



Release Notes

Access WageEasy Version 8.0.0.8621

Introduction



Before you Upgrade

Ensure .NET Framework v4.8 is installed. This is essential for connectivity to the STP Gateway.

If an earlier version is installed, an error message is displayed periodically and functions that use the Framework, like STP Reporting, may be affected. There is more detail below, on *page 31*, on .NET Framework v4.8, including link to download.

If you access WageEasy via the Payroll Online environment, this item will not affect you.

WageEasy V8.0.0.8621 is a significant release because:

STP2 is HERE!!

This release of WageEasy brings you STP2. The process of reporting is not changing under STP2, but far more detailed reporting of pay values and employment details is required. The main differences include:

- Disaggregation of gross values - payment values that were previously reported as part of Gross must be identified separately.
- Reporting employee Income Type and Tax Treatment codes

In this release, additional fields are added to several Setup records, including Awards - Leave, and Allowances, to support these more detailed reporting requirements.

These fields must be configured before transition to STP2. To assist you with this, one of the new features in this release is the *STP2 Setup Wizard* (see page 3).

This release of WageEasy will take you from setup through to enablement of STP2 reporting. After working through the STP2 Setup Wizard in this release, you will be ready to commence STP2 reporting.



To better understand how STP2 will affect you, please refer to the following resources:

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

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

[Our dedicated STP2 resources hub](#)

[Our Knowledge Base Article – STP2 and WageEasy](#)

This article includes links to other STP2 content in our Knowledge Base and is a good place to start browsing for STP2 articles.

STP2 changes in WageEasy 8.0.0.8621 include:

- The STP2 Setup Wizard
The STP 2 Setup Wizard helps you to identify and update records that require additional setup for STP2 reporting.
- Changes to the following records, to add new fields for STP2, re-organise the layout and/or remove redundant fields:
 - Award Payments
 - Allowances and Deductions
 - Leave Types
 - Employee Details
 - Income Type
 - Tax Treatment
 - Working Holiday Maker Country
 - Cessation Reason (Terminated employees)
 - YTD Summaries (previously ATO Summaries)

Many of the new fields in these records can be updated using the STP2 Setup Wizard.

- Leave Type Reporting Groups are now mandatory when processing leave in a payslip.
- A new option in Company Details, to identify registered employers of Working Holiday Makers (WHM).
- Details for user defined Tax Table setup for Seasonal Workers, ATO Defined (Downwards Variation) and Working Holiday Maker Non-Residents

What's in this WageEasy release?

STP Reporting

STP2 Setup Wizard

We strongly recommend that you submit an STP Update for all employees before enabling STP2 and after STP2 is enabled but before submitting your first STP2 pay event. This is an important step to ensure your payroll data is up to date for STP Reporting, before switching to STP2.

Before commencing the STP2 Setup Wizard, check that any outstanding STP1 reporting has been completed. Check also that the PPE date in your system is current, and you are sitting at a date in the current financial year.

The STP2 Setup wizard is a new feature that will help you to easily review and configure new fields related to STP2. Changes made in the wizard will update the corresponding fields in Setup (Allowance, Awards) and Employee (Employment, Tax) records.

The wizard is divided into multiple pages. Each page contains a grid that is automatically populated, e.g. the Award Payments grid lists all standard pay components.

Any active fields that require input, contain a dropdown list of pre-defined values, depending on the record type, e.g. the list for an Addition Before Tax is different to the list displayed for a Deduction Before Tax.

The value selected in one field may enable other fields in the grid, e.g. STP Country Name is enabled when an employee's STP Income Type is either *IAA* or *WHM*.

Click **Save & Close** to save your changes and exit the wizard or click **Cancel** or X to exit the wizard without saving.

Pages in the Wizard

Page	Description
Introduction	General information about the wizard
Company Details	Employer details – Address, Contact, Intermediary, ATO Details and Employer WHM
Award Payments	Standard pay components with STP2 Reporting Groups preset (review only)
Allowances and Deductions	

Leave Types	These three grids list the records that include new STP2 fields, which you may need to configure to ensure correct reporting of disaggregated gross values. These settings become the default .
Award – Miscellaneous Loadings	
Union Fees	List for review for STP reporting of Fees
Employees – Income Types, Tax Details, Cessation Reasons	Lists all active employees, employees terminated in the current financial year and employees terminated in a previous year if they have a transaction processed in the current year. From here you can check and, in some instances, update the STP2 fields related to reporting of employee Income Type and Country (WHM) and Tax Treatment . For employees terminated in the current year, or paid in the current year, a Cessation Reason is required.
STP Gateway	Displays STP Gateway credentials for testing and enablement of STP2 reporting.

To access the Wizard, go to *STP2 Setup* tile.

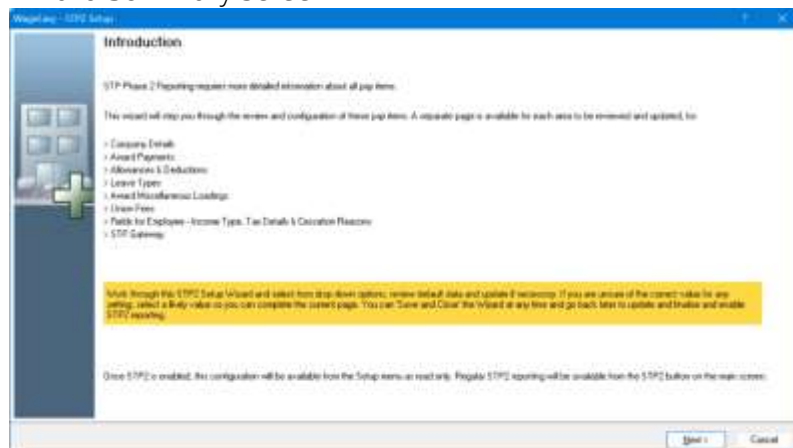
You **must** have User Access to STP to be able to access STP2 Setup. Check access from *Setup > Passwords > User/Password Administration*



Using the wizard

Introduction

Wizard Summary screen



Company Details

Details are prefilled from the Company Details, Address, *Taxation > Single Touch Payroll* pages. Check detail here for *Registered Employer for WHM*.

If your company is registered for WHM, checking this box will affect the Tax Treatment code for Working Holiday Maker employees (eg. HRXXXX).

The screenshot shows the 'WageEasy - STP2 Setup' window with the 'Company Details' tab selected. The form is divided into several sections: Physical Address, Postal Address, Contact Details, ATO Details, and Intermediary. The Physical Address section includes fields for Street Address (Level 34, 2 Southbank Boulevard), City (Southbank), State (VIC), Postcode (3006), and Country (Australia). The Postal Address section includes fields for Street Address (PO Box 123), City (SAST KEN), State (VIC), Postcode (3002), and Country (Australia). The Contact Details section includes fields for Contact (Perry Payroll), Phone (1300624332), Fax, and Email (p.payroll@theconestgroup.com). The ATO Details section includes fields for ABN (483 76007336) and Branch Number (1). The Intermediary section includes a checkbox for 'Report as Intermediary', ABN, Tax Agent Number, Contact Name, Email, and Phone. A red box highlights the checkbox labeled 'Registered Employer for WHM' in the ATO Details section. At the bottom of the form are buttons for 'Save & Close', '< Back', 'Next >', and 'Cancel'.

STP2 fields in Award Payments, Allowances and Deductions and Leave Types

To support the more detailed reporting required by STP2, new **Reporting Group** and **Reporting Subgroup** fields have been added to standard Award Payments, and the STP Reporting tab of both Additions and Deductions and Leave Types.

Award Payments

Read-only screen populated automatically based on the type of payment type.

E.g. Base Rate, Weekday Loading, Saturday Loading, Sunday Loading are **Gross Reporting Group**, Overtime payments are **Overtime Reporting Group**

This screen is for your review and information, you do not need to make any changes.

