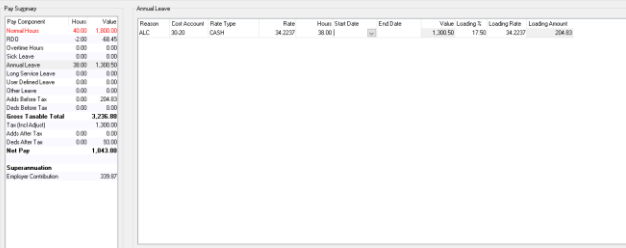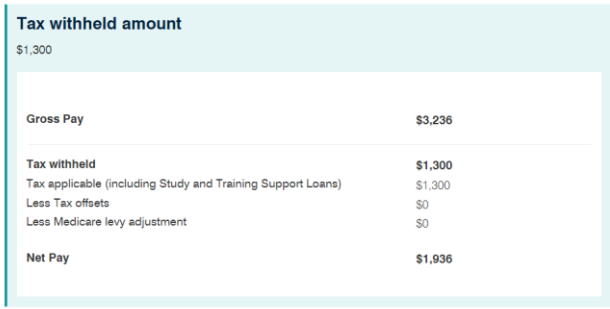# MicrOpay STP2 ~Termination Reasons, Leave Reasons & Loading

Session 17, 07/11/2022

QUESTIONS	ANSWERS
If you have finished STP2 set up then how do you actually go live with it? Do you have to do any extra steps for it or it will automatically happen	In the Status tab (last tab of the STP 2 Wizard), when everything has a green tick beside it, you should see an "Enable STP 2" button near the bottom right. After clicking on this button and logging off and on again (MicrOpay will prompt you to do this), STP 2 will then be enabled and the STP Reporting, Update & Adjustment screens will all use STP 2.
What is a STP2 Reporting Group for Deduction After Tax for repayment of Advance salary payment	This repayment of salary, does not need to be reported to the ATO in STP2. IT would be reported at the time the salary advance was paid to the employee.
Noticed when completing a termination after importing timesheets and then completed an Update Leave Entitlements and select termination that it updates the annual leave accrued but not the long services leave accrued for the imported timesheets for the pay period. I had to complete the End of Pay before the Long Service Leave accrual updated and than ran a separate payroll to complete the termination with correct accrual amounts. Humanforce via a mif file	Please ensure you are on the most current version of MicrOpay (v9.1 SP3), the leave entitlement update should all leave types. If you are still having issues, please contact the support team.
re paying a terminated employee via a manual calc, we've previously had an issue that they would not appear in the transaction report when terminated. Has this recently changed?	The transaction report will show all transaction for that period regardless if the employee is terminated or not, please ensure "All" is selected in the transaction type.
we terminate our staff as we have to pay their final pay but their commission is worked out on results which can be some weeks later, both the employer and employee are in agreeance so we do need to terminate and unterminate some weeks later	It is possible to still pay a terminated employee, please go the manual calc and select on options at the top and untick "Hide Terminated Employees", then you will be able to process a transaction for the terminated employee.
we have been upgraded to STP2, how do we start to use it	Once you completed the STP2 setup wizard and have enabled STP2 you are ready to go
Do we still get the emails regarding software updates when on the cloud version?	Yes
Can you please confirm the information given about RDO hours banked being reported in STP2? I understood from previous sessions that banked hours weren't reported in STP2, it was only when the hours were paid that was reported in STP2.	Yes, that is correct. Unpaid leave does not need to be reported. But the payment of the leave does need to be reported
i have not yet updated to STP2, though when i make a change to an employee, the	When you are selecting an income type – it asks if this should be backdated to all payments. For example an

