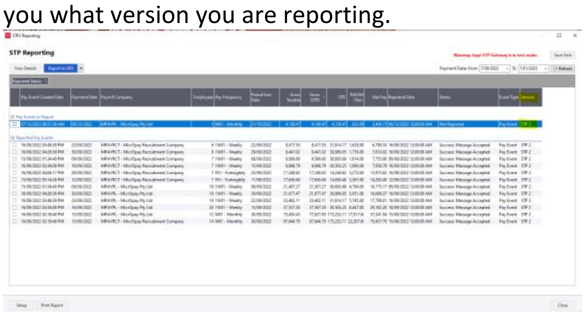
MicrOpay ~ Change To End of pay Process

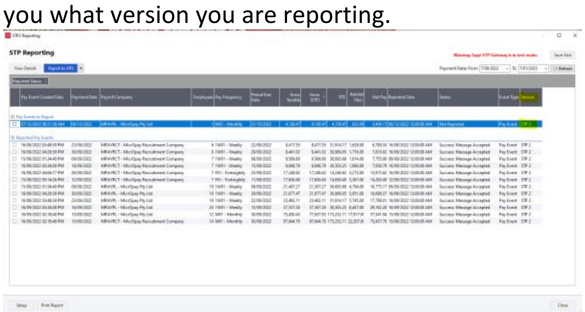
Session 19 – 09/11/2022

What happens if you tick the box Initial Balance?	Please find below the kb article about initial balance - https://access-support.force.com/Support/s/article/Access-MicrOpay-What-is-Initial-Balance
What happens if you update leave prior to STP and end of pay, then tick the box for updating leave at end of pay? Does anything bad happen?	Once the leave entitlement process has been completed, it will update the relevant pro rata dates in the employee record. Therefore ticking the box to update leave will go through the process of checking all the employee but it will not update the leave again
so if you make a payment to an employee between pays, then process it in payroll afterwards, the pay advice is not generated until after the pays have been completed. Does this mean that the STP notification is late?	That's correct, we recommend that once you have finalised a pay for an employee to produce the pay advice. Then the STP 2 reporting will generate and you can report the values for the employee.
If you don't pay them they are not listed in STP, so you can't tick final pay.	If the employee has not been paid in the current period and you need to report his final pay, please go into the STP update to mark the employee as final in that screen
When entering a new leave reason of Annual Leave Cash Out is this classified as OTE for STP2?	//www.ato.gov.au/business/super-for-employers/paying-super-contributions/how-much-super-to-pay/list-of-payments-that-are-ordinary-time-earnings/#Leave
Can you please confirm that when running end of pay after already updating leave entitlements that you still tick to update leave in the end of pay process?	It is not required to tick update leave at the end of pay if you have already run the update leave entitlement process
Could you please email me a STP2 payrun new checklist? Thanks	https://access-support.force.com/Support/s/article/Access-MicrOpay-How-do-I-process-a-Payrun-Payroll-Checklists
Is there an issue if I run the STP Reporting before a run and process pay advices	The production of the pay advices will create the STP 2 reporting, if you do not produce the pay advices there will not be the STP 2 reporting available to report.
leave taken in current period was not deducted from balance displayed on pay advice - so leave is not 100% up to date	In the pay advices, please go to the leave tab and make sure "Current Leave Transactions" is ticked, as this will reduce your leave entitlements by the leave taken in the pay advice.
can you explain the Initial leave balances tick box in more detail as I am not sure I fully understand i.e. what happens if you don't tick it vs if you do for reporting outside the GL.	Please find below the kb article about initial balance - https://access-support.force.com/Support/s/article/Access-MicrOpay-What-is-Initial-Balance

