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 MicrOpay Single Touch Payroll (STP) Phase 2 - 2022 (theaccessgroup.com) 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 casual	If you are looking for information on changing an employee from casual to perm/full time, 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:

	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 group "Allowance items - RD"? Thanks	https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=Reportingtheamountsyouhavepaid#Domesticoroverseastravelallowancesandove

<table>
<tr><td></td><td>
Travel allowances (allowance type RD)

This applies to deductible expense allowances that are paid for domestic or overseas meals and incidentals 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 reimbursement of actual expenses, but a reasonable estimate to cover costs including meals, accommodation and incidental expenses.

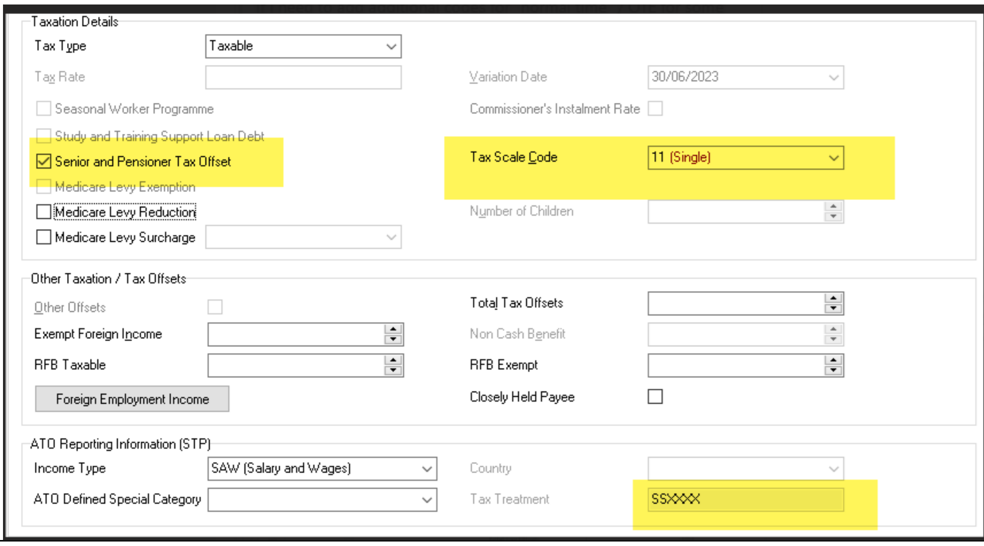
The amounts you report using this allowance type are the same travel allowances which have a varied rate for PAYG withholding based on the ATO reasonable amounts for the financial year. For reporting through STP, use this allowance type to report only travel allowances that exceed the ATO reasonable amount.

As travel allowances for overseas accommodation don't have a varied rate for PAYG withholding, don't report them using this allowance type. Report these as other allowances (allowance type OD) instead.

Don't use this allowance type to report a living away from home allowance fringe benefit, but be careful as some industrial instruments use the name 'living away from home allowance' to mean a travel allowance that you do need to report here.

The following table outlines some examples of what should and shouldn't be included in 'travel allowances'.

Travel allowances reporting examples
<table>
<tr><th>Include</th><th>Don't include</th></tr>
<tr><td>› allowance that exceeds the ATO reasonable amount for domestic or overseas meals and incidentals and domestic accommodation, undertaken for business purposes, which is intended to compensate employees who are required to sleep away from home</td><td>› allowance that does not exceed the ATO reasonable amount for domestic or overseas meals and incidentals 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
› 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 type OD) with the description G1 (general)
› part-day travel allowances – this should be reported as other allowances (allowance type OD) with the description ND (non-deductible)
› allowances paid for travel that is for private purposes – this should be reported as other allowances (allowance type OD) with the description ND (non-deductible)</td></tr>
</table>
</td></tr>
<tr><td>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</td><td>https://www.ato.gov.au/Individuals/Income-and-deductions/In-detail/Income/Scholarship-payments-and-tax/
#Ismyscholarshipexemptincome</td></tr>
<tr><td>Hi, I'm now confused about Child Support, do I include or exclude in STP2?</td><td>Child support in Micropay should be set up as exclude from STP Reporting</td></tr>
<tr><td>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</td><td>Access MicrOpay: How do I process a Payrun? (Payroll Checklists) (force.com)</td></tr>
<tr><td>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?</td><td>Please contact the support team, so they can review your data.</td></tr>
<tr><td>HI. When updating Termination Reason in the STP wizard, are the choices listed under "STP cessation reason" the only choices that will be available?</td><td>Yes</td></tr>
<tr><td>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?</td><td>JobKeeper Start and End – Excluded from STP Reporting
JobKeeper Topup - Gross</td></tr>
</table>