WageEasy - STP2 Setup

Award Payments

This grid lists the award payments to be configured for STP Reporting.

Description	Reporting Group	Reporting Subgroup
Base Rate	Gross	
Weekday Loading	Gross	
Saturday Loading	Gross	
Sunday Loading	Gross	
Overtime	Overtime	
Meal Break Loading	Gross	
Public Holiday Loading	Gross	
RDO Loading	Gross	
Shift Loading (Mon - Thu)	Gross	
Shift Loading (Fri)	Gross	
Shift Loading (Sat)	Gross	
Shift Loading (Sun)	Gross	
Split Shift Loading	Gross	
Shift Break Loading	Gross	
Period Overtime	Overtime	
Overtime (Block Hours)	Overtime	
Miscellaneous Loading	Exclude from STP Reporting	
Superannuation - SGL	Super Entitlement	L - Super Liability (SG)
Superannuation - Employer Additional	Super Entitlement	R - RESC
Make-up Pay	Gross	
Termination Severance	Employment Termination Payments (ETPs)	O - Other Reason
Termination Notice	Employment Termination Payments (ETPs)	O - Other Reason
Lump Sum Payment	Gross	

Save & Close < Back Next > Cancel

Allowances and Deductions

All Allowances and Deductions should be reviewed and edited to select the **Reporting Subgroup** and if necessary, **Other Allowance Description**. All new fields are blank on upgrade unless an Award PDL update has been applied.

As part of this release, updated Award PDL files are available for the Hospitality Industry General Award, General Retail Award, Restaurant Industry Award and Registered and Licensed Clubs Award. **STP Reporting Group** mapping has been completed for Allowances and Deductions, as well as for some Leave items are available in these updated files. Refer to [Access Knowledge Base](#) for more details.

Reporting Subgroup is only enabled for Additions in the *Allowance Items*, *Lump Sum Payments*, or *Paid Leave Reporting Group*, and for Deductions in the *Deduction Items Reporting Group*.

The **Other Allowance Description** field is only enabled for Allowances in the *Other Allowances Reporting Subgroup*.

WageEasy - STP2 Setup

Allowances and Deductions

This grid lists the Allowances and Deductions to be configured for STP Reporting. For each record you must select an STP Reporting Group. Depending on the STP Reporting Group, further selections may also be required.

Description	Type	Taxed	Reporting Group	Reporting Subgroup	Other Allowance Desc
First Aid Supervisor	Addition	<input checked="" type="checkbox"/>	Allowance Items	KN - Task Allowance	
Tool Allow Week	Addition	<input checked="" type="checkbox"/>	Allowance Items	TD - Tool Allowance	
Bonus	Addition	<input checked="" type="checkbox"/>	Bonuses and Commissions		
Laundry Car Kit	Addition	<input checked="" type="checkbox"/>	Allowance Items	LD - Laundry Allowance	
Cloth Casual	Addition	<input checked="" type="checkbox"/>	Allowance Items	OD - Other Allowance	U1 - Uniform
Clothing Allow	Addition	<input checked="" type="checkbox"/>	Allowance Items	OD - Other Allowance	U1 - Uniform
Laundry Allow	Addition	<input checked="" type="checkbox"/>	Allowance Items	LD - Laundry Allowance	
Car Allowance	Addition	<input type="checkbox"/>	Allowance Items	CD - Cents per Kilometre	
Garnishes	Deduction	<input type="checkbox"/>	Exclude from STP Reporting		
Skill Allowance Level 2	Addition	<input checked="" type="checkbox"/>	Allowance Items	QN - Qualification/Certificate Allowance	
Skill Allowance Level 1	Addition	<input checked="" type="checkbox"/>	Allowance Items	QN - Qualification/Certificate Allowance	
Child Support	Deduction	<input type="checkbox"/>	Exclude from STP Reporting		
Bonus	Addition	<input checked="" type="checkbox"/>	Bonuses and Commissions		
Footy Tipping	Deduction	<input type="checkbox"/>	Exclude from STP Reporting		
Backpay	Addition	<input checked="" type="checkbox"/>	Gross		

User Defined:

< Back Next > Cancel

Leave Types

Each Leave Type should be reviewed, and the appropriate **Reporting Group** assigned. When the **Reporting Group** is **Paid Leave**, a **Reporting Subgroup** is also required.

Please pay particular attention to your individual requirements for reporting of leave that is an accrual/deduction from pay. For example, an ADO/RDO being deducted from pay and going to leave accrual should be set *Gross Reporting Group* and not *Paid Leave*. When this leave type is paid/taken, it should be changed to **Reporting Group Paid Leave** at wages processing.

WageEasy - STP2 Setup

Leave Types

This grid lists the Leave Types to be configured for STP Reporting. For each record you must select an STP Reporting Group. Depending on the STP Reporting Group, further selections may also be required.

Description	Reporting Group	Reporting Subgroup
Annual Leave	Paid Leave	O - Other Paid Leave
Leave Loading	Paid Leave	O - Other Paid Leave
Sick Leave	Paid Leave	O - Other Paid Leave
Long Service Leave	Paid Leave	O - Other Paid Leave
Compassionate Leave	Paid Leave	O - Other Paid Leave
Study Leave	Paid Leave	O - Other Paid Leave
Personal Leave	Paid Leave	O - Other Paid Leave
Care Leave	Paid Leave	O - Other Paid Leave
Annual Loading	Paid Leave	O - Other Paid Leave
ADO	Paid Leave	O - Other Paid Leave
Accrued Days	Gross	
Community Service Leave	Paid Leave	A - Ancillary and Defence Leave
Parental Leave	Paid Leave	P - Paid Parental Leave
Personal	Paid Leave	O - Other Paid Leave
Other Leave	Paid Leave	O - Other Paid Leave
Volunteer	Paid Leave	A - Ancillary and Defence Leave
Unpaid Care	Exclude from STP Reporting	
Parent Leave	Paid Leave	P - Paid Parental Leave
Parental	Paid Leave	P - Paid Parental Leave
Miscellaneous Leave	Exclude from STP Reporting	

Save & Close

< Back Next > Cancel

Award – Miscellaneous Loadings

Where an Award has a Miscellaneous loading configured, details will display for selection of **Reporting Group**, **Reporting Subgroup** and **Other Allowance Desc** where applicable e.g. Allowance Items.

The screenshot shows a window titled "WageEasy - STP2 Setup" with a sub-header "Award - Miscellaneous Loadings". Below the header is a descriptive text: "This grid lists the Award Miscellaneous Loadings to be configured for STP Reporting. For each Loading you must select an STP Reporting Group. Depending on the STP Reporting Group, further selections may also be required." Below this is a table with the following columns: Award, Description, Reporting Group, Reporting Subgroup, and Other Allowance Desc. The first row contains the data: "Full Time ADO", "Overtime Meal Allowance", "Exclude from STP Reporting", and empty cells for the other two columns. At the bottom of the window, there are buttons for "Save & Close", "< Back", "Next >", and "Cancel".

Award	Description	Reporting Group	Reporting Subgroup	Other Allowance Desc
Full Time ADO	Overtime Meal Allowance	Exclude from STP Reporting		

Union Fees

Read-only screen that is populated automatically based on the setup of Unions, where **Reporting Group** is set to *F – Fees* by default.

This screen is for your review and information, you do not need to make any changes.

The screenshot shows a window titled "WageEasy - STP2 Setup" with a sub-header "Union Fees". Below the header is a descriptive text: "All Union Fees are STP reported as Deductions (deduction type F). This page lists all Unions setup that will be STP reported under Fees. This page is for your information only. Any Unions not showing here may have been setup as a Deduction. Check the Allowances and Deductions page for any Unions deductions and select the correct STP reporting group (F - Fees)." Below this is a list of Union Names: "AMU", "ASU", "Hotel Workers Union", "Union", and "Workers Union". At the bottom of the window, there are buttons for "Save & Close", "< Back", "Next >", and "Cancel".