What if you update leave prior to end of pay, and also select it when printing pay advices?	Once the leave entitlement process has been completed, it will update the relevant pro rata dates in the employee record. Therefore ticking the box to update leave will go through the process of checking all the employee but it will not update the leave again
The video showed that the leave was updated both before and after STP - I missed if this was required for both?	We recommend updating leave entitlements before running your pay advices.
Is this live now, or will this only occur once we update to V 9.1	The changes for update leave entitlements will only if you have upgraded to v9.1 or later
We haven't updated to V9.1 yet and are doing a payroll now - is this a problem? What is the timeframe to do this update?	We recommend upgrading as soon as possible, the current version of MicrOpay is v9.1 SP3 B1
Is there a way to defer pay advice upload to ESS? We don't want employees to see their pay advice before the payroll has been approved & released.	Please select the delivery method as "Print" and save the pay advices on your desktop, as this will flag the pay advices as being printed and the system will create the STP2 reporting. Once you are ready to upload to ESS, please change the delivery method to "Upload to ESS", select "Reprint Pay Advices" on the top right and select produce.
When we have an employee terminate that is required to be paid before the normal payroll process, we calculate the payment and make the payment manually through the banking system to the employee. Then with the payroll process we process the terminated employee's transaction with no to payment. Then we send the pay slip. Do we need to do the STP2 reporting when the employee is paid or when the employee receives the pay slip?	The STP 2 reporting should done before or the day of payment to the employee.
What happens if you don't tick 'Initial balance' when updating leave?	Please find below the kb article about initial balance - https://access-support.force.com/Support/s/article/Access-MicrOpay-What-is-Initial-Balance
After update to Micropay V9.1 SP3, When I am running report to ATO function in Access Micropay today, an error message pop up " This application require one of the following versions of the.NET Framework v4.8 to install. please advise if the application needs to be installed, thank you.	Please speak to your IT department, as .Net Framework 4.8 is required to run MicrOpay v9.1 SP3. Here is the link to the KB article - https://access-support.force.com/Support/s/article/Access-MicrOpay-This-application-requires-one-of-the-following-versions-of-the-NET-Framework-NETFramework-Version-v4-8
I need to run the Creditor EFT report and send to the bank.Can I run this before I perform the STP reporting? I just need to make sure that this is done because the Creditors EFT include mortgage payments for our staff	Yes, creditors EFT can be run before STP reporting.

I 'm not sure if we are registered as a Working Holiday Worker. Is there any harm in ticking th ebox that we are registered?	If the working holiday maker is ticked incorrectly in the payroll company and you have employees who are classified as working holiday makers, the employee will be incorrectly taxed. Please check with your accountant.
Referring to the question about ESS payslips .Can this be done if we are not sending payslips via ESS .It's better to have everything approved before we send payslips out	Yes you can - just print the pay advices first (you don't need to physically print them and instead can save as a PDF file) and then when you're ready to upload pay advices to ESS just do a Re-Print with the "Upload to ESS" Delivery Method
If you have updated Leave balances prior to printing payslips. You dont do it again at period end?	That is correct, as leave is already updated the process of leave entitlement update, therefore leave update at the end of pay is not required.
do you need to tick the update leave entitlements box if you are running a casual pay because the casuals are not set up for any leave.	It will depend if you have LSL set up for the employee, if “yes” please process the leave entitlement update for the employee.
Me Q: do you need to tick the update leave entitlements box if you are running a casual pay because the casuals are not set up for any leave.	It will depend if you have LSL set up for the employee, if “yes” please process the leave entitlement update for the employee.
If you don't tick 'Current Leave Transactions' in Pay advices after leave balances have been updated will that affect leave balances	It will affect what will show on the pay advice, as it will not show the leave balances with the leave taken in the current period.
Please Advise for the Jobkeeper -FIN which I need to choice Exclude from STP Reporting or Gross?	Please select “exclude from STP reporting”
Hello, Can you please confirm if you run “Update Leave Entitlements “ via Transactions, do you still tick Update Leave via EOP process? Thank you	As leave has already updated the process of leave entitlement update, there is no need to tick on update leave at the end of pay.
What is CDEP Payments in Additions and Deductions Reporting Group?	https://www.ato.gov.au/forms/payg-withholding-for-community-development-employment-project/?page=2
I have to tick "current leave transaction" box for every pay process. Is there any way it can be defaulted ?	Please tick on “current leave transaction” and select on “Default” on the bottom left and it should hold your settings.
I forgot to tick " initial balance" box at the first beginning. What shall I do now?	Please find below the kb article about initial balance - https://access-support.force.com/Support/s/article/Access-MicrOpay-What-is-Initial-Balance
Under the current STP version, the YTD amount include all taxable income. Under STP2, is there any change on what showing on the payslips? For example will STP reporting group shows? Will anything change under MyGov account?	No change to payslips. My gov income statement may look different
we email payslips to our staff. with STP2 do we have to distribute payslips then do STP update to ATO? is there a way we can send out payslips after report to ATO?	Please select the delivery method as “Print”, this will allow you to print the pay advices to PDF and produce the STP reporting. When you are ready to email or upload the pay advices to the employee, please make the correction selection in the delivery method and ensure you have “reprint pay advices” ticked on the top right.

