

Session 15 STP2 Wizard Pay Components

3/11/2022

QUESTIONS	ANSWERS
Is it not a requirement that all of this financial year's data that all STP1 transactions that have been processed have to be broken up to reflect how they should be presented under STP2	Information reported from the enablement date, will put year to date values in STP2 format. It will not rerun previous STP1 reports. They will remain intact as is.
would it be ok to process pays with just annual leave loading with no corresponding annual leave taken?	I presume so. Just check what your award says about leave loading, in case it is particularly to compensate for something ie penalty payments or overtime. In which case it needs to be categorised accordingly
when updating the stp categories in the stp wizard how can i delete a category and leave it blank so that I need to go back to it?	You can map the data in stages and come in and out of the wizard at any stage to map further categories.
do I have to commence STP2 for all my 7 data bases at the same time or can I do this in stages	Hi Arianna yes you will need to commence STP2 reporting for all pay frequencies you run whether on one database or multiple databses. Regards Michele
We have not previously separated cashed out A/L from taken A/L - I gather from what is being said that we have to do this moving forward?	Yes, that is correct.
Could these ato / micropay info links sheet being send out to me after attend each webinar?	https://www.ato.gov.au/Business/Single-Touch-Payroll/Expanding-Single-Touch-Payroll-(Phase-2)/Employer-STP-Phase-2-checklist/ https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/ https://www.ato.gov.au/Business/Single-Touch-Payroll/Expanding-Single-Touch-Payroll-(Phase-2)/Common-STP-Phase-2-reporting-questions-and-mistakes/ Access Micropay: STP2 and Micropay (force.com) https://www.theaccessgroup.com/en-au/payroll/resources/micropay-single-touch-payroll-phase-2-changes/
There is another person in our payroll team, she didn't attend most of the webinars, i would like to provide her with all information. thanks	She can go to the Micropay STP2 webpage and review the videos and Q & A's there Micropay Single Touch Payroll (STP) Phase 2 - 2022 (theaccessgroup.com)
For ADD/DED What is Jobkeeper reporting group & Subgroup?	Hi Haley it would be best for you to contact the ATO to ask for their guidance on this. Regards Michele
In leave reason on setup I have bonus codes showing Why are the showing and what is the STP reporting Group? I can't get rid of these in the maintenance leave reason	This will mean that the leave reason was set up with the description of bonus and of you are unable to delete the leave reason, it will mean that it has been used in a transaction. If the leave reason is a true Bonus payment, we would recommend processing a manual calc subtract from the leave reason and process a manual calc add to the correct bonus code. As this will be reported incorrectly to the ATO as there is no option to select the reporting group as "Bonuses and Commissions" in the leave reason section for STP 2.

<p>Purchased Leave is not paid leave</p> <p>Purchased Leave is a salary sacrifice arrangement</p> <p>Purchased Leave is all ordinary hours paid to employees under a flexible part of flexi time arrangements are considered different (RDOs) and Time off in lieu (TOIL)</p>	<p>Not sure if there is question here, or this was meant as a comment to share information.</p> <p>However, it is unusual to have flexi time that is purchased under a salary sacrifice arrangement. Usually, the arrangement would apply to leave that is associated with a paid absence from work.</p> <p>As you note, flexi time is treated as gross. Leave purchased under a sal sac arrangement is reported as Salary Sacrifice Type O when purchased and Paid Leave – Other when taken.</p> <p>If the flexi time condition is specified as part of an Award, EBA, etc you will probably need to review how it is described there for guidance, e.g. it might be commonly called flexi-time but is actually a form of paid leave that falls more clearly into one of the STP2 Reporting Categories. As it is quite a specialised condition you may need to seek further guidance from the ATO.</p>
<p>would purchased leave paid out (not taken) be reported as gross as it is a salary sacrifice "refund" that would have been paid as gross earnings had it not been sacrificed?</p>	<p>From the ATO STP2 Employer Reference page, how salary sacrifice refunds are treated depends on whether or not they are made in the same year that the amount was salary sacrificed or a different one. You may need to reduce the reported YTD Salary Sacrifice amount, if in the current year; and if in a different year, increase the YTD gross by the refund amount for this year. There are other considerations as well – PAYG, Super, RFB (if applicable), etc.</p> <p>https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?page=4#Salary_sacrifice</p> <p>(Scroll down to the section on Refunds of Salary Sacrifice)</p>