Union Name
AMU
ASU
Hotel Workers Union
Union
Workers Union

Fields for Employee – Income Types, Tax Details, Cessation Reasons

All employees who have income earned in the current financial year will display. Requirements here are to check **Income Type** and **Country** for Working Holiday Maker Income Type employees. Select the Country for any employees with Income Type of Working Holiday Maker. **Tax Treatment** will automatically populate based on employees Tax Table setting. The **Income Type** can also be changed for any employees who are Closely Held Payees.

The screen also displays any employees terminated in the current financial year. A **Cessation Reason** must be selected from for each employee. Choose from the available options of Voluntary Cessation, Ill Health, Deceased, Redundancy Dismissal, Contract Cessation, Transfer

WageEasy - STP2 Setup

Fields for Employee - Income Types, Tax Details, Cessation Reasons

This Grid lists all employees with income earned in the current financial year. STP Income Type and Tax Treatment will populate based on the employees' Tax Table setup. Please review the STP Income Type applied to each employee and update in the Employee file where necessary. Where the STP Income Type is Working Holiday Maker, entry of a Country will be required. Cessation Reason must be reported for all terminated employees. In the Cessation Reason column, choose an option from the ATO's pre-defined list of valid Cessation Reasons.

Emp No	Surname	First Name	Category	Income Type	Country	Tax Treatment	Termination Date	Cessation Reason
E2	Pradalin	Mary	Part Time	SAW - Salary and Wages		NA0000		
BAB	Backpacker	Benny	Casual	WHM - Working Holiday Ma...	Italy	HLD0000		
FP-006	Connors	Paula	Full Time	SAW - Salary and Wages				
FP-007	Picone	Jane	Full Time	SAW - Salary and Wages				
FP-009	Rodda	Annabelle	Full Time	SAW - Salary and Wages				
FP-011	Abbott	Steve	Full Time	SAW - Salary and Wages				
FP-020	Dundon	Gerald	Full Time	SAW - Salary and Wages				
FP-022	Laughlin	Dennis	Full Time	SAW - Salary and Wages				
FP-030	Zimmet	Dina	Full Time	SAW - Salary and Wages				
FP-031	McDonald	John	Full Time	SAW - Salary and Wages		RT0000		
FP-032	Twomey	Maureen	Full Time	SAW - Salary and Wages		RTS000		
FS-023	Payes	Peter	Part Time	SAW - Salary and Wages		RT0000		
FS-032	Applegate	Sarah	Full Time	SAW - Salary and Wages		RTS000		
FS-034	Parker	Penelope	Full Time	SAW - Salary and Wages		RT0000		
FT-003	O'Donoghue	Timothy	Casual	SAW - Salary and Wages		RTS000		
FT-004	O'Shanessey	Sian	Casual	SAW - Salary and Wages		NA0000		
FT-013	Working Holiday	Maker	Casual	WHM - Working Holiday Ma...	Peru	HLD0000		
FT-016	Tenna	Leanne	Casual	SAW - Salary and Wages		RT0000		
FT-033	Joly	Barbara	Casual	SAW - Salary and Wages		RT0000		
MP-002	McLeod	Allan	Full Time	SAW - Salary and Wages		RT0000		
MP-005	Dundon	Dora	Full Time	SAW - Salary and Wages		RT0000		
MR-023	Mann	Kevin	Full Time	SAW - Salary and Wages		RT0000		

Country dropdown: Iran, Iraq, Ireland, Isle Of Man, Israel, Italy, Jamaica, Japan

Termination Date: 10/8/2023

Cessation Reason dropdown: Voluntary Cessation, Ill Health, Deceased, Redundancy Dismissal, Contract Cessation, Transfer

Buttons: Save & Close, < Back, Next >, Cancel

STP Gateway

The STP Gateway Page records your credentials for the STP Reporting Gateway.

If you are currently reporting via STP1, the STP Gateway page is auto filled with your current reporting credentials. **You do not need new credentials for reporting via STP2.**

Enter/check these credentials and use **Test Connection** to confirm that WageEasy can establish a successful connection to the STP Gateway. This will also be done when **Finish** is selected.

STP Gateway

Please enter your STP Gateway credentials:

Client ID:

Password:

This will connect to the Test STP Gateway

For any existing Lump Sum E payments (Backpay - accrued more than 12 months before date of payment), enter the financial year they relate to:

Lump Sum E Financial Year:

Wage Easy Payroll
Successful connection

Before you can Finish this Wizard and start STP2 reporting, you will need to enter STP Gateway credentials. For existing customers, the Client ID and Password are prepopulated with your current STP Reporting Gateway credentials. If you do not have your credentials, please contact the WageEasy Help Desk. Click the Save & Close button to save your progress and return later to Finish setup and start STP2 reporting.

Any existing Lump Sum E payments will default to report against financial year 2023. Check and change if applicable.

WageEasy - STP2 Setup

STP Gateway

Please enter your STP Gateway credentials:

Client ID:

Password:

This will connect to the Test STP Gateway

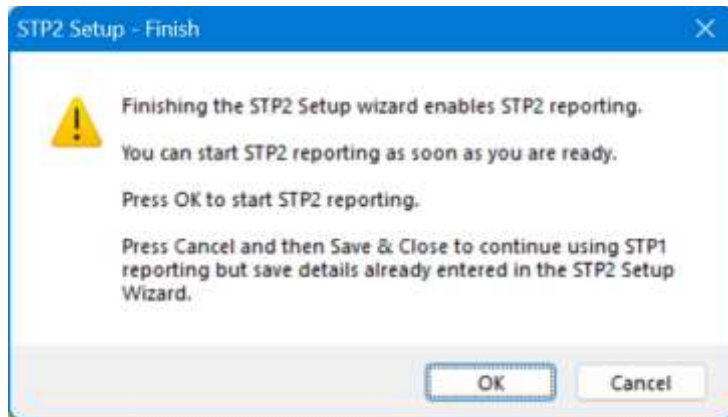
For any existing Lump Sum E payments (Backpay - accrued more than 12 months before date of payment), enter the financial year they relate to:

Lump Sum E Financial Year:

Before you can Finish this Wizard and start STP2 reporting, you will need to enter STP Gateway credentials. For existing customers, the Client ID and Password are prepopulated with your current STP Reporting Gateway credentials. If you do not have your credentials, please contact the WageEasy Help Desk. Click the Save & Close button to save your progress and return later to Finish setup and start STP2 reporting.

Before you **Finish** and enable STP2 reporting, ensure that any outstanding STP1 reporting has been completed.

You should now be ready to **Finish** and enable STP2.

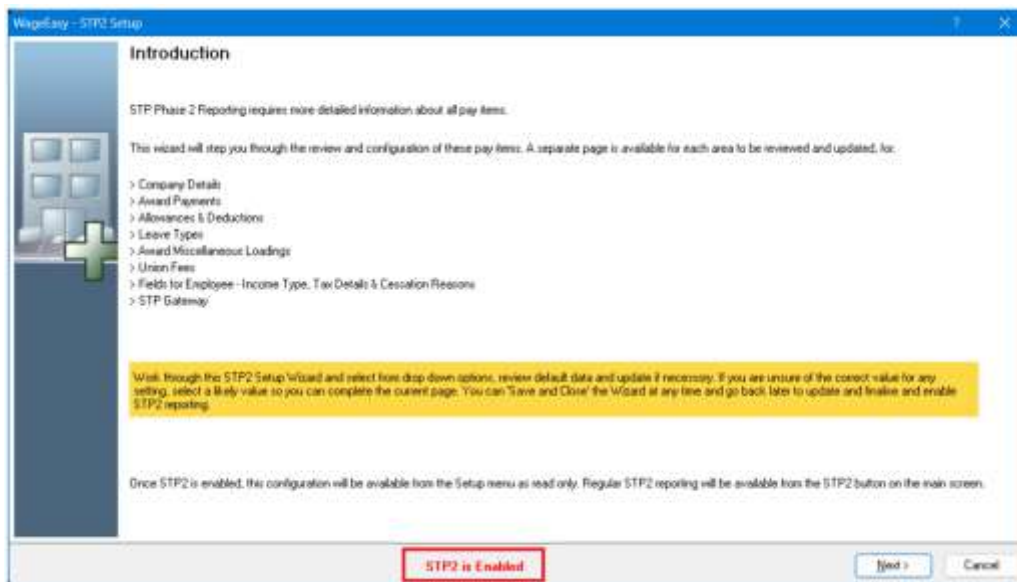


After selecting **Finish**, the STP2 Setup tile will be replaced with an STP2 icon. This will be the option you select to complete STP2 reporting



The STP2 Setup Wizard will be available in read-only mode.

