MicrOpay STP2 ~ Employee, Payroll Company & CIR

Session 14. 02/11/2022

QUESTIONS	ANSWERS	
Where can i find the STP 2 set up Wizard??	Ensure that you are on the current version 9.1 SP3 Log in as the system administrator On the menu at the top of the page, you will see the STP2 wizard. If you have already enabled STP 2, it will no longer be on the menu bar and instead it can be found under "Access MicrOpay Administration->System Configuration->STP2 Setup" in the System Tree.	
If I'm not ready to go Live for STP2, can I still upgrade the version ? I'm currently on Version 9.0 SP1	Yes, you can upgrade to the latest version now and enable STP2 when you are ready.	
I currently update leave and produce payslips before produce (to print) before I run EFT, then after do EOP I reprint payslips and use the deafult option for them to be emailed will this process still work in the new upgrade version?	Yes, this process will still work. If you have any employees who are on an hours worked leave class, this will update their leave correctly when you process the update leave entitlement.	
I missed the monday session - is it possible to access the recording of it?	Recordings of sessions are <u>MicrOpay Single Touch Payroll (STP) Phase 2 - 2022 (theaccessgroup.com)</u> scroll to the bottom and see the third box on the right.	
in relation to issues with emailing of payslips - is there a known issue with respect to emailing payslips to people with gmail addresses as ours are predominantly unsuccessful	This will be due to the email provider flagging your email address as either junk or spam, please ask the employee to save your email address as their favourites and this should correct the issue.	
I have 7 data bases can I update one at a time & commence STP2 on the one updated, or do i have to update all data bases at once	Each database will need to be updated one at a time.	
so does STP2 over write the data uploaded YTD so if i create new codes no adj needed	When you enable STP2 reporting, all reporting moving forward will be in STP2 format. All reporting is in YTD values, so this means that the from the point of STP2 being enabled all YTD will now be presented in this new format	
in STP2, can we only process payslips (email out) after STP2 to ATO is completed?	No – as long as you have generated Pay Advices at least once, you can then either report to the ATO immediately or re-print and set to Email and then report to the ATO.	
in the new checklist there is a step for updating leave entitlements (if required). under what circumstances is this necessary? i thought when producing pay advises this updates the leave entitlements - is this correct?	Access MicrOpay: How do I process a Payrun? (Payroll Checklists) (force.com)	
Does the STP2 Icon on the top tab disappear once we are STP2 Compliant?	The icon disappears once STP2 has been enabled. After this it is accessible via the admin menu	

Is there anywhere else that we can access/download the new End-of-Pay Checklist please?	https://www.theaccessgroup.com/media/0vzatnwi/mp_paycl_91_aus_stp2_2022- 01.pdf	
Once you enable the STP wizard, are you then able to go in an make corrections?	Yes. You can make changes to the data mapping after STP 2 has been enabled. The wizard can be found under Administration in the menu on the left	
You get an employee who has the name Mohammed only we always do both the first name and the surname the same	I think this question is asking if using the same name for first name and surname is ok, apologies if this is not correct. It's mandatory to enter a Surname in MicrOpay but First Name is not mandatory.	
	The STP2 Reporting business rules for payees (from the ATO payevnt.0004 2020 Business implementation guide) information used to identify payees (employees) includes:	
	TFN – the valid tax file number or exemption codes issued by the ATO	
	 ABN – for contractors, the Australian Business Number for the registered entity to conduct business 	
	 Payroll Id – the unique identifier of the person in the BMS Id 	
	 Name details – the name of the payee, as the business has confirmed against identity documents. Sometimes, a person may choose to be known by a name other than their legal name, such as where a person changes their legal name upon marriage but continues to use their previous name for work purposes. Send the name details that are recorded in the BMS for the payee 	
	Date of Birth – the date of birth of the payee, as confirmed against identity documents	
	 Residential Address - the permanent residential address of the payee, as currently recorded in the BMS. Many businesses allow their payees to maintain their own addresses, who may maintain an address other than their residential address. Under the payment summary process, many payees recorded a post office box to ensure the security of the physical documents, however, digital services eliminate that issue, thus send the residential address 	
	 Contact Details – in the creation of a myGov account, a payee uses an email address and mobile phone number. If the payer captures personal email address and mobile phone numbers for the payee, these will assist the ATO to match the payee identity to the taxpayer identity 	
	Note: the ATO does not use STP information to update payee contact details.	
	Name details is the payee's name, as confirmed against their identity documents. The name that is used will be considered in conjunction with the persons Payroll ID, TFN or ABN, etc.	
Is the tax area for the changing of a	I If you are looking for information on changing an employee from casual to perm/full time,	
casual	have a look at this article in the Access Knowledge Base:	
	https://access-support.force.com/Support/s/article/Access-MicrOpay-How-do-I-update-an-	
	employment-type-from-Casual-to-Permanent	
We paid to have a MicrOpay consultant come out to setup our STP. Would anything have changed from that setup?	That depends on how long ago that was. Just contact your consultant to see if anything has changed since then.	
Please elaborate on mid pay transactions. FTE changes. Our employees regularly change their FTE. Once we are STP2 enabled, will those changes update automatcally? it will update ATO with change midmonth	If the components used to pay the employees are set up correctly for STP2 reporting, e.g. have the correcting STP Reporting Group, etc then values processed against them will be reported correctly.	
if we start STP2 in Dec and end of year income statement will be hybrid of STP 1 and STP 2?	Reporting up to the point of enablement will be in STP1 format. Once you have enabled STP2, then YTD reporting will be in the new format	
For WHM what if the country the country they've just come from is different from their country of origin / passport?	https://community.ato.gov.au/s/ From the ATO STP2 Employer Reporting guidelines it's their country based on their WHM visa:	
P000P011.		