<p>Is all unpaid leave reported as 'exclude from STP Reporting'?</p>	<p>Yes</p>
<p>I did my EOP earlier and I have few questions: On leave entitlements do I have to tick the "Initials " before hitting OK? And 2nd question once Ive done all the steps and Finalising EOP do I have to tick the Leave on EOP process?thank you</p>	<p>Hi Gerlie - please refer to https://access-support.force.com/Support/s/article/Access-MicroPay-What-does-the-update-leave-entitlements-checkbox-do-for-updating-leave-prior-to-end-of-pay</p>
<p>On cashing out of leave, do we have to create an addition deduction code for this?</p>	<p>Cashing out of leave can either be set up as a leave reason or a addition code.</p> <p>When processing the leave cash out as a leave reason, the system will automatically reduce the leave by the cash out hours. Where if you use the addition code, you will need to go into the employee's leave balance and reduce the employee's balance manually.</p>
<p>Currently our system have both LSL Cash-out or Annual leave Cash out under the Addition deduction codes</p>	<p>This will be fine as you are able to set up the correct reporting group and subgroups in the addition codes for leave cash out.</p>
<p>Hi. Do we need to keep the old rates of Super in STP Reporting, i.e. 9.5% and 10% as this has now been increased to 10.5%?</p>	<p>Hi Julie For historical reporting purposes, you should leave the old rates as it will affect your historical transactions.</p> <p>Regards Michele</p>

Why is TOIL linked to RDO in our payroll system. When an employee terminates, it pays out TOIL as RDO. How do we fix	It will be best to speak to a consultant to have a health check and they will be best to advise you on how this can be corrected.				
Please confirm that we can activate STP2 mid month rather than wait for 1st pay in Dec	Hi Caroline yes you can activate STP2 mid month if you choose to do so. The only requirement is to complete the STP Wizard which will enable STP2. Regards Michele				
Will support be able to fix this as in STP 2 we have to report TOIL payment as overtime	In the STP2 data mapping? You can log back in and change this after your enablement. Looking under Administration for the link to reaccess the data mapping. If you make a change, then send an update to ATO to correct any impacted employees data.				
Could you please also send me the knowledgebase article on leave accrued on hours worked and updating the leave before pay advices?	Hi Michelle please refer to https://access-support.force.com/Support/s/article/Access-MicrOpay-What-does-the-update-leave-entitlements-checkbox-do				
In my STP2 setup under the Employer Super Contributions, my reportable superannuation (Deduction Before Tax) is not showing. Should they?	<p>If referring to a Deduction Before Tax set up with the Employer Contribution (STP) checkbox ticked, then I believe this is because the STP Reporting fields are completed by default for the Deduction if that checkbox is ticked – so there is nothing to setup up in the wizard.</p> <p>Check the STP Reporting tab of the Deduction, the STP Phase 2 fields should be defined as Reporting Group – Super Entitlement, Reporting Sub Group L (Super Liability SG).</p>				
if we don't use pay component , then we can untick STP OTE	Yes you can. Please think about if someone uses it in error, what the impact might be. It is safest to categorise all items correctly - JIC				
what is annual leave cash out STP2 reporting Group?	<p>https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=Reportingtheamountsyouthavepaid#PaidLeave</p> <p>Cash out of leave in service (paid leave type C)</p> <p>When you pay out leave entitlements in lieu of your employee taking the absence from work, you must now report this separately.</p> <p>The cash out of leave can only occur when it is allowed by Fair Work rules or other legislative sources.</p> <p>Only pre-sacrifice amounts that are classified as OTE should be included as cash out of leave in service.</p> <p>If you are making a back payment or arrears payment, it may be included as cash out of leave in service.</p> <p>The following table outlines some examples of what should and shouldn't be included in Cash out of leave in service.</p> <p>Cash out of leave in service reporting examples</p> <table border="1"> <thead> <tr> <th>Include</th><th>Don't include</th></tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> > cashed out annual leave and leave loading > cashed out long service leave > cashed out personal leave > cashed out rostered days off </td><td> <ul style="list-style-type: none"> > cash out of TOIL – this is reported as overtime > cash out of annual leave loading that is clearly linked to a loss of overtime – this is reported as overtime </td></tr> </tbody> </table>	Include	Don't include	<ul style="list-style-type: none"> > cashed out annual leave and leave loading > cashed out long service leave > cashed out personal leave > cashed out rostered days off 	<ul style="list-style-type: none"> > cash out of TOIL – this is reported as overtime > cash out of annual leave loading that is clearly linked to a loss of overtime – this is reported as overtime