software asks if you would like to back date the changes for STP. would you please advise how to answer this question as it warns the answer cannot be reversed.	employee was categorised as SAW and is now being categories as CHP. Does this change start now, or should it be backdated.
In my company, we are shutting down over the Christmas/New Year period, and as a consequence, we advancing the pays to Friday 6th Jan. If STP2 starts 1Jan, does that mean it will apply from our first pay in January?	We would encourage you to enable SPT2 as soon as possible or apply for a deferral now. You don't want to wait to the last minute and then run short of time to setup and configure your data correctly.
Are the wizards in the new upgrade	They were in earlier version as well, however there is more information (and tabs) in v9.1 SP1 onwards.
My PC recently died, It has to be re-configures, I'm currently not sure if IT	If you need assistance reinstalling MicrOpay, please contact Support and they should be able to assist you.
selected the correct version of Meridian it shows 9.0 SP1, is this correct??	v9.1 SP3
How can I get access to STP2 setup. I have sent a ticket. Our past Administrator has left - can you please fast track so I can start STP2 reporting wizard. 53410	1. Ensure you are on the current version 2. Log into Micropay as the system administrator. 3. The wizard link is in the menu bar at the top.
Should employer-paid maternity leave be OTE exempt?	Parental leave is not OTE ref:https://www.ato.gov.au/business/super-for-employers/paying-super-contributions/how-much-super-to-pay/list-of-payments-that-are-ordinary-time-earnings/#Leave
Can we set up as a client, and ask for Micropay Access to review? How do I arrange for consultant to assist if required?	Please contact our consulting team. MicrOpay Single Touch Payroll (STP) Phase 2 - 2022 (theaccessgroup.com) to access links to book consulting
How do we record Payment In lieu of notice as part of termination?	
Is it best practice to use a new employee ID for each employee when terminating and returning to the business to keep records separate? Ie. Regardless of gap between employment periods. Previously if under 3 months we would use same ID for continuity of service.	https://access-support.force.com/Support/s/article/Access-MicrOpay-Can-I-reactivate-terminated-employee-cards
is unpaid leave excluded from STP Reporting?	Yes
Once STP2 is enabled, does it backdate all transactions for the FY2023? Or only for the transactions processed after enabling?	Reporting prior to the enablement is not resubmitted in STP2 format. But year to dates from the point of enablement will comply to the new format.
i missed last Friday's webinar. could you please me the recording? thanks	Last Friday's topic was also terminations, so it is the same material as covered in this session.
We have employees that has terminated but we are still paying commissions ONLY when it becomes payable. I usually terminate the employee at the EOM and when we need to pay the employee commission again I unterminated the employee. Is this still possible to do with STP Phase 2? Or is there a different way of processing the commission only for Terminated employees?	A Employee can be unterminated to process the commissions but it is possible to still pay a terminated employee without removing the termination date their record. Please go the manual calc and select on options at the top and untick "Hide Terminated Employees", then you will be able to process a transaction for the terminated employee.

How do we activate STP2 reporting in SageMicropay. Not sure how to do that	Once you have completed the STP2 setup wizard and have all green ticks, then enabled STP2 you are ready to go
If the reason for paying leave loading is due to loss of overtime whilst on Annual Leave, then I think the ATO want it coded as Overtime, not Paid Leave. Is this correct?	Loadings – annual leave loading (demonstrably referable to a loss of overtime) = Overtime Loadings – annual leave loading (standard) = Leave type O https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=STPPhase2reportingQuickreferenceguide#STPPhase2reportingQuickreferenceguide
Do you need to tick OTE for Super Salary Sacrifice Deductions?	No
Co-Contribution Superannuation (deduction after tax), are they reportable for STP2?	No these are not reportable
Could you please let me know how Cashout leave is managed from a leave balance update and tax viewpoint. I'm not clear on how a separate payment type will update the employee leave balance and also if there are any changes to how tax is done in a STP2 MicrOpay environment. Can you walk me through a typical process for an RDO deduct employee (i.e. 40 hours normal – 2 hours RDO deduct) and 38 hours annual leave cash-out in a weekly payroll.	If payroll is processed with RDO and annual leave cash out, MicrOpay will process the transaction using the PAYG tax table applicable to the employee. In the example below the employee has HECS selected, RDO deduction and cash out of annual leave hours. ATO Tax calculator If you would like the annual leave cash out to be taxed marginally, please use the bonus calculator in the manual calc add.
Does the cessation reason – TRANSFER relate to the scenario where we have 3 payroll companies in our database and an employee transfers from one payroll company (A) to another payroll company (B)? The record in Micropay, in company A is 'terminated' and a new record is created in company B. Would this be a case of using TRANSFER for the ceased record in company A?	ATO definition: https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?page=6#:~:text=Cessation%20reason,necessity%20or%20abandonment%20of%20employment Transfer (T) – the administrative arrangements performed to transfer employees across payroll systems, move them temporarily to another employer (machinery of government for public servants), transfer of business, move them to outsourcing arrangements or other such technical activities.