	If you make a payment to a working holiday maker or inbound assignee, you must provide information about their home country. The home country that you report may no always be the country where the person usually lives.		
	 For the WHM income type, the home country you report is their country of nationality based on their working holiday maker visa. 		
	For the IAA income type, the home country you report is the country of the payroll from which they are paid		
	You must report a country code where it is required. You can't report 'Not Applicable'.		
Or to clarify when you just said the country they've come from did you mean country of origin?	If this relates to the previous question about when the WHM employee's country they have just come from is different to the nationality on their passport, refer to the answer above -		
	From the ATO Employer Reporting Guidelines, the WHM home country to report is their country of nationality based on their working holiday maker visa.		
does payslip/stp2 reporting need to be done on the same day the EFT file is generated/paid	STP 2 Reporting needs to be done on or prior to the payment date, according to the ATO.		
If we pay employee Travel Allowance			
(addition before tax), is STP2 reporting	https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-		
group "Allowance items - RD"? Thanks	2-employer-reporting-guidelines/?anchor=Reportingtheamountsyouhavepaid#		
	Domesticoroverseastravelallowancesandove		

	Trevel allowances (pe RD) This applies to deductible expenses allowances that are paid for domestic or overseas meals and indicatalis and domestic accommodation, undertaken for business purposes, which is intended to compensate employees who are required to sleep away from home. It is not a reinbursement of actual expenses, but a reasonable estimate to cover costs including meals, accommodation and incidental expenses. The amount you report using this allowance type are the same travel allowances which have a varied rate for PANG withholding based on the ATO reasonable ensuming for the financial year. For reporting through STP, use this allowance type to report only travel allowances that exceed the ATO reasonable ensume. As travel allowance type for overseas acommodation don't have a varied rate for PAYG withholding, don't report them using this allowance type. Report these as other allowances (allowance type for report a living away from home allowance type to report a living away from home allowance free benefit. Dut use this allowance type to report here. The following table outlines acome examples of what should and shouldn't be included in travel allowances. Travel allowances reporting examples Don't include		
	Overlage metal and inductional and domestic accommodation, undertaken for business purposes, which is intended to compensate employees who are required to sleep away from home - this is not reported at all through STP Intended to compensate who are required to sleep away from home - this is not reported at all through STP allowance that is paid for overseas accommodation for business purposes where the employee is required to sleep away from home - this should be reported as other allowances (allowance bhrs QD) with the description G1 (general) > part-day travel allowances (allowances (allowances type QD) with the description ND (non-deductible) > allowances a this should be reported as other allowances (allowances (allowances type QD) with the description ND (non-deductible)		
We have some scholars that we processed in payroll but they are not employee. All they receive is the scholarship only, Do I have to toggle the "non employee"? thank you	https://www.ato.gov.au/Individuals/Income-and-deductions/In-detail/Income/Scholarship- payments-and-tax/ #Ismyscholarshipexemptincome		
Hi, I'm now confused about Child	Child support in Micropay should be set up as exclude from STP Reporting		
Support, do I include or exclude in STP2?	· · · · · · · · · · · · · · · · · · ·		
Do we have to produce the pay advices at the new step of Update Leave Entitlements or can we produce the pay advices at the end of the payroll run	Access MicrOpay: How do I process a Payrun? (Payroll Checklists) (force.com)		
we have completed STP2 setup and everything looks okay, except for the Status tab in the STP2 Wizard. It is showing transactions with invalid Leave Reason. Why is this and can we fix?	Please contact the support team, so they can review your data.		
HI. When updating Termination Reason in the STP wizard, are the choices listed under "STP cessation reason" the only choices that will be available?	Yes		
In the Wizard - the Additions and Deductions tab - the options for things like Jobkeeper are coming through (which are no longer being used) - how do I deal with this?	JobKeeper Start and End – Excluded from STP Reporting JobKeeper Topup - Gross		