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 Table 2: Withholding payments that are volunatry to report of gross payment withheld (BAS labels W1 and W2 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 
I upgraded to V9.1SP3 on Monday. When I logged into Access Mircopay I received errors and could not access the STP2 set up. I lodged a case with Access Micropay and had no response. I logged on this morning and now can access the STP2 set up. I have updated my case. However I am concerned that my Access Micropay has become corrupt. I need to be reassured everything is OK. To your knowledge has this been an issue with any other clients.	No, I am not aware of any clients having a corrupt database with the new release.
employee tab, do we have only current employee and terminated	The Employee tab in the STP 2 wizard will only show the current employees
What need to be done, once the wizard has been completed, to activate sTP2? If anything	Once everything in the wizard has been checked and has a green tick, go to the status page and press Enable STP2
How do I deal with leave types or allowances which are no longer in use	Best practise is to mark them as what they should be in STP2

<table>
<tr><td>and have no transaction in this year... is there a way to make them inactive?</td><td></td></tr>
<tr><td>If you tick 'update leave' when you run end of period, will it update twice if you've already run the 'update leave' first?</td><td>No it won’t. A flag is set against the employee indicating that it’s been updated already.</td></tr>
<tr><td>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?</td><td>I would not expect that you would need to reverse any values.</td></tr>
<tr><td>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??</td><td>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

Bonuses 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-sacrifice amounts that are classified as OTE should be included as bonuses and commissions.

If you are making a back payment or arrears payment, it may be included as bonuses and commissions.

The following table outlines some examples of what should and shouldn't be included in Bonuses and commissions.

Bonuses and commissions reporting examples
<table>
<tr><th>Include</th><th>Don't include</th></tr>
<tr><td>› Christmas bonus
› retention bonus
› sign-on bonus for new employees
› performance bonus
› referral bonus
› bonus labelled as ex-gratia but in respect of ordinary hours work
› return-to-work bonus after parental leave
› commission payment</td><td>› bonuses and commissions that relate entirely to work performed outside normal hours – these are reported as overtime</td></tr>
</table></td></tr>
<tr><td>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</td><td>Once you’ve generated transactions and are ready to report to the ATO, please ensure that you run Update Leave Entitlements, generate Pay Advices and then go into the STP Reporting screen to report to the ATO.</td></tr>
<tr><td>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?</td><td>Please verify your STP credentials: they are exactly the same as the credentials you used for STP 1. If you still can’t get them to work, please contact the support team for assistance.</td></tr>
<tr><td>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?</td><td>We would recommend before producing your pay advices, that the update leave entitlement process is run to ensure that the correct leave balances are showing for your employees</td></tr>
<tr><td>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</td><td>It’s safest to do this so that any employees you might have missed will have their Leave Entitlements updated.</td></tr>
</table>

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?	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.
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 rejoin.	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.
Do we have to set up the tax treatment code for employee manual and how?	No, the Tax Treatment code is automatically assigned to an employee based on the other 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 - and process payroll without having done the wizard (provided we complete the wizard prior to January)?	Yes, you can update the to the newer version now and complete the wizard before 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 Email/Upload to ESS advices (if you use those Delivery Methods). You can still process 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