STP2 is Enabled messaging is displayed.



You are now ready to start STP2 reporting. The process for reporting remains the same, with the generation of the EFT file being the trigger for STP report generation.

Changes after STP2 is Enabled

Setup > Awards > Leave – STP Reporting

STP Reporting tab added with different Reporting Group options available.

The screenshot shows the 'Annual Leave' setup window. On the left is a navigation pane with tabs: General, Normal, Loadings, and Leave. Under the 'Leave' tab, there is a list of leave types: Annual (selected), Leave Loading, Sick, Long Service, Compassionate, Accrued Days, Volunteer, Unpaid Carers, Parental, Miscellaneous Leave, and Add/Delete Leave. The main area is titled 'Annual Leave' and has sub-tabs: Accruals, Accrual Conditions, Entitlement, Payments, and Auto Payments. The 'STP Reporting' sub-tab is active. It displays 'STP Phase 2' with a note: 'Changes made will be system wide not only Award based, meaning that they will affect every award and employee which is using this leave type.' Below this are two dropdown menus: 'Reporting Group' and 'Reporting Subgroup'. The 'Reporting Group' dropdown shows options: Paid Leave, Exclude from STP Reporting, Gross, Paid Leave (highlighted), and Overtime. The 'Reporting Subgroup' dropdown shows options: O - Other Paid Leave (highlighted), C - Cash Out Leave in Service, U - Unused Leave on Termination, P - Paid Parental Leave, W - Workers' Compensation, A - Ancillary and Defence Leave, and O - Other Paid Leave.

Setup > Awards > Miscellaneous Loading

Addition of STP Reporting Group options.

The screenshot shows the 'Edit Miscellaneous Loading Details' window. It has fields for Description, Identifier (0), Loading is Percentage (unchecked), Hours Worked, Loading, Payment (Min): 0:00 hrs, and Payment (Max): 0:00 hrs. Below these is a section for 'STP Phase 2' with a 'Reporting Group' dropdown set to 'Exclude from STP Reporting', a 'Reporting Subgroup' dropdown, and an 'Other Allowance Description' field. At the bottom is a 'Payment Conditions' section with a checkbox 'Pay Loading in Addition to:' and a list of loading types with checkboxes: Overtime, Shift Loading (Monday - Thursday), Shift Loading (Friday), Shift Loading (Saturday), Shift Loading (Sunday), Shift Break Loading, Meal Break Loading, Split Shift Loading, Rostered Day Off, Public Holiday, Weekday Loading, Saturday Loading, and Sunday Loading. All checkboxes in the list are checked. There are OK and Cancel buttons at the bottom right.

Setup > Allowances

STP Reporting tab added with different **Reporting Group** options available depending on the Allowance/Deduction type.

Where the allowance is a Before Tax Addition, **Reporting Group** options will be *Exclude from STP Reporting, Gross, Paid Leave, Overtime, Bonuses and Commissions, Directors Fees, Allowance Items* and *Lump Sum Payments*. **Reporting Group** for *Allowance Items* and *Lump Sum Payments* requires **Reporting Subgroup** selection, and **Other Allowance Description** where Allowance **Reporting Subgroup** is *OD – Other Allowance*

Reporting Group – Allowance Items

The left screenshot shows the 'Edit Allowance Details' window for 'Hospitality Industry General Award 2020'. The 'STP Reporting' tab is active. The 'Reporting Group' dropdown is set to 'Allowance Items'. The 'Reporting Subgroup' dropdown is empty. The 'Other Allowance Description' dropdown is empty.

The right screenshot shows the same window. The 'Reporting Subgroup' dropdown is now populated with a list of options: AD - Award Transport Payment, LD - Laundry Allowance, OD - Over-time Meal Allowance, RD - Domestic or Overseas Travel and Overseas Accommodation, TD - Tool Allowance, WN - Task Allowance, QN - Qualification/Certificate Allowance, and OD - Other Allowance. The 'Other Allowance Description' dropdown is also empty.

Other Allowance Description for Reporting Subgroup OD – Other Allowance

The left screenshot shows the 'Edit Allowance Details' window for 'Hospitality Industry General Award 2020'. The 'STP Reporting' tab is active. The 'Reporting Group' dropdown is set to 'Allowance Items'. The 'Reporting Subgroup' dropdown is empty. The 'Other Allowance Description' dropdown is empty.

The right screenshot shows the same window. The 'Reporting Subgroup' dropdown is now populated with a list of options: U1 - Uniform, U2 - Non Deductible, and U3 - Home Office. The 'Other Allowance Description' dropdown is also empty.

Reporting Group – Lump Sum Payments

The screenshot shows the 'Edit Allowance Details' window for the 'Hospitality Industry General Award 2020'. The 'STP Reporting' tab is selected. The 'Reporting Group' is set to 'Lump Sum Payments'. The 'Reporting Subgroup' is set to 'Lump Sum A Type R'. The 'Other Allowance Description' list includes: 'Lump Sum A Type R', 'Lump Sum B', 'Lump Sum C', 'Lump Sum D', 'Lump Sum E', and 'Lump Sum W'.

Reporting Group – Paid Leave

The screenshot shows the 'Edit Allowance Details' window for the 'Hospitality Industry General Award 2020'. The 'STP Reporting' tab is selected. The 'Reporting Group' is set to 'Paid Leave'. The 'Reporting Subgroup' is set to 'Paid Leave'. The 'Other Allowance Description' list includes: 'Cash Out Leave in Service', 'Unused Leave on Termination', 'Paid Parental Leave', 'Workers' Compensation', 'Ancestry and Defence Leave', and 'Other Paid Leave'.

Where the Allowance is an After Tax Addition, **Reporting Group** options will be limited to *Exclude from STP Reporting*, *Gross*, *CDEP Payments*, *Allowance Items* and *Lump Sum Payments*. **Reporting Group** *Allowance Items* and *Lump Sum Payments* requires **Reporting Subgroup** selection, and **Other Allowance Description** where Allowance **Reporting Subgroup** is *OD – Other Allowance*

The screenshot shows the 'Edit Allowance Details' window for the 'Hospitality Industry General Award 2020'. The 'STP Reporting' tab is selected. The 'Reporting Group' is set to 'Allowance Items'. The 'Reporting Subgroup' is set to 'Exclude from STP Reporting'. The 'Other Allowance Description' list includes: 'Exclude from STP Reporting', 'Gross', 'CDEP Payments', 'Allowance Items', and 'Lump Sum Payments'.

Where the Allowance is a Before Tax Deduction, **Reporting Group** options will be limited to *Gross*, *Salary Sacrifice* and *Deduction Items*. **Reporting Group** *Salary Sacrifice* requires **Reporting Group** selection, either *S – Superannuation (RESA)* or *O – Other Employee Benefit*. *Deduction Items* requires **Reporting Subgroup** selection, either *W - Workplace Giving* or *F – Fees*.

Edit Allowance Details - Salary Packaging

Add
 Edit
 Delete
 Print
 Close

Details | General Ledger | Employees | Departments | Jobs | Bank | **STP Reporting**

This section controls the default handling of the allowance in relation to STP reporting. The details below will be used when reporting via STP to the ATO.