can we install STP2 but still run payroll				
with STP1 until it is done setup properly?	Yes. STP2 reporting can only be 'enabled' once all items in the STP2 wizard are completed and have 'green ticks'.			
We dont pay contractors through micropay, how should we report them via STP2?	Do these qualify as payments covered by either a voluntary agreement or labour hire arrangement? From the ATO reference guide <u>Table 2: Withholding payments that are</u> <u>volunatry to report of gross payment withheld (BAS labels W1 and W2</u> reporting of these payments through STP2 is voluntary not mandatory.			
Morning When i am going through the steps of the wizard, i have 2 invalid leave reasons. How do I fix these past leave entries to complete the STP2 Setup	Please contact the support team			
How are older employees required to be set up with the tax reference (over 66 years) we have them based on their tax declaration status.	I think this might be referring to someone who has a Senior and Pensioner Tax Offset. In the Employee Tax Details, there is a Senior and Pensioner Tax Offset checkbox. If they tick this, they can select the Tax Scale for the Employee (11 - Single, 12 Illness Separated or 13 - Member of a couple). Ticking the checkbox and the selected tax scale updates the employee's Tax Treatment code, E.g. for a 'vanilla' full time employee the Tax Treatment code will change from RTXXXX to SSXXXX when the checkbox is ticked. Ticking the Medicare levy Reduction checkbox (other possibly other checkboxes) will affect the Tax Treatment Code too			
	Taxation Details			
	Tax Type Taxable V			
	Tag Rate			
	Seasonal Worker Programme Commissioner's Instalment Rate			
	Study and Training Support Loan Debt Senior and Pensioner Tax Offset Tax Scale <u>Code () Senior and Pensioner Tax Offset</u> Medicare Levy Exemption			
	Number of Children			
	Medicare Levy Surcharge			
	Other Taxation / Tax Offsets			
	Other Offsets Total Tax Offsets			
	Exempt Foreign Income Non Cash Bgnefit			
	RFB Taxable RFB Exempt			
	Foreign Employment Income Closely Held Payee			
	ATO Reporting Information (STP)			
	ATO Reporting Information (STP) Income Type SAW (Salary and Wages) Country			
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I upgraded to V9.1SP3 on Monday.	Income Type SAW (Salary and Wages) Country			
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and have no transaction in this year is			
there a way to make them inactive? If you tick 'update leave' when you run end of period, will it update twice if you've already run the 'update leave' first?	No it won't. A flag is set against the employee indicating that it's been updated already.		
Hi, we have a staff on Gov't PPL at the moment and we created a new code for Gov't PPL after STP2 update, in STP1 we used code Maternity Leave. I am wondering do we need to reverse the Maternity Leave transactions to Gov't PPL code?	I would not expect tha	t you would need to rever	se any values.
An employee has a base salary, and gets a % of the salaries made, e.g Base Salary \$100, Sales 200, gets a % for \$100 (Sales 200 minus base salary \$100) Is the % for the 100 consider a salary or bonus??	This sounds like a question for the ATO. They will help you dissect the components of your salaries and what goes where. https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase 2-employer-reporting-guidelines/?anchor=Reportingtheamountsyouhavepaid#Bonusesandcommissions Bonuse and commission Bonuse and commission Only network and commission as an commission payments to reward their petromace, service of for meeting a specific goal. These are bypically paid as a lump sum. Only network and commissions. Bonuses and commissions. Hypu are making a back apprent or ansary apprent; it may be included as bonuses and commissions. The following table outlines some examples of what should and shouldn't be included in Bonuse and commissions. Bonuses and commissions. Bonuses and commissions reporting examples agrino honus to rear apprent is the view of main fields entry to a rear apprent is a period as a guesting a partial bonus agrino honus to rear apprent is entry to a rear apprent as a point include in commissions that reist entry to a reported as guesting bonus labeled as engrafia bonus		
Hi, I'm currently running the End of pay before the Pay Advices to show the actual Leave Entitlement , when should I start producing the Pay Advices before the End of Pay When clicking on Save in the STP2 Wizard. I am getting the error "The Client ID or password is incorrect" how do I work around this?	you run Update Leave screen to report to the Please verify your STP	Entitlements, generate Pa ATO. credentials: they are exac	dy to report to the ATO, please ensure that by Advices and then go into the STP Reporting tly the same as the credentials you used for contact the support team for assistance.
Now that we can't run EOP prior to issuing pay advice, is it going to continue to be necessary to run 'update leave entitlements' so that the current leave entitlement shows on pay advice?			ay advices, that the update leave entitlement alances are showing for your employees
Can you please confirm if still need to tick Update Leave when running EOP , if the leave update was already processed prior to producing pay advices? thank you	It's safest to do this so Entitlements updated.		night have missed will have their Leave