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if you enable STP2 can you go back and change info if need be?	Yes. You can access the STP2 wizard via Administration in the menu				

If we have pay component that was not mapped to our GL Code, how can we fix this?	In MicrOpay General Ledger Integration, go to <i>Maintenance > Batches</i> and select the Batch that you want to edit. In the Editing Batch Details window, click on the Details tab then double click the line in the Batch Details where the pay component should be added, e.g. if you had a line called Salaries & Wages and you wanted to add a component to it, double click it. This opens a definition window. Click into the Pay Components field to select the unmapped component. You can also add/edit the Cost Account/GL Account Mappings for the line, by clicking the Add button at the bottom of the window.
Is it possible to customise the message that appear in the email when payslip is sent out?	Hi Rita you can add a message - Here is a link to adding a note on pay advices - https://access-support.force.com/Support/s/article/Access-MicrOpay-How-do-I-add-a-note-to-all-pay-advices Regards Michele
Can you still process the pay run without running STP2 - I have the same errors coming up with terminated employees that have come back and system is telling me to put in cessation reason	Go into the wizard and enter the cessation reasons. Cessation reason There are many reasons why employees leave, and you will need to include the reason in your STP report. Cessation reasons you can report are: <ul style="list-style-type: none"> › Voluntary cessation (V) – an employee resignation, retirement, domestic or pressing necessity or abandonment of employment › Ill health (I) – an employee resignation due to medical condition that prevents the continuation of employment, such as for illness, ill health, medical unfitness or total permanent disability › Deceased (D) – the death of an employee › Redundancy (R) – an employer-initiated termination of employment due to a genuine redundancy or approved early retirement scheme › Dismissal (F) – an employer-initiated termination of employment due to dismissal, inability to perform the required work, misconduct or inefficiency › Contract cessation (C) – the natural conclusion of a limited employment relationship due to contract/engagement duration or task completion, seasonal work completion, or to cease casuals that are no longer required › 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.
We were ready for STPII in July. Is there anything new we have to do now?	Hi Caroline - as there has been some changes please do review again - please go to https://access-support.force.com/Support/s/article/Access-MicrOpay-STP2-and-MicrOpay
I had the same problem with leave reasons What is the bet email to send this query to please	Hi Marie-Claire please log onto our Customer Success Portal and raise a case for the Support Team. Please provide as much detail as you can when raising the case. Regards Michele
What are some of the common problems and issues people have encountered when running STP2 for the first time?	Currently, the most common issue is employees with a space after their email address. It is not impacting very many clients, but we will put out a fix for this in the near future
Hi, we currently have a staff on maternity leave and receiving Gov't PPL payments. In STP1 we use one maternity leave code for both employer ML and Gov't PPL. After STP2 update we create another code for Gov't PPL. I am wondering do we need to reverse Gov't PPL transactions that were put under maternity leave code in STP1 to Gov't PPL code to have a correct ATO reporting? As all	In STP1, Paid Parental Leave was not reported separately to other amounts, it was included in Gross. It only needs to be reported separately, along with other types of paid leave, as part of the disaggregation of gross for STP2. So, if you included PPL in the Gross for STP1, then it has been reported correctly and no adjustment of these amounts should be required.