STP Phase 2

Reporting Group:

Reporting Subgroup:

Other Allowance Description:

Where the Allowance is an After Tax Deduction, **Reporting Group** options will be limited to *Exclude from STP Reporting* and *Deduction Items*. **Reporting Group Deduction Items** requires **Reporting Subgroup** selection, either *W - Workplace Giving* or *F - Fees*.

Edit Allowance Details

Add
 Edit
 Delete
 Print
 Close

Details | General Ledger | Employees | Departments | Jobs | Bank | **STP Reporting**

This section controls the default handling of the allowance in relation to STP reporting. The details below will be used when reporting via STP to the ATO.

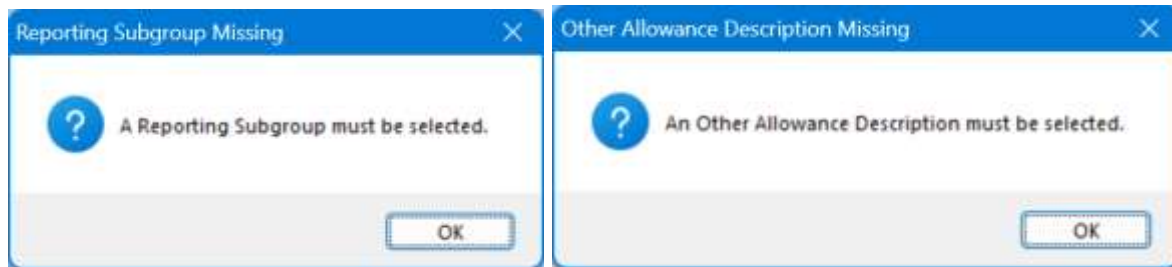
STP Phase 2

Reporting Group:

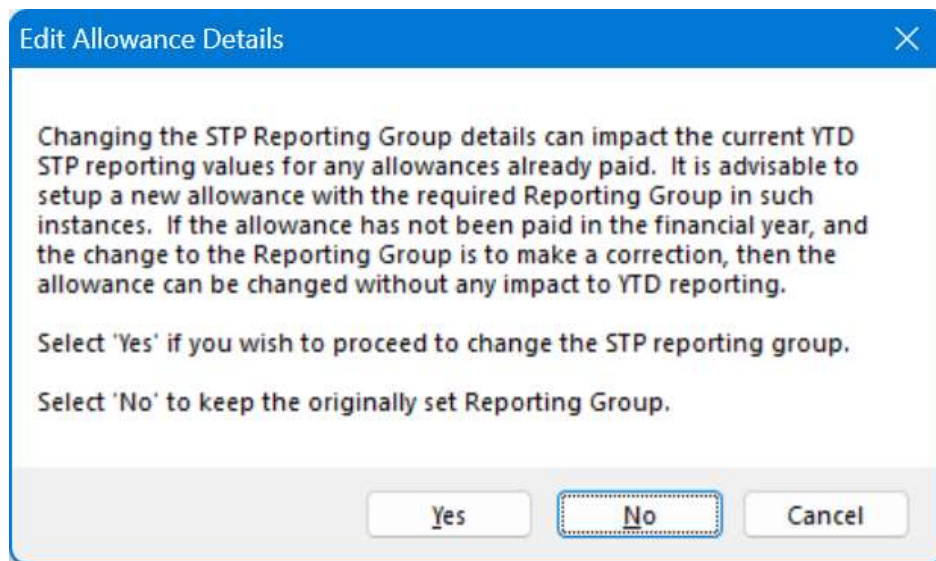
Reporting Subgroup:

Other Allowance Description:

To prevent incomplete setup, error messaging will display.



Message display when changing Allowance STP Reporting Group details



If an Allowance's STP2 reporting has been setup in error, it is not advisable to change STP Reporting Group details **once already paid** as it will negatively impact the STP reporting data and result in incorrect YTD values. Best practice is to setup new allowances where different **STP Reporting Group** reporting details are required.

STP2 Employee changes

Employment > Termination > STP Cessation Reason

New STP Cessation Reason field which must be populated when termination date is entered.

Employee Details - Employment

Numbers: FP-011 Name: Abbott, Steve

Employment Details

Employed: 09/11/1997 Service: 25 years 8 months

Terminates: 31/07/2023 Reason: [Dropdown]

STP Cessation Reason: [Dropdown]

Job Title: [Text]

Location: Desk And Meeting Spaces

Conditions/Pay Period

Award: Full Time 352 Hours Over 4 Weeks

Award Date: 29/06/2020 Category: Full Time

Pay Period Ending: 13 Aug 2023 Description: Fortnightly

Normal Day Work Hours: [Text] Use Award Settings

Employee > Payments > Tax > STP Reporting

New STP Reporting page for recording of Employee **Income Type** and **Tax Treatment** details. Detail populates from Employee Tax Table and is reported in STP2.

Employee Details (Terminated) - Tax

Number: FP-011 Name: Abbott, Steve

ATO Reporting Information (STP)

Income Type: SAW - Salary and Wages

Country: [Text]

Tax Treatment: RTSXXX



There are new requirements for the Descriptions used in any User Defined Tax Tables set up for Seasonal Workers and Flat Rate Tax Tables. This is to ensure correct Income Type and Tax Treatment reporting.

Tax Table

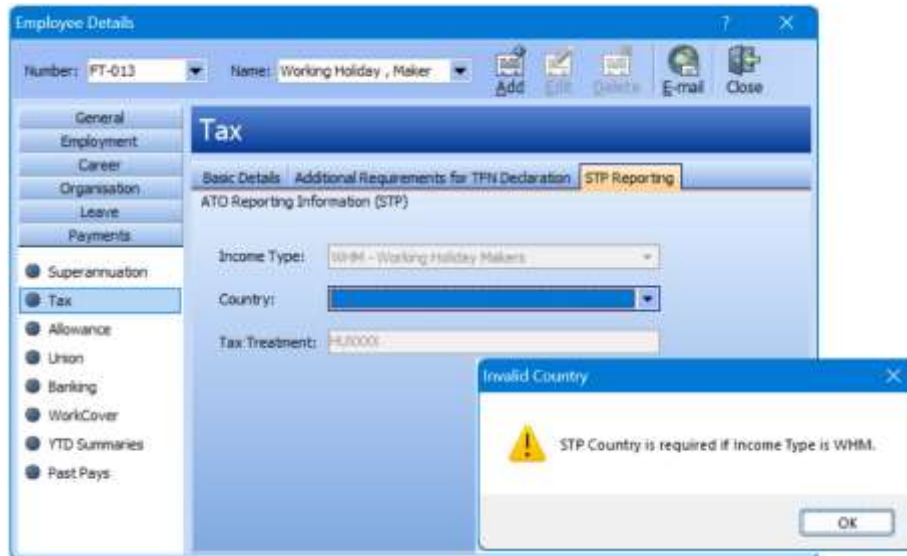
Description: Seasonal Worker

Tax Table

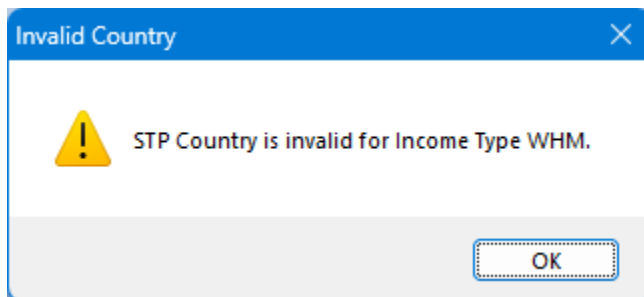
Description: ATO Defined Flat Rate 35%

Tax Table descriptions for Seasonal Worker and Flat Rate (Downwards Variations) must begin with Seasonal Worker and ATO Defined (followed by any other detail)

Country for Working Holiday Maker employees, Mandatory field for STP2 reporting.