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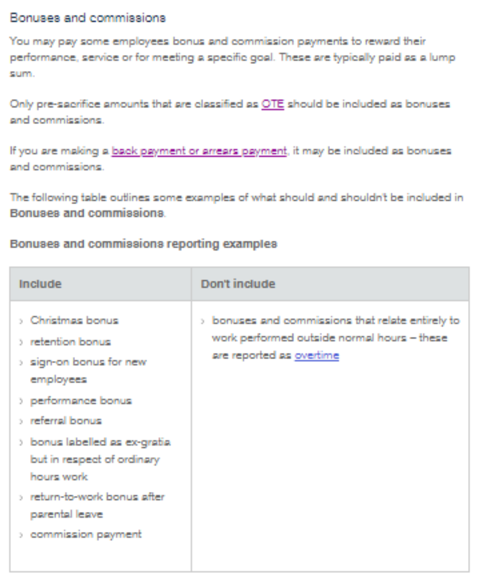
<tr><td></td><td>
Bonuses and commissions
You may pay some employees bonus and commission payments to reward their performance, service or for meeting a specific goal. These are typically paid as a lump sum.
Only pre-sacrifice amounts that are classified as OTE should be included as bonuses and commissions.
If you are making a back payment or arrears payment, it may be included as bonuses and commissions.
The following table outlines some examples of what should and shouldn't be included in Bonuses and commissions.
Bonuses and commissions reporting examples
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› return-to-work bonus after parental leave
› commission payment</td><td>› bonuses and commissions that relate entirely to work performed outside normal hours – these are reported as overtime</td></tr>
</table>
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. </td></tr>
<tr><td>for old additions and deductions which won't be used anymore, do we need to set up STP2 for them?</td><td>Access MicrOpay: Do I have to update all the Additions and Deductions in the STP2 Wizard? (force.com)</td></tr>
<tr><td>Hi, currently on Micropay V9.0 SP1 and in the Admin Section there are two tabs 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?</td><td>After upgrading, go into the Status tab and you'll be able to see if anything has changed (it likely won't have, but the Status tab will confirm this)</td></tr>
<tr><td>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.</td><td>Yes, the Pay Advice should still be generated even if it can't successfully be emailed due to an incorrect address/network issue/etc.</td></tr>
<tr><td>I have a number of allowances and deductions that have been set up with do not use. do I need to set these up in STP 2</td><td>Access MicrOpay: Do I have to update all the Additions and Deductions in the STP2 Wizard? (force.com)</td></tr>
<tr><td>Just for clarification. CIR for contractors should only be ticked if the company is taxing them? Left unticked if we are not taxing them.</td><td>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. When the checkbox is ticked, the Tax Type is set to Specify Rate. Enter the contractor's rate of withholding, e.g. 20.00 or the CIR into the Tax Rate field.</td></tr>
<tr><td>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?</td><td>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.</td></tr>
<tr><td>Can we get a link for the changed process for end of pay?</td><td>Access MicrOpay: How do I process a Payrun? (Payroll Checklists) (force.com)</td></tr>
<tr><td>Hi, if our leave is setup to accrue on hours worked. Can I update leave before payend?</td><td>Yes, leave entitlement update will update leave for employees on an hours worked leave class</td></tr>
</table>