the STP1 transactions have been reported to ATO.	
I currently have a code for Child Support deduction after tax, does this fall under Exclude from STP Reporting?	Yes, child support deductions reporting group for STP2 is "exclude from STP Reporting"
For cash out of leave ie AL or LSL cash out, do we create a leave reason under Other Leave?	Cashing out of leave can either be set up as a leave reason or an addition code. When processing the leave cash out as a leave reason, the system will automatically reduce the leave by the cash out hours. Where if you use the addition code, you will need to go into the employee's leave balance and reduce the employee's balance manually.
We enabled our STP2 reporting effective from this pay, we had some employees were termination within this year and then came back as the current employees now, but I am the STP2 reporting still requires us to fix up the cessation reason for these employees before continue the STP 2 reporting. I could not find them under the STP2 wizard as they are the current employee now, so how could I fix them up in Micropay?	Please contact Support and they'll be able to assist you with employees reinstated after a prior termination in the current FY.
Will we get the Q & A send out later?	Hi Alvina - yes once we have completed answers to all they will be shared on our website
Is TOIL classified as overtime when staff use this leave	This will depend on the wording in your award/EBA or instrument. It is usually pretty clear.
public holiday pay is paid leave or exclude from STP? Thanks	Public holiday Paid can either be coded as gross, paid leave or overtime. You will need to determine the reason the public holiday has been paid.
Should dad and partner Day be under paid parental leave or other paid leave?	I put this as a question to the ATO because Dad and Partner Pay is typically a govt payment direct to the employee, not a direct payment by an employer. I got a (very quick) reply that the ATO refers to leave as defined by Fair Work. The answer also included a link to a definition by the Fair Work Ombudsman that "parental leave entitlements" include paternity and partner leave (amongst other things). That seems to infer that Dad and Partner leave (when paid by the employer) is probably going to be paid parental leave, but you should seek further guidance with the ATO if you are still unsure. Here is the link to Fair Work Ombudsman's site: https://www.fairwork.gov.au/leave/maternity-and-parental-leave
Should non-term week of teachers be under annual leave or other paid leave?	Does the Award or EBA give any indication of whether this leave is annual or other leave?
how to update leave balance before emailing payslips, please, so balances updated before employee receive pay advice.	Hello – this KB article includes instructions for updating leave balances before producing pay advices. https://access-support.force.com/Support/s/article/Access-MicrOpay-Change-to-Pay-Advice-Production-in-next-MicrOpay-release

	<p>Please note that you only have to update leave balances before producing pay advices if you display leave balances, updated to the current period end date, on the advices. If you either only show balances updated to the last processed period, or you don't display leave balances on pay advices at all, you can say No to the Update Leave Entitlements reminder that pops up when producing pay advices, to skip this step and let leave balances be updated when you run End of Pay (as long as the Update Leave checkbox is ticked when End of Pay is run)</p>															
<p>with the payslip being done prior to End of pay, will the entitlements reduce leave taken for that particular pay period. Is it correct that you can put in a date to update to? In effect giving an accurate balance.</p>	<p>When you process Update Leave Entitlements before producing pay advices, it will update leave balances for the pay period – this is why the Leave Entitlement Date defaults to the current period end date when the Pay Frequency is selected. For entitlements that accrue, it will update the balance to the period end date. For leave balances based on hours worked, the balances are updated based on the transactions processed before pay advices are produced – so if you produce pay advices and then add more transactions you should run update leave entitlements again.</p> <p>The updated entitlements will include any leave processed (taken) in the pay period.</p> <p>Selecting a different Leave Entitlement Date is part of the original functionality of the Update Leave Entitlement window, before the changes to Pay Advice Production, so would have been used when you wanted to update leave entitlements outside the payroll process.</p> <p>Note, if you show balances on Pay Advices and you want the balances displayed there to include leave processed in the period, the Leave tab of the Pay Advice window must have the Current Transactions checkbox ticked. This is for the Pay Advice displayed balances only, leave balances in employee records will reflect actual balances.</p>															