Some countries cannot be selected for Working Holiday Makers. These include Australia, Norfolk Island, Heard & McDonald Islands, Christmas Island, Cocos Islands.



New Employee Wizard

Where the Tax Table is set to Working Holiday Maker, **WHM Country** field presents.
STP Country is mandatory when WHM Tax Table/Income Type is set.

The image shows two screenshots from the 'New Employee Wizard (New Employee)' application. The left screenshot is the 'Taxation' screen, which includes fields for 'Tax Table' (set to 'Working Holiday Maker (2023-24)'), 'Tax File Number' (60000000), 'Secondary Tax' (set to 'Adjustment: \$0.00'), and 'WHM Country' (a dropdown menu showing a list of countries including Kenya, Korea, Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Latvia, and Lebanon). The right screenshot is an 'Invalid Country' error dialog box with a yellow warning icon and the message: 'STP Country is required if Income Type is WHM.' with an 'OK' button.

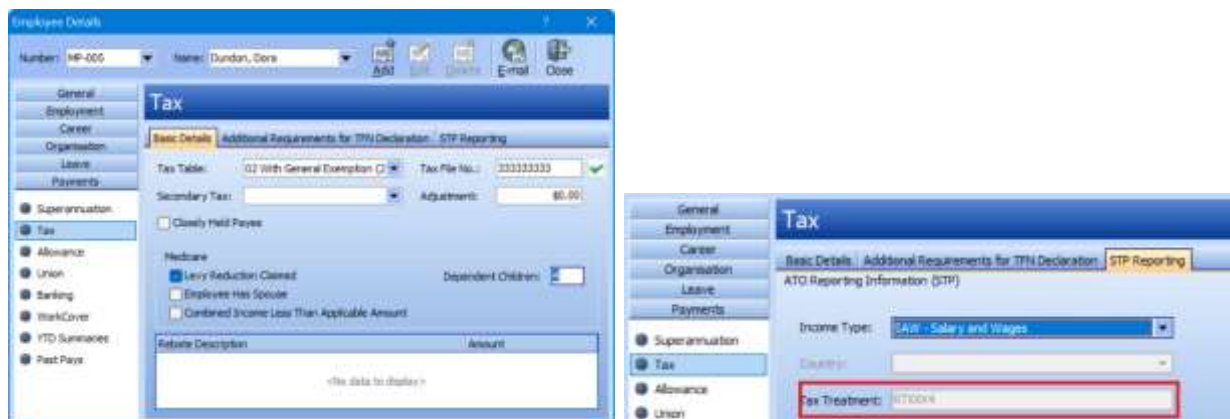
Employee > Payments > Tax > Medicare

Support has been added for **Medicare Levy Exemption Tax Treatment**

Where employee has Medicare Levy Reduction Claimed and Employee has spouse, tax treatment code is changed, last character 0.

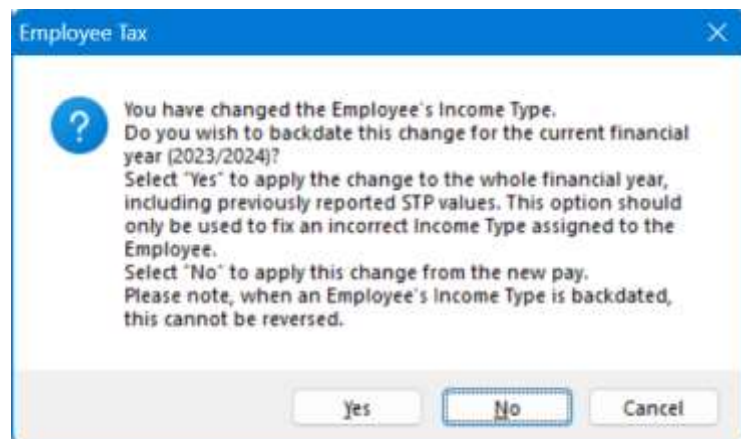
The image shows two screenshots from the 'Employee Details' application. The left screenshot is the 'Tax' screen, which includes fields for 'Tax Table' (set to '02 WHM General Exemption (2)'), 'Tax File No.' (33333333), 'Secondary Tax' (set to 'Adjustment: \$0.00'), and 'Medicare' (with checkboxes for 'Levy Reduction Claimed' and 'Employee has spouse'). The right screenshot is the 'Tax' screen, which includes fields for 'Income Type' (set to 'SAL - Salary and Wages'), 'Country' (a dropdown menu), and 'Tax Treatment' (set to 'TAX00').

Where employee has Medicare Levy Reduction Claimed and Dependent Children detail entered, tax treatment code is changed with the last character detailing the number of dependents entered.



When using Medicare Levy Reduction, employee Tax Table setup should only be 02, 05, 06. Where other Tax Tables are selected, STP reporting validation errors will result.

Changing an employee's **Tax Table** and resultant **Income Type/Tax Treatment** will bring messaging to screen for consideration on how to report previously reported STP values.



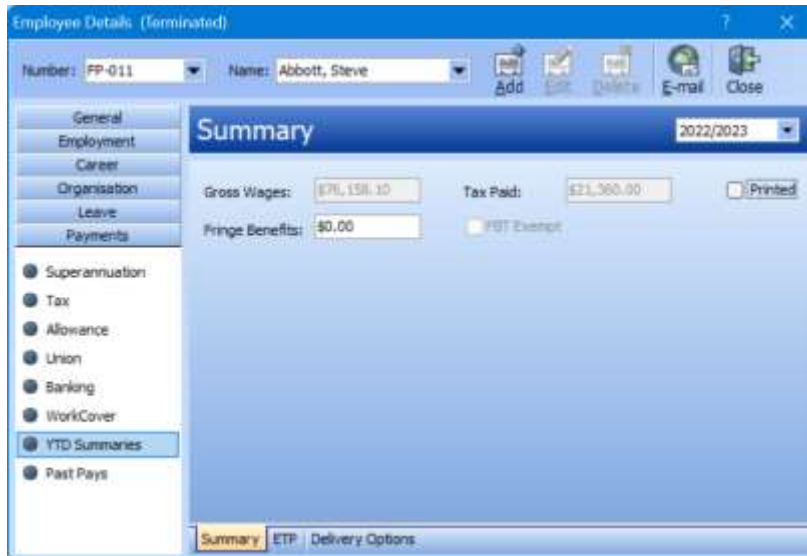
Employee > Payments > YTD Summaries (Previously ATO Summaries)

Change to *Payments > ATO Summaries* screen, now YTD Summaries.

Details now only for Gross Wages and Tax Paid and field for entry of Fringe Benefits

Lump Sum (termination), Lump Sum E entry via termination wizard and/or Allowance.

Reporting detail available on the existing ATO Payment Summaries screen



STP2 Wages processing

Leave – STP Reporting Group changes

To make 'one off' changes to the default **Reporting Group** setting for Leave, **Wizard mode** must be used.

E.g. Default **Reporting Group** for Paid Leave set to *O – Other Paid Leave*.

As a one off, leave is to be STP reported as *C – Cash Out Leave in Service*.



Make-up Pay

Make-up Pay processing, STP Reporting Group available – *Gross* (default) and *Paid Leave C* and *O* only

Add Make-up Pay Details

Details

Date: 19/06/2023 ☐ Public Holiday

Make-up Pay: 0:00 \$0.00 ☐ RDO

Make-up ADO: 0:00 ☐ Signed Off Early by Choice

STP Phase 2

Reporting Group: Paid Leave

Reporting Subgroup: Paid Leave

☒ Auto. Calculate

OK Cancel

Lump Sum Payments Wizard

Reporting Group added – *Gross, Overtime, Bonuses and Commissions, Directors Fees, Allowance Items* and *Lump Sum Payments* – *Lump Sum E* and *W* only

Lump Sum Payment Wizard

Description

Provide a meaningful description for the Lump Sum payment (this will appear on the employee's payslip).