After EFT Export the process should be Backup Before Pay Advices Update Leave Entitlements Product Pay Advices Perform STP Reporting Backup before EOP Perform End of Pay Their update states that leave and RDO balances are updated when we do the above. Could you please confirm that TOIL balances are also updated? What do we have to do for employees terminated before the update especially if they come back before the EOY. Do we need to finalise the terminations from July to date or can we do this at the EOY ? and what about other casuals who may join and terminate and then reioin	Update Leave Entitlements will update RDO, Annual, Sick, LSL and User Defined Leave Classes. TOIL is typically set up as a User Defined Leave class, so it will be updated when the process is run. Exactly the same as STP 1, you can just terminate them at EOFY. If, however, you're sure that they won't be reinstated then you could also finalise them immediately.
rejoin. Do we have to set up the tax treatment	No, the Tax Treatment code is automatically assigned to an employee based on the other
code for employee manual and how?	selections made. For example, if you have an employee who is an Australian Resident with a TFN who is claiming the tax free threshold, they are assigned the code RTXXXX. If you then change their TFN details to indicate that they have an STSL debt, their code changes to RTSXXX. Other changes that you make will change the code that is assigned.
Are we able to update to newer version	Yes, you can update the to the newer version now and complete the wizard before January.
 - and process payroll without having done the wizard (provided we complete the wizard prior to January)? 	If you are not going to do it now, please consider applying for a deferral.
if our director get monthly salary, does he belongs to SAW or CHP?	https://www.ato.gov.au/business/single-touch-payroll/concessional-reporting/closely-held- payees/
I usually process payroll a day before the pay day, make payment, skip payslips and report to ATO. And on the pay day I will release payslips. in STP2 is that mean I have to release payslips the day I process pay as otherwise I am not able to report ATO? thanks	 You can still run EFT Export to produce the EFT Export file for payment the day before payday, however you are correct, you have to produce pay advices to create the STP2 pay events so they can be reported to the ATO. Two possible solutions: The day before payday, process the EFT Export and transfer the file for payment like you already do, then produce pay advices on pay day and complete STP Reporting then. If you would like more time to review STP events before reporting, on the day you produce the EFT Export, you could also generate Pay Advices using the Print Delivery Method, making sure to save the pay advices to a PDF instead of physically printing them out and then on pay day you can do a Reprint of pay advices to produce the EFT Export to create the EFT file for payment the day before payday, You have to produce pay advices to compile the STP pay events, and they have to be reported on or before the Payment Date (Pay Advice Date).
We pay our staff snr manger bonus and holiday(xmas bonus) and Signing on bonus should I treat them same as normal annual performance bonus?	https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase- 2-employer-reporting- guidelines/?anchor=Reportingtheamountsyouhavepaid#Bonusesandcommissions