<p>when do you anticipate the next update of Micropay for any fixes to go through thanks</p>	<p>I don't know. We do not not have anything immediate planned.</p>															
<p>We had codes for Jobkeeper on the payroll system and now they are showing on the STP wizard. How should they be coded?</p>	<table><tr><td>JKFINDS</td><td>Addition After Tax</td><td>JOBKEEPER-FINISH-05</td><td>Amount</td><td>Exclude from STP Reporting</td></tr><tr><td>JKSTART01</td><td>Addition After Tax</td><td>JOBKEEPER-START-FIN01</td><td>Amount</td><td>Exclude from STP Reporting</td></tr><tr><td>JKTOPUP</td><td>Addition Before Tax</td><td>JOBKEEPER-TOPUP</td><td>Amount</td><td>Gross</td></tr></table>	JKFINDS	Addition After Tax	JOBKEEPER-FINISH-05	Amount	Exclude from STP Reporting	JKSTART01	Addition After Tax	JOBKEEPER-START-FIN01	Amount	Exclude from STP Reporting	JKTOPUP	Addition Before Tax	JOBKEEPER-TOPUP	Amount	Gross
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<p>Co-Contribution Superannuation- deduction after tax, does that need to be reported in STP2?</p>	<p>I don't believe so, no</p>															
<p>With purchase leave refunds, doe this need to be a separate code to the deduction for purchase leave?</p>	<p>Was the leave purchased under a salary sacrifice arrangement? If so, how the refund is treated will depend on whether it is being made in the same financial year that the leave was purchased or a different one. There is information on the ATO Employer Reference Guide about Salary Sacrifice Refunds:</p> <p>https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?page=4#Refunds_of_salary_sacrifice</p>															
<p>For directors wages, do we report to normal wage or director fee in STP2? If we need to report them as director fee because of their</p>	<p>This might be a question for the ATO. From the way you have described it, it sounds like there are two components to their pay. The salary and wages for the technical work</p>															

position, apart from performing their directors duties, they are also working on technical works and earning income for the company, how can we separate their pay components?	and a directors fee [allowance] for their performance as a director.						
If a Director only receives a salary are they handled any differently than a normal employee - no directors "fees" are paid?	<p>https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=Reportingtheamountsyouthavepaid#Directorsfees</p> <p>Directors' fees</p> <p>If you pay directors' fees you must separately include these in your STP Phase 2 report.</p> <p>Directors' fees include payments to:</p> <ul style="list-style-type: none"> > the director of a company > a person who performs the duties of a director of the company > a member of the committee of management of the company, or as a person who performs the duties of such a member if the company is not incorporated. <p>Directors' fees may include payment to cover travelling costs, costs associated with attending meetings and other expenses incurred in the position of a company director.</p> <p>Only pre-sacrifice amounts that are classified as OTE should be included as directors' fees.</p> <p>If you are making a back payment or arrears payment, it may be included as directors' fees.</p> <p>The following table outlines some examples of what should and shouldn't be included in Directors' fees.</p> <p>Directors' fees reporting examples</p> <table border="1"> <thead> <tr> <th>Include</th><th>Don't include</th></tr> </thead> <tbody> <tr> <td>> remuneration you pay to a working director</td><td>> a bonus paid to a director – these should be reported as bonuses and commissions</td></tr> <tr> <td>> remuneration you pay to a non-working director</td><td>> allowances paid to a director – these should be reported as the relevant allowance type</td></tr> </tbody> </table>	Include	Don't include	> remuneration you pay to a working director	> a bonus paid to a director – these should be reported as bonuses and commissions	> remuneration you pay to a non-working director	> allowances paid to a director – these should be reported as the relevant allowance type
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Hi, are these sessions recorded and do we get a copy of it to refer back to? Thank you	Hello Kasa - yes all sessions recorded and will be shared shortly after completed						
Hi, Our leave is set to accrue on hours worked. Can I update the leave balances before payend. When I checked General/Update Leave entitlement I could only tick Entitlement Accrual but not on the Based on Hours Worked. We have not upgraded yet so maybe this will make a difference?	Hi Shalini - please refer to https://access-support.force.com/Support/s/article/Access-MicrOpay-What-does-the-update-leave-entitlements-checkbox-do and also to https://access-support.force.com/Support/s/article/Access-MicrOpay-How-do-Leave-Accruals-work						
As we do not use 9.5% and 10% SG anymore, as per legislation, can we untick them?	Best practise is to tick everything, even items you are no longer using.						