Description:

Category:

STP Phase 2:

Reporting Group: Gross

Reporting Subgroup: Gross

Other Allowance Description:

☐ Lump Sum E ☐ Lump Sum W

Legend:

- CD - Cents per Kilometre
- AD - Award Transport Payment
- LD - Laundry Allowance
- MD - Over-time Meal Allowance
- RD - Domestic or Overseas Travel and Overseas Accommodation
- TD - Tool Allowance
- ED - Task Allowance
- QD - Qualification/Certificate Allowance
- OD - Other Allowance
- FI - Bonus
- HI - Home Office
- TI - Transport/Fares
- VI - Private Vehicle
- UI - Uniform
- ND - Non Deductible

Workcover

Workcover can be STP2 reported as either *Gross* or *Paid Leave – W – Workers Compensation*. The **Reporting Group** selection will depend on whether or not the payment is for return to work hours or not.

I.e. No work performed = *W – Workers' Compensation*

Work is performed = *Gross*

The image displays two overlapping screenshots of the 'WorkCover Payment Wizard' dialog box, specifically the 'Payment Contributions' section. Both windows show fields for 'WorkCover Contribution', 'Employer Contribution', and 'Total Payment', all set to '\$0.00'. Below these, the 'STP Phase 2' section contains 'Reporting Group' and 'Reporting Subgroup' dropdown menus. In the left window, both are set to 'Paid Leave'. In the right window, 'Reporting Group' is 'Paid Leave' and 'Reporting Subgroup' is 'W - Workers' Compensation'. Navigation buttons '< Back' and 'Next >' are visible at the bottom of the left window.

Termination Wizard – STP Cessation Reason

Mandatory STP Cessation Reason field has been added to Termination Wizard.

The image shows the 'Termination Wizard' dialog box, 'Termination Information' section. Fields include 'Termination Date' (26/07/2023), 'Employee's Birth Date' (12/11/1972), and 'Employee's Tax File No.' (600000006). The 'STP Cessation Reason' dropdown is open, listing: 'Voluntary Cessation', 'Ill Health', 'Deceased', 'Redundancy', 'Dismissal', 'Contract Cessation', and 'Transfer'. A note on the right states: 'The employee's birth date and Tax File Number are required to determine the applicable tax rate for taxation of the taxable component of a life benefit termination payment. These values are not required if the employee has died.' Below the dropdown, there are checkboxes for 'The Employee is to be...' and 'The Termination is Due...'. An 'Information' message box at the bottom states: 'STP Cessation Reason may not be blank.' Navigation buttons '< Back', 'Next >', and 'Cancel' are at the bottom.

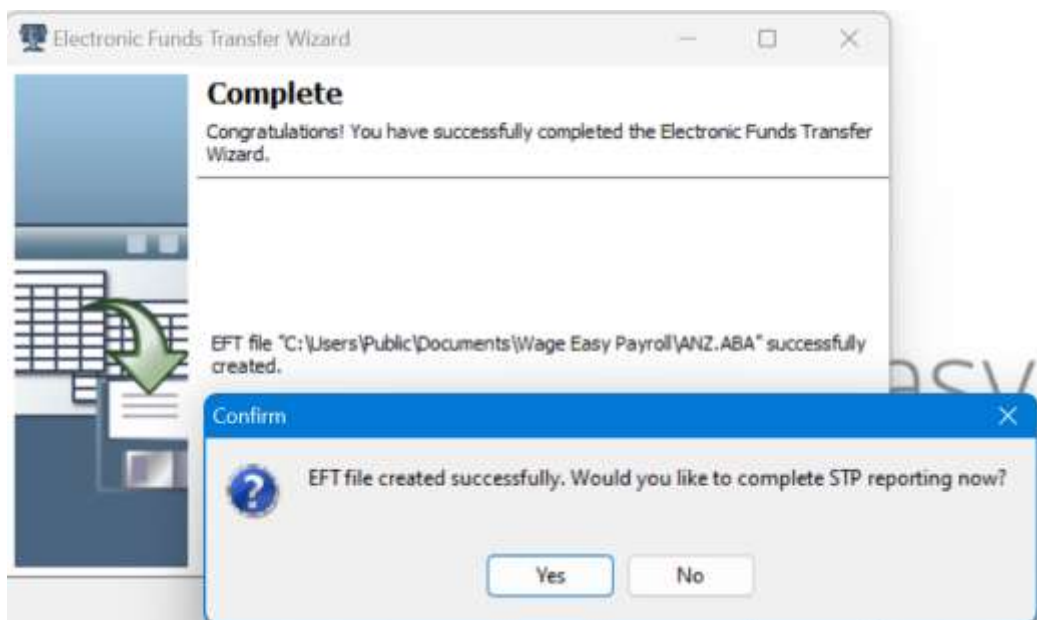
In all instances, it is imperative that the requirements for STP reporting be checked against the ATO's guidelines. The ATO has provided a Quick Reference Guide showing how to report some common payment types through STP2.

[STP Phase2 Reporting - Quick Reference Guide](#)

STP2 Reporting

Prompt to produce STP reporting after EFT file

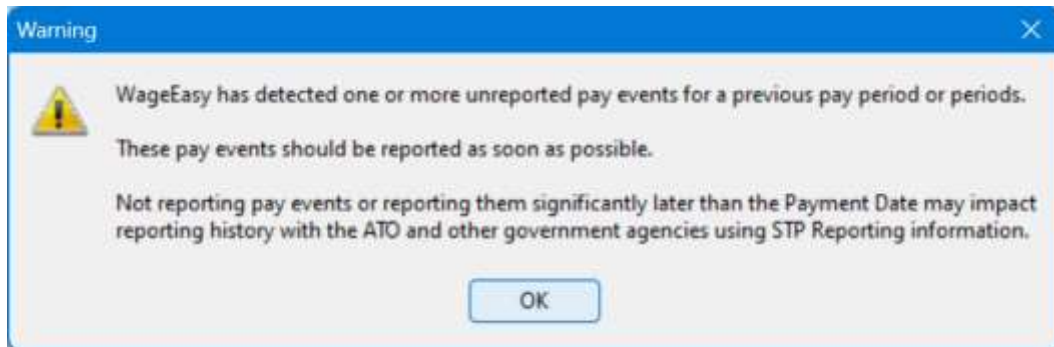
Under the rules of STP reporting, **'you are required to report a pay event to the ATO on or before the pay day'**. The ATO **exchanges data with Services Australia and other government agencies** further increasing the need to complete STP reporting as you complete pay processing. Therefore, to simplify the process, we have added a prompt to take you to STP reporting after completion of the EFT Wizard



STP2 Reporting

Unreported Pay Event messaging

Where there are unreported pay events present, a message to advise of this will display.



STP2 Reporting Grid

Added a Reported Pay Events **Payment Date range** added which defaults to show 3 months previous and 1 month in advance. Reporting for a different payment date range can be done by using the calendar dropdown to change when needed. **Refresh** to make the change.

STP Version added to display STP2 and STP1 detail.

A screenshot of the "STP2 Reporting" window. At the top, there's a red banner that says "This will connect to the Test STP Gateway". Below it, a message says "There are no Pay Events to report". The main area is a table with columns: Created Date, Payment Date, Run Date Time Stamp, Employees PPE, Pay Frequency, Event Type, Marked as, Gross Taxable, Gross STP, PAYDPA/Tax, Net, Status, and Version. The table shows several rows of data for different payment dates and event types. A red box highlights the "Version" column, showing values like "STP 2" and "STP 1".

STP2 Reporting Grid – View Details

Grid changes – STP2 detail showing new detail for Tax Treatment, Cessation Reason, Residual Gross, Overtime, Bonus & Commission, Directions Fees, Leave types, Allowances, Super, Salary Sacrifice, RESC, etc.

Customisation option and Set as Default layout (same as STP1).