with payslip question: there is no print option (there are only Produce and Preview). if we click produce it will be send to staff... how we can send out payslip after reporting to ATO?	Please select the delivery method as “Print”, this will allow you to print the pay advices to PDF and produce the STP reporting. When you are ready to email or upload the pay advices to the employee, please make the correction selection in the delivery method and ensure you have “reprint pay advices” ticked on the top right.
in STP reporting how do we know it's STP1 or STP2	In the STP reporting screen, if you have STP 2 enabled you will see a column at the end that will tell you what version you are reporting. 
When updating leave entitlement, should that update the accruals as well as deducting leave taken for the period?	Leave taken will not update as part of the update leave entitlement process. Please ensure “current leave transactions” is ticked to show the correct leave balances on the pay advices. Leave taken in the period will only update in the employee record at the end of pay.
May we please have the link for the video of end of pay processing so that our other staff can watch it?	all webinar content will be available here https://www.theaccessgroup.com/en-au/payroll/resources/micropay-single-touch-payroll-phase-2-changes/
If we use manual calculation to do their termination payments, how can we reflect zero balance in their leave balance?	The leave can be manually zeroed out in the employee record.
We are a non profit entity. Some of the staff got a salary package fringe benefit of $15900 annually. So this is superable and added in the Gross Pay every pay (for the calculation of super) but then deducted right away as well before tax (as it isn't taxable). How do we classify/treat this deduction before tax? Thank you!	We would recommend having both components as Gross, in the end it will have a nil affect.
If you didn't tick Initial Balance the first time can you do it the 3rd time?	Please find below the kb article about initial balance - https://access-support.force.com/Support/s/article/Access-MicrOpay-What-is-Initial-Balance
In STP we used to report all payments made within a pay period at the end of the pay period. Under STP2 now, do we have to report off cycle payments, such as terminations immediately when we pay them or can we still wait until the end of the pay period?	We recommend to do the STP report the day before or on the day of payment to the employee.
hello, we pay our mechanics a tool allowance in the STP Reporting tab for payment summaries : do you need to tick the Ordinary Time Earnings(OTE) box?	Please check with the ATO and Fairwork for clarification if the tool allowance is considered an OTE.

H Team, can the checklist be prepared in word format so we can customise it instead of just a pdf. Reason we have a one page checklist per month.	The checklist is only available in PDF format
H Team, can we access the checklist in word format so we can customise it instead of just a pdf. Reason we have a one page checklist per month.	The checklist is only available in PDF format
I found that when I didn't tick Update leave at End of Pay, the leave balances showing in Micropay did not deduct leave taken that pay period (even though I had updated leave entitlements and ticked current leave transactions in Pay advices.. It only updated to the correct leave balances if I ticked update leave at End of pay	Please ensure you are running MicrOpay v9.1 SP3 B1
Does Update Leave Process just add the accrual for that pay, or does it also deduct leave taken? I believe it only adds the accrual & leave taken deducted is only processed when ticking current leave transactions in pay advices.	The update leave entitlement process will only update the leave accruals, it will not update the leave taken in the current period. The leave taken will be updated at the end of pay.
Just to confirm, the first time you report using STP2, when updating leave balances you need to tick initial balance for each different pay cycle you may have ?	Initial balance does not need to be ticked when using the update leave entitlements process.
If we are updating leave entitlements prior to pay advices, should update leave be unticked in EOP process	As leave has already updated the process of leave entitlement update, there is no need to tick on update leave at the end of pay.
How can I see which version of STP has been used when viewing on the STP Reporting screen. Customise Grud Columns doesn't show a heading for STP version.	In the STP reporting screen, if you have STP 2 enabled you will see a column at the end that will tell you what version you are reporting. 
Setting up STP2 - status is showing "Transactions with invalid Leave Reasons (see IQ-LVERSNTRN" 3 incomplete records. How do I fix this? (Employee did not have SL, so I entered as AL with Reason Code S. AL is not set up with this reason code, hence the error)	Please contact Support and they will be able to assist you.
Can you explain the AL Cash Out process again please, was a bit quick. I dont want to have to manually reduce the balance - how does it need to be set up for that to happen? Thanks	Please below the kb article on how to cash out annual leave - https://access-support.force.com/Support/s/article/Access-MicrOpay-How-do-I-cash-out-leave
Do you need to do the Update Leave process every pay? We do a manual pay in the off-pay week for any corrections. Do I still need to Update Leave for these pays?	We recommend updating your leave for the main payrun only.
Hi, do you have to update leave every pay, including manual adjustment pays?	Only if the employee has hours worked leave class and the adjustment pay needs leave accruals to be calculated.
Our Update leave only updated the accrual and did not deduced leave taken, which means the leave	The update leave entitlement process will only update the leave accruals, it will not update the leave