Can you please confirm, when we pay out TOIL/Annual leave upon termination on top of the fortnightly payroll to our salary packaging provider, do we need to use cashed leave and OTE? We have usually just been paying them out as leave taken	<p>Paid Leave Type C only applies to leave that is cashed out while the employee is still in service, not on termination i.e. they are exchanging part of their leave entitlement for the equivalent cash value. It's worth noting that cashed out TOIL should not be reported as C – Cashed out leave in service, instead it is treated as Overtime.</p> <p>Unused annual leave on termination could be treated as either Lump Sum A (STP Reporting Group Lump Sum Payment, Sub Group R or T) or unused AL (STP Reporting Group Paid Leave, Sub Group U), depending on when it was accrued and the reason for termination.</p> <p>The Termination transactions uses termination components that have the appropriate STP2 Reporting Group and Sub Group set up by default, so if you process the termination through the Termination Transaction, the</p>						

	<p>correct components will be used based on the termination reason and date.</p> <p>If you set up the TOIL as a User Defined Class, you can choose how it is treated on termination, i.e. if it should be paid out and if so how, as an ETP, Sick or Annual Leave. Go to the User Defined Leave Class and click on the Termination/Pay Advice Rules tab.</p> <p>For guidance on whether leave/termination components should or shouldn't be included in OTE, check the following ATO link: 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</p>															
For those whose questions are not answered in this forum, where can we get the answers, please?	MicrOpay Single Touch Payroll (STP) Phase 2 - 2022 (theaccessgroup.com)															
Can you please confirm, when we pay out TOIL/Annual leave upon termination (on top of the fortnightly payroll) to our salary packaging provider, do we need to use cashed leave and OTE? We have usually just been paying them out as leave taken... And if that is the case, how do we rectify it for those that have already left in this financial year?	You can process an STP Adjustment to adjust values reported for an employee and then report them in an Update Event.															
How can we receive the answer for these specific ones, please?	Hi Clarissa Could you please login to the Customer Success Portal and raise a case for the Support Team providing detailed information of your enquiry. We may refer you to the ATO for you to seek their guidance. Regards Michele															
How to enable the STP2?	Hi Yenny please review our Release notes for our recent v9.1SP3, and review the links here to assist you. You will need to complete the STP2 Wizard to enable STP2. https://access-support.force.com/Support/s/article/Access-MicrOpay-Where-can-I-find-information-on-STP-Phase-2 Regards Michele															
Hi, What do we do with the Job Keeper allowance?	<table><tr><td>JKFMS</td><td>Addition After Tax</td><td>JOBKEEPER-FINISH-05</td><td>Amount</td><td>Exclude from STP Reporting</td></tr><tr><td>JKSTART01</td><td>Addition After Tax</td><td>JOBKEEPER-START-FIN01</td><td>Amount</td><td>Exclude from STP Reporting</td></tr><tr><td>JKTOPUP</td><td>Addition Before Tax</td><td>JOBKEEPER-TOPUP</td><td>Amount</td><td>Gross</td></tr></table>	JKFMS	Addition After Tax	JOBKEEPER-FINISH-05	Amount	Exclude from STP Reporting	JKSTART01	Addition After Tax	JOBKEEPER-START-FIN01	Amount	Exclude from STP Reporting	JKTOPUP	Addition Before Tax	JOBKEEPER-TOPUP	Amount	Gross
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If the award states a higher amount per KM than the ATO do we have to separate this into two allowances for STP2?	https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=Reportingtheamountsyouthavepaid#ContentsperkmallowancAllowancetypeCD															

