	KN	Task Allowance		162.77	0	0
FP-006	Connors	Paula	SAW	Deduction Items	F	Fees		.70	0	0
FP-006	Connors	Paula	SAW	PAYGW (total of all income)				12412	0	0
FP-006	Connors	Paula	SAW	Super Entitlement	L	Super Liability (SG)		4804.61	0	0
FP-011	McDonald	John	SAW	Exclude from STP2 Reporting				1220	0	0
FP-011	McDonald	John	SAW	Gross				34811.71	0	0
FP-011	McDonald	John	SAW	Paid Leave	C	Other Paid Leave		2961.95	0	0
FP-011	McDonald	John	SAW	PAYGW (total of all income)				11308	0	0
FP-011	McDonald	John	SAW	Super Entitlement	L	Super Liability (SG)		4135.11	0	0
MP-002	McLeod	Allan	SAW	Gross				32755.94001	0	0
MP-002	McLeod	Allan	SAW	Paid Leave	C	Other Paid Leave		4188.8	0	0
MP-002	McLeod	Allan	SAW	Allowance Items	CD	Other Allowance U1		108.96	0	0
MP-002	McLeod	Allan	SAW	Salary Sacrifice	C	Other Employee Benefit		350	0	0
MP-002	McLeod	Allan	SAW	PAYGW (total of all income)				3672	0	0
MP-002	McLeod	Allan	SAW	Super Entitlement	L	Super Liability (SG)		3814.05	0	0
FT-003	O'Donoghue	Timothy	SAW	Gross				18930.06	0	0
FT-003	O'Donoghue	Timothy	SAW	Allowance Items	CD	Other Allowance U1		81	0	0
FT-003	O'Donoghue	Timothy	SAW	PAYGW (total of all income)				2306	0	0
FT-003	O'Donoghue	Timothy	SAW	Super Entitlement	L	Super Liability (SG)		2772.03	0	0
FT-004	O'Sullivan	Sean	SAW	Gross				15464.43	0	0
FT-004	O'Sullivan	Sean	SAW	Allowance Items	CD	Other Allowance U1		163.49	0	0

Head to [Access Knowledge Base](#) for more details and to download these queries.

## Additional Items

### Setting of Payroll Online database backup location

The database backup location for Payroll Online has been reinstated as the designated Backup folder. This is the only location that databases can now be backed up to.

**Open Company**

Look in: C:\WP10002S (\AUSYDWEPCFS01)

Name	Date modified	Type
<input checked="" type="checkbox"/> Backup	6/04/2023 4:30 PM	Folder
Backups	12/01/2024 3:51 PM	Folder
Database	25/01/2024 5:08 PM	Folder
GL	18/08/2022 10:15 ...	Folder
Home	15/01/2024 1:53 PM	Folder
Super	18/08/2022 10:25 ...	Folder

Updated and upgraded Sample Company databases.

Australian and New Zealand include 2024 financial year data.

Cook Islands, Fiji, PNG, Samoa, Solomon Islands, Tonga, Vanuatu databases upgrade only.



To better understand how STP2 works, please refer to the following resources:

[Single Touch Payroll Phase 2 employer reporting guidelines](#)

This ATO guide clearly explains the changed reporting requirements for STP2, e.g., more detailed breakdown of employee gross, and gives useful examples.

[Our dedicated STP2 resources hub.](#)

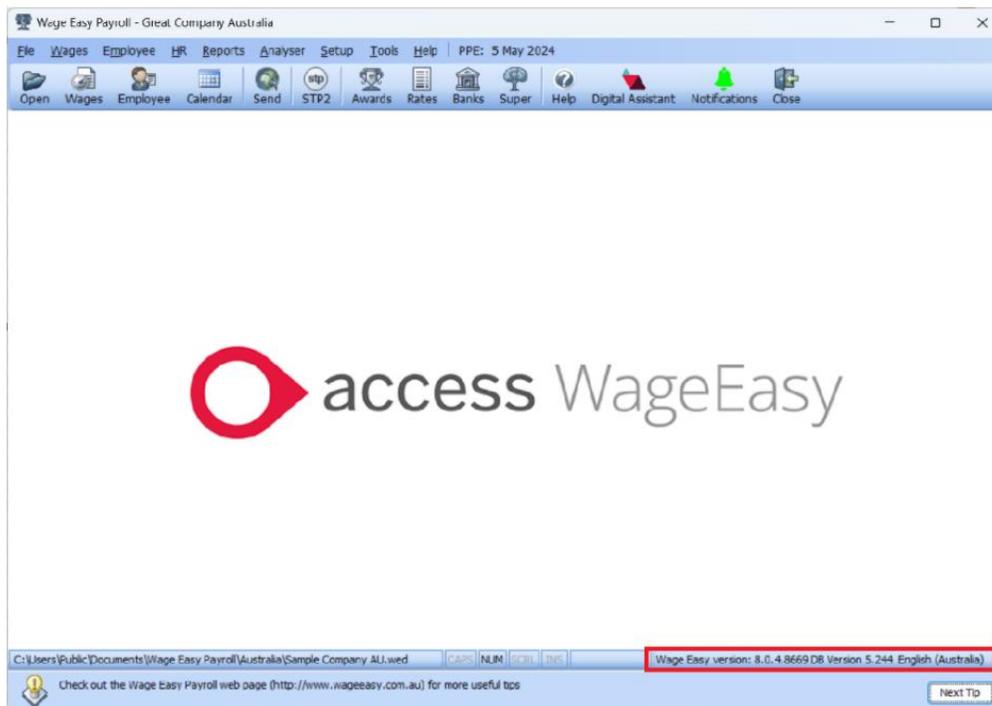


### After you Upgrade

After the upgrade is installed, you should check that the correct software and database versions are displayed. If the latest version numbers are not as displayed below, [Access WageEasy](#) may not have been successfully upgraded.

*To check the version of [Access WageEasy](#)*

The version number is displayed on the bottom right-hand corner of the main Access WageEasy screen.





After you have upgraded and opened your database, you can also check the version number by going to *Help > About Wage Easy Payroll*.

Your new database version number after the upgrade will be **8.0.4.8669**.

To ensure payroll data is up to date, we strongly recommend that you submit an STP Update for all employees before submitting your first STP2 pay event.



#### NOTE

If you have not yet enabled STP2, refer to [WageEasy V8.0.0.8621 Release Notes](#) for in depth information. WageEasy's STP2 **deferral ended** on **30 September 2023**. By that date, you should have commenced STP2 reporting or have received your own [deferral from the ATO](#).

#### Knowledge Base

For further general information on this update, check out **Knowledge Base** and benefit from **anytime access to an extensive knowledge base** of FAQs and product support queries to help with your payroll processing.

[Access Knowledge Base](#)