balance on payslips is not showing the current balance after that pay period. The leave taken is only updated in the end of pay, is this in our settings or how it will work moving forward	taken in the current period. The leave taken will be updated at the end of pay.
We started STP2 on 1 July and did the mapping. Do we need to do the mapping again once we upgrade to the latest upgrade?	Please upgrade to v9.1 SP3 B1 as soon as possible and there are extra tabs in the wizard that need to be completed before STP2 can be enabled.
Where can I get a guide line for the whole process of setting up for STP 2?	https://www.theaccessgroup.com/en-au/payroll/resources/micropay-single-touch-payroll-phase-2-changes/
If you have updated leave balances before pay advices can you leave the box ticked when running End of Pay?	Yes, it is fine to leave the tick box for update leave at the end of pay – the end of pay process will just take a little longer as it will check through all the employees to ensure the leave has been updated.
Can we update to new version of Micropay even if we are not ready to go live with STP 2?	It is recommend that you upgrade and start the set up of STP 2 as soon as possible. MicrOpay STP 2 deferral ends on 31/12/2022, therefore we recommend that you are enabled before that date.
I have a terminated employee in the system with zero pay as they have no leave entitlements due. How can I process and report this update in STP2 reporting if I cannot produce a payslip for it?	If you terminate an employee through the employee record instead of the termination transaction, please process an STP update for that one employee only to report the termination date to the ATO.
We noticed the other week that on updating our leave entitlements the first time it didn't action the leave on hours worked staff. Therefore, we had to do the second update for these to be completed has that changed since this new upgrade ?	Please ensure you are on MicrOpay v9.1 SP 3 B1 as the update of leave entitlements for hours worked leave classes will only be available for v9.1 and later.
I normally update leave before importing transactions, and again at EOP (for hours worked accruals). Can I continue to update leave before transactions, and then perform the final leave update leave before pay advices rather than at EOP?	Yes, leave can still be updated before importing transactions but it will also need to be completed after importing transactions for employees who are on leave classes on hours worked.
Hi, my earlier question wasn't answered - It differs from the other questions regarding updating leave twice: I normally update leave BEFORE importing transactions (for contract entitlement accrual), and again at EOP (for hours worked accruals). Can I continue to update leave BEFORE transactions (for contract entitlement accruals), and then perform the final leave update before pay advices (for hours worked accruals) rather than at EOP?	Yes, leave can still be updated before importing transactions but it will also need to be completed after importing transactions for employees who are on leave classes on hours worked.
Do we need to tick "initial balance" when we update leave entitlement?	Please find below the kb article about initial balance - https://access-support.force.com/Support/s/article/Access-MicrOpay-What-is-Initial-Balance
on the pay advice that you indicate that we need to check current leave transactions is there anything else that we need to do as this is not on the check list. I see there are other tabs there so curious what else needs to be reviewed	The changes tick on "current leave transactions" we included in the release notes for v9.1, we would recommend review the release notes to check if there is anything else.
When you reprint the pay advices can you do muliptly reprint options eg Upload ESS (for a group) and email for another group?	We recommend doing on delivery method at a time.

I had a staff member leave in July but then came back in August so I just reinstated them which was all in STP1, now I have gone to run STP2 it wont let me as there is no cessation reason for this staff member what do I do	Please contact Support and they will give you a script to fix this.
If you upgrade leave entitlements before end of pay does it matter if you updated them again	As leave has already updated the process of leave entitlement update, there is no need to tick on update leave at the end of pay but if you do it will not update the leave balances again.
We do fortnight payroll. We have not set up STP phase 2 yet. Should I start to do the set up after completed the superannuation at the end of the month? Thank you.	We recommend upgrading to v9.1 SP3 B1 as soon as you can and go through the STP 2 wizard to be STP 2 enabled.
If we have update leave entitlement, we still need tick box of update leave in End of Pay? Thanks	As leave has already updated the process of leave entitlement update, there is no need to tick on update leave at the end of pay but if you do it will not update the leave balances again.
is this slideshow available to access after the webinar finishes? The volume is very low level and could barely hear it	https://www.theaccessgroup.com/en-au/payroll/resources/micropay-single-touch-payroll-phase-2-changes/
Does annual leave cash in need to be processed through additions & deductions or is there another way	Please find below the instructions on how to cash out leave - https://access-support.force.com/Support/s/article/Access-MicrOpay-How-do-I-cash-out-leave