Do we need to report stp 1 and 2 separately when we process the payroll or is it all just the same?	Once STP2 is enabled, your reporting will commence in the STP2 format. The existing reporting done in STP1 remains as is
How do I know if I already reported using STP2?	In the STP 2 reporting submission screen – the far right column tells you the format of the submitted report. If you can't see the "Version" column, right-click on the grid, select "Customise Grid Columns" and then drag "Version" out to a location on grid of your choosing. This will then display either "STP 1" or "STP 2".
Can we get a copy of that email with the most recent check list as I am new to the business & have not received that email with the references. Thanks	Access MicrOpay: How do I process a Payrun? (Payroll Checklists) (force.com)
We have some employees that have become fulltime from casual. I have changed them in the employee area but i now notice that they are still casual in the wizard? Where do i need to change them?	If the employee's Basis of Payment in their Pay Details is showing the updated value, e.g. now showing Full Time instead of Casual, then that should be fine. For the purposes of completing the STP2 Setup wizard, Basis of Payment is there for reference only. It's not used for setup of employees for STP2 reporting, so showing the old Basis of Payment will not affect the STP2 configuration.
I have Sales Staff that earn commission on sales do i need to tick the CIR for these staff?	CIR is an option to be ticked if the employee has an ABN set up instead of a TFN. Ticking (or unticking) this checkbox updates the **Commissioner's Instalment Rate** checkbox in employee Tax Details when the wizard is saved. You may also need to review the Tax Rate, in employee Tax Details to ensure that the contractor is taxed at the correct rate. When Commissioner's Instalment Rate is not ticked, tax is calculated at a flat rate of 20%.
After update done for STP2, what if any transition actions need to be done. In regard to Additions and Deductions.	Any maintenance or configuration for STP2, for Additions and Deductions, Leave Reasons etc, should happen in the STP2 Setup wizard before STP2 enabled. After that, if you add new Additions or Deductions, completing the STP Reporting tab to assign STP Reporting Group and Sub Group categories should be included as part of your normal process for setting up these types of components. Apologies, wasn't 100% sure what the question was asking, but hope this answers it.
When you commence STP2 part way through financial year...Any allowances that were shown separately under Phase 1 must be mapped to the applicable allowance code under Phase 2.	Yes, but with disaggregation of gross, there are probably allowances that were previously included in and reported as part of Gross which must now configured for STP2 Reporting so they can be reported separately. Another scenario to consider is multi-purposed allowances, where something like a tool allowance may be rolled into the employee's hourly rate, these now need to split out so they can be reported separately.
They are few addition & deduction that we never used anymore in Micropay, do we still need to configure this for stp 2?	Access MicrOpay: Do I have to update all the Additions and Deductions in the STP2 Wizard? (force.com)
If an employee has been made a director of the business but NOT receiving directors fees (receives a weekly wage as CEO), Is he salary and wages or Closely held employee?	https://www.ato.gov.au/business/single-touch-payroll/concessional-reporting/closely-held-payees/
I was late joining the seminar so might have missed this if asked. What reporting group and/or Subgroup do all the Jobkeeper additions have in the Wizard. Gross and tick the OTE?	JKFIN05 | Addition After Tax | JOBKEEPER-FINISH-05 | Amount | Exclude from STP Reporting JKSTART01 | Addition After Tax | JOBKEEPER-START-FN01 | Amount | Exclude from STP Reporting JKTOPUP | Addition Before Tax | JOBKEEPER-TOPUP | Amount | Gross
Is the Wizard Payroll Company only available in new version?	You will need to be on V9.1 SP3 and logged in as the system administrator. It is available on older versions, but we recommend being on the latest
If we update leave entitlements before EOP then when we run our EOP we don't tick the box to update leave again - will this double up if we do this by mistake?	No it won't double up.
We have an employee who is a Non-Employee (terminated), but we process	This ATO community question seems to be very similar to your situation. The answer indicates that *in most cases* these payments are treated as *gross salary and wages*.

ongoing workcover payments for them. If we code them as Non-employee in STP ATO Defined field, what STP Income Type do we use?	https://community.ato.gov.au/s/question/a0J9s0000001JQQEA2/p00050972?referrer=a0N9s000000DacOEAS This would infer that the employee's Income Type should also be *SAW-Salary and Wages*, however if there are other factors, e.g. the employee's Income Type (if they had not been terminated) would have been something other than SAW, then you should confirm with the ATO.
How to report a Deduction to Salary Sacrifice? (i.e. "Deduction Before Tax - Salary Sacrifice - O (other Employe Benefit)" YTD cost reduced due to a refund. How to do the set up? Ta	
I've now enabled my STP2 set up and completed my first pay run today, all seems well. Now that I've enabled the STP2 the wizard has disappeared. Where so I go to now to have a look at my setup?	Well Done! The STP2 wizard can be accessed via the Admin item in the system tree on the left
Hi all, if the employee only has first name does the company default surname is the same as the first name? 2. special number 000 000 000 can be editable when the TFN is received later? Many thanks.	1. No, it doesn't but *Surname* is a mandatory field in employee Personal Details while *First Name* is not, so you will have to enter at least a *Surname* for the person 2. Yes, go to the employee's Tax Details and open their TFN Declaration. In the *Tax File Number* field, open the drop down list and change the selection from *No TFN quoted* to *TFN quoted*, then enter the person's TFN in the field below. FYI, if they have applied for a TFN but haven't got it yet, instead of selecting *No TFN quoted*, you can use *No TFN but applying for one* 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.