	Bonuese and commissions You may pay some employees bonus and commission payments to reward their performance, service or for meeting a specific goal. These are typically paid as a lump sum. Only pre-secrifice amounts that are classified as <u>OTE</u> should be included as bonuese and commissions. Hyou are making a <u>back payment or arrears payment</u> , it may be included as bonuese and commissions. The following table outlines some examples of what should and shouldnt be included in Bonuese and commissions. Bonuese and commissions Bonuese and commissions Point include On't include in Bonuese and commissions that relate entirely to work performed outside normal hours – these are reported as <u>overtime</u> if reported as <u>overtime</u> if relate entirely to work, performance bonus ordernance order			
	I think they all come under the bonus category for STP2. If you want to itemise them further			
	for your reporting purposes that is fine.			
for old additions and deductions which	Access MicrOpay: Do I have to update all the Additions and Deductions in the STP2 Wizard?			
won't be used anymore, do we need to	(force.com)			
set up STP2 for them? Hi, currently on Micropay V9.0 SP1 and	After upgrading, go into the Status tab and you'll be able to see if anything has changed (it			
in the Admin Section there are two tabs	likely won't have, but the Status tab will confirm this)			
STP1 set up and STP2 set up we will				
update to V9.1SP3 next week will this				
update the STP2 set up for us to review?				
If one or two pay slips are successfully produced for whatever reasons, can we still process STP2? Sometimes, pay slips are unsuccessfully produced because the employees gave us wrong email address.	Yes, the Pay Advice should still be generated even if it can't successfully be emailed due to an incorrect address/network issue/etc.			
I have a number of allowances and	Access MicrOpay: Do I have to update all the Additions and Deductions in the STP2 Wizard?			
deductions that have been set up with	(force.com)			
do not use. do I need to set these up in				
STP 2 Just for clarification. CIR for contractors	The CIR checkbox should be ticked for a contractors whose tax is withheld based on the			
should only be ticked if the company is	The CIR checkbox should be ticked for a contractors whose tax is withheld based on the Commissioner's Instalment Rate by the ATO instead of at the flat rate of 20% withholding.			
taxing them? Left unticked if we are not	When the checkbox is ticked, the Tax Type is set to Specify Rate. Enter the contractor's rate			
taxing them.	of withholding, e.g. 20.00 or the CIR into the Tax Rate field.			
I have the "enable STP2" red button available, should I be moving forward asap? Will the STP fields now be automatically update if anything is added. For example a new employee, a new additions etc. Or do we need to go back into the STP wizard every time something is changed?	You will not need to go back to the wizard. You will be able to add the applicable STP2 category as you are entering the new item into MicrOpay. You will be prompted to enter any mandatory STP 2 data when saving employees, new Add/Deds, etc.			
Can we get a link for the changed process for end of pay?	Access MicrOpay: How do I process a Payrun? (Payroll Checklists) (force.com)			
Hi, if our leave is setup to accrue on hours worked. Can I update leave	Yes, leave entitlement update will update leave for employees on an hours worked leave class			
before payend?				
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	Employee (terminated), but we process	indicates that in most cases these payments are treated as gross salary and wages.			

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ongoing workcover payments for them.		https://community.ato.gov.au/s/question/a0J9s0000001JQQEA2/p00050972?referrer=a0N9		
If we code them as Non-employee in STP ATO Defined field, what STP Income	s00000DacOEAS			
Type do we use?	This would infer that the e	This would infer that the employee's Income Type should also be SAW-Salary and Wages,		
			Income Type (if they had not been	
			W, then you should confirm with the	
	ATO.			
How to report a Deduction to Salary Sacrifice? (i.e. "Deduction Before Tax -	- Reporting purchased leave			
Salary Sacrifice - O (other Employe				
Benefit)" YTD cost reduced due to a	1. Annualised reduction	2. Salary sacrifice	3. Post tax	
refund. How to do the set up?				
Та				
	When deducted, do	When deducted,	When deducted, do	
	not report	report as salary	not report	
		sacrifice type O		
	When leave taken,		When long taken	
	report as paid leave	When leave taken, report as paid leave	When leave taken, do not report	
I've now enabled my STP2 set up and	type O Well Done!	type O		
completed my first pay run today, all	Well Done!			
seems well.	The STP2 wizard can be acc	The STP2 wizard can be accessed via the Admin item in the system tree on the left		
Now that I've enabled the STP2 the				
wizard has disappeared.				
Where so I go to now to have a look at				
my setup?	1 No it do	ace't but Curnama is a mand	latary field in amployee Dersonal	
Hi all, if the employee only has first name			atory field in employee Personal	
does the company default surname is	Details while <i>First Name</i> is not, so you will have to enter at least a <i>Surname</i> for the person			
the same as the first name?	2. Yes, go to the employee's Tax Details and open their TFN Declaration. In			
2. special number 000 000 000 can be	the <i>Tax File Number</i> field, open the drop down list and change the selection			
editable when the TFN is received later?	from No TFN quoted to TFN quoted, then enter the person's TFN in the field			
Many thanks.	below.			
	FYL if they ha	ve applied for a TFN but hav	en't got it yet instead of selecting No.	
	FYI, if they have applied for a TFN but haven't got it yet, instead of selecting <i>No TFN quoted</i> , you can use <i>No TFN but applying for one</i> and this will assign the			
	specific TFN code 111111111. Once they provide their TFN, update it as			
	explained above. Make sure the Date Signed reflects the date from the			
	employee's TFN Declaration form.			