STP2 User Defined Queries

Two new User Defined Queries are available to provide detail on the Reporting Groups set for the different payments:

- Payslip Reporting Details
- Payslip Reporting Details with Allowances/Deductions

Employee Last Name	First Name	Period Ending	Pay Item	Type	STP2 Income Typ	STP2 Country	Pay Slip Gross Amount	STP2 Reporting Group	Sub Group	Sub Group Desc	Other Allowance	Other Allowance Desc	Long Sum
SAB	Backusker	Benny	16/07/2023	Pay Slip	3063.27	Angola	3063.27	Allowance Items	40	Task Allowance			
SAB	Backusker	Benny	16/07/2023	Pay Slip Allowance	First Aid - Full Time	WPH	3063.27	Allowance Items	40	Task Allowance			
PF-006	Conners	Paula	16/07/2023	Pay Slip	2920.95		2920.95						
PF-006	Conners	Paula	16/07/2023	Pay Slip Allowance	First Aid	SAH	3026.99	Allowance Items	40	Task Allowance			
PF-007	Francis	Janet	16/07/2023	Pay Slip	2128.73		2128.73						
PF-007	Francis	Janet	16/07/2023	Pay Slip Allowance	Clothing Allow	SAH	3128.73	Allowance Items	00	Other Allowance	LI	Uniform	
PF-011	Abbott	Steve	16/07/2023	Pay Slip	60229.93		60229.93						
PF-011	Abbott	Steve	16/07/2023	Pay Slip Allowance	Car Allowance	SAH	60229.93	Allowance Items	00	Certs per Kilometer			
PF-011	Abbott	Steve	16/07/2023	Pay Slip Allowance	Laundry Allow	SAH	60229.93	Allowance Items	00	Laundry Allowance			
PF-020	Dundas	Gerard	16/07/2023	Pay Slip	3077.2		3077.2						
PF-022	Loughlin	Dennis	16/07/2023	Pay Slip	1220.68		1220.68						
PF-022	Loughlin	Dennis	16/07/2023	Pay Slip Allowance	First Aid Driver	SAH	1220.68	Allowance Items	40	Task Allowance			
PF-022	Loughlin	Dennis	16/07/2023	Pay Slip Deduction	Garnishee	SAH	1220.68	Exclude from STP Rep					
PF-031	McDonald	John	16/07/2023	Pay Slip	2499.63		2499.63						
PF-031	McDonald	John	16/07/2023	Pay Slip Deduction	Fractio Tipping	SAH	2499.63	Exclude from STP Rep					
PF-033	Payes	Patric	16/07/2023	Pay Slip	1644.73		1644.73						
PF-033	Applegate	Samuel	16/07/2023	Pay Slip	2481.87		2481.87						
PF-034	Parke	Penelope	16/07/2023	Pay Slip	2000		2000						
PF-033	O'Donoghue	Timothy	16/07/2023	Pay Slip	1134.36		1134.36						
PF-003	O'Donoghue	Timothy	16/07/2023	Pay Slip Allowance	Cloth Casual	SAH	1134.36	Allowance Items	00	Other Allowance	LI	Uniform	
PF-004	O'Shaneessy	Sam	16/07/2023	Pay Slip	2450.62		2450.62						
PF-004	O'Shaneessy	Sam	16/07/2023	Pay Slip Allowance	Cloth Casual	SAH	2450.62	Allowance Items	00	Other Allowance	LI	Uniform	
PF-004	O'Shaneessy	Sam	16/07/2023	Pay Slip Allowance	Laundry Cas.Kit	SAH	2450.62	Allowance Items	00	Laundry Allowance			
PF-033	John	Barbara	16/07/2023	Pay Slip	624.8		624.8						

Please check [Knowledge Base](#) for more information

Following the STP2 Hybrid approach, it is not necessary to change existing financial year reported values reported through STP1.

Single Touch Payroll Phase 2 – Transitioning from STP1 to STP2



Other changes

- Update to user interface for File Explorer to Open Dialogue to allow visibility and selection of drive, directory, files, and folders when navigating within WageEasy.
- Reporting - Leave selected to accrue Make-up hours, adjustments for do not show on Department Leave Liability reports
- Tax Calculations - Incorrect tax calculations, whole dollars including 0.99 cents not included incorrect rounding down of tax calculations for certain income levels
- Updated Licensing & Warranty in-product information



Before you Upgrade

Check that any outstanding STP1 reporting has been completed.

WageEasy Version 8.0.0.8621 is about getting ready for STP2. You can use the STP2 Setup Wizard to review and update your data and, until WageEasy is enabled for STP2 reporting, continue with current STP reporting.

Ensure .NET Framework v4.8 is installed. This is essential for connectivity to the STP Gateway.

- We recommend that you check the .NET Framework version before upgrade to WageEasy V8.0.0.8621 and if necessary, update to 4.8, before proceeding with the upgrade.
- .NET Framework 4.8 is installed by default with Windows 10 (10 May 2019 Update and later); Windows 11; and Windows Server 2022. If you are using one of these versions, you are likely to be using the correct .NET Framework version, but you should still check.

<https://learn.microsoft.com/en-us/dotnet/framework/migration-guide/versions-and-dependencies#net-framework-48>

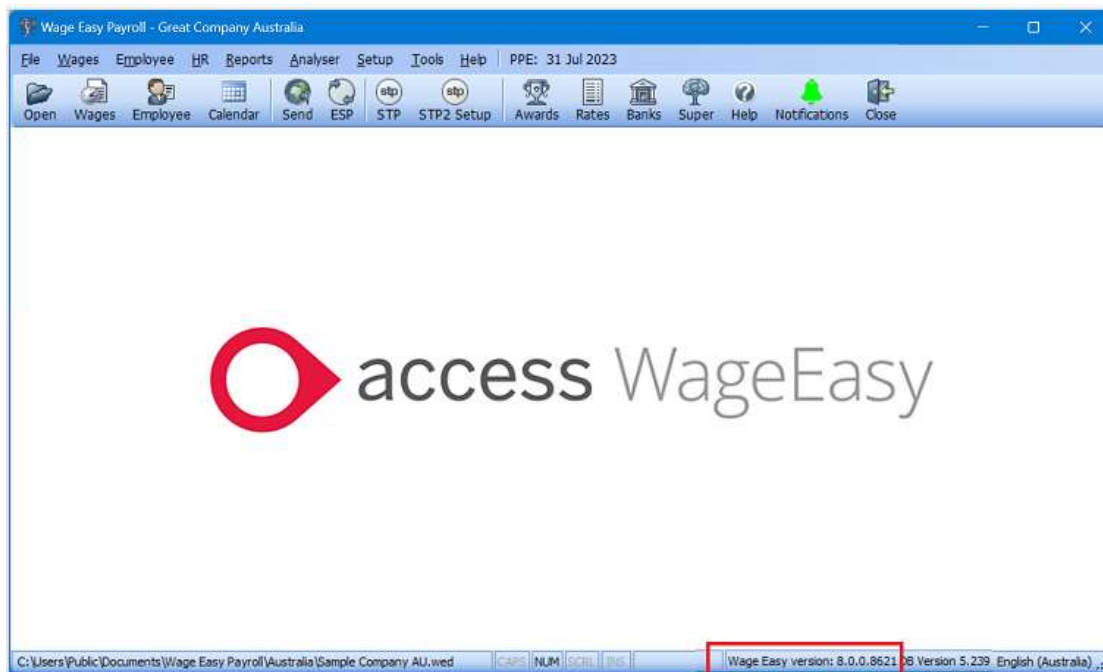
- The required version of .NET Framework must be installed on each pc and/or server where WageEasy is installed.
- .NET Framework version 4.8 can be downloaded from [.NET Framework 4.8 download](#)



After you Upgrade

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

*To check the version of **Access** WageEasy*



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



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

Your new database version number after the upgrade will be **8.0.0.8621**

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

Knowledge Base

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

[Access Knowledge Base](#)