Should unpaid maternity leave be exempt from reporting in STP2	Unpaid leave shouldn't be STP2 reported
Are we able to start the STP2 anytime (e.g mid of month; we do not have to close the Nov-22 payroll?)	After the end of one pay cycle and the beginning of the next. But it does not need to be at the beginning of a month
Do you have to wait until you have the latest Micropay version until you can enable STP2	v9.1 SP3 has the latest changes and you should install this prior to enabling to STP 2
If we currently pay RDO's as User defined leave Other leave and to accrue we use a code RDO earnt should these both be put in for STP2	Yes, both codes will need to have a STP 2 reporting group set up
When will STP2 go live for organisations using Access Micropay system?	MicrOpay has a deferral until 1 January however you can start and we encourage starting to report via STP2 as soon as possible
We are changing payroll systems unfortunately. Who should we contact to find out what we can do?	Please contact the help desk for help and advice
Where do I find the updated STP3 payrun checklist?	You can search for it in the knowledge base or look on any of the release emails for the link
what cessation reason would you use for a casual who has not worked for more than 3 months, so we would normal use "casual termination" as we are usually cleaning up the database.	Voluntary cessation (V) – an employee resignation, retirement, domestic or pressing necessity or abandonment of employment
I have 3 companies in the 1 database. do i use the "transfer" cessation reason to terminate the employee in 1 company before transferring their details to a new profile in another company?	Yes, that would be the correct cessation reason if the employee to moving into one of your other companies.
You have probably answered this before, so apologies, but just want to confirm, if we upgrade to 9.1 SP3, we do not have to report STP2 until we actually enable, is that correct?	You are not enabled until you have pressed the button enable STP2
How do we apply for a further extension with the ATO for the business please?	https://www.ato.gov.au/General/Online-services/Businesses/
Hi I am unable to enable STP2 due to transactions with invalid leave reasons (iq-lversntrn) I have keyed leave as 'other' instead of User defined. The leave transaction is incorrect on this employee record. How can I fix this, will a reversal be sufficient?	Please contact the support desk for help with this.
I'm having terrible trouble trying to phone the ATO, with my specific query. I have phoned at all times of the day/evening and they aren't taking calls. Do you have any tips on how to get through to them please?	https://community.ato.gov.au/s/
I am not on the cloud but have upgraded to the latest version 9.1 SP3. I have not enabled STP2 as yet. Do continue using the old checklist where I perform the STP reporting before I run pay advices?	The new payroll processing order checklist applies immediately and is not dependant on you enabling STP2
We have terminated employees aswell and have to backpay wages owed for penalties	It is possible to still pay a terminated employee without removing the termination date their record. Please go the

only. Do we not have to unterminate these employees to make the backpay ? And I think you suggested we can use manual calc area. thanks Louise	manual calc, select on options at the top and untick "Hide Terminated Employees", then you will be able to process a transaction for the terminated employee.
Is TOIL taken OTE?	TOIL hours taken = Other paid leve (leave type O), TOIL - hours cashed out in service = Overtime https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=STPPhase2reportingQuickreferencegui de#STPPhase2reportingQuickreferenceguide
Hi, we do not seem to have receive the update to STP2 yet. Can we please have a link to this update so that we can move on to the STP 2.	TOIL hours taken = Other paid leve (leave type O), TOIL - hours cashed out in service = Overtime https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=STPPhase2reportingQuickreferencegui de#STPPhase2reportingQuickreferenceguide