	<p>Award transport payments (allowance type AD)</p> <p>Award transport payments are deductible expense allowances for the total rate specified in an industrial instrument to cover the cost of transport (excluding travel or cents per kilometre reported as other separately itemised allowances) for business purposes, as defined in section 900-220 of the <i>Income Tax Assessment Act 1997</i>.</p> <p>The current award transport payment must be traceable to an award in force on 29 October 1986.</p> <p>The amounts you report using this allowance type are the same award transport payments which have a varied rate for PAYG withholding based on whether the transport expenses are deductible. For reporting through STP, use this allowance type to report only award transport payments that are deductible transport expenses.</p> <p>You may also pay other kinds of allowances to your employees relating to transport (in a car, on public transport, or in a different kind of vehicle), such as cents per kilometre allowances or payments for transport that are not traceable to an award in force on 29 October 1986. Do not report those as award transport payments in STP.</p> <p>The following table outlines some examples of what should and shouldn't be included in Award transport payments.</p> <p>Award transport payments reporting examples</p> <table border="1"> <thead> <tr> <th>Include</th><th>Don't include</th></tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> › allowance payments for the cost of transport for business related travel traceable to a historical award in force on 29 October 1986 </td><td> <ul style="list-style-type: none"> › allowance payments for the cost of transport for business related travel not traceable to a historical award in force on 29 October 1986 – this should be reported as other allowances (allowance type OD) with the description T1 (transport or fares) › allowance payments for the cost of transport for private purposes – this should be reported as other allowances (allowance type OD) with the description ND (non-deductible) › cents-per-kilometre allowances – this should be reported as cents per kilometre allowance (allowance type CD) </td></tr> </tbody> </table> <p>Cents per km allowance (allowance type CD)</p> <p>This applies to deductible expense allowances paid to employees using their own car at a set rate for each kilometre travelled for business purposes that represents the vehicle running costs including registration, fuel, servicing, insurance and depreciation.</p> <p>The amounts you report using this allowance type are the same cents per kilometre allowances which have a varied rate for PAYG withholding based on the ATO rate and business kilometres limit. For reporting through STP, use this allowance type to report both:</p> <ul style="list-style-type: none"> › cents per kilometre allowances that exceed the ATO rate or business kilometre limit or both, and › cents per kilometre allowances that don't exceed the ATO rate or business kilometre limit or both. <p>You may also pay other kinds of allowances to your employees relating to transport (in a car, on public transport, or in a different kind of vehicle), such as flat rate car allowances. Don't report those as cents per kilometre allowances in STP.</p> <p>The following table outlines some examples of what should and shouldn't be included in Cents per km allowance.</p> <p>Cents per km allowance reporting examples</p> <table border="1"> <thead> <tr> <th>Include</th><th>Don't include</th></tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> › cents per km payments for a car up to the ATO rate and limit for business related travel › cents per km payments for a car in excess of the ATO rate and limit for business related travel </td><td> <ul style="list-style-type: none"> › cents per km payments for private travel such as travel between home and work – this should generally be reported as other allowances (allowance type OD) with the description ND (non-deductible) › cents per km payments for vehicles other than a car such as a motorbike or van – this should be reported as other allowances (allowance type OD) with the description V1 (private vehicle) › flat rate car allowance that is not referable to kilometres travelled – this should be reported as other allowances (allowance type OD) with the description V1 (private vehicle) </td></tr> </tbody> </table>	Include	Don't include	<ul style="list-style-type: none"> › allowance payments for the cost of transport for business related travel traceable to a historical award in force on 29 October 1986 	<ul style="list-style-type: none"> › allowance payments for the cost of transport for business related travel not traceable to a historical award in force on 29 October 1986 – this should be reported as other allowances (allowance type OD) with the description T1 (transport or fares) › allowance payments for the cost of transport for private purposes – this should be reported as other allowances (allowance type OD) with the description ND (non-deductible) › cents-per-kilometre allowances – this should be reported as cents per kilometre allowance (allowance type CD) 	Include	Don't include	<ul style="list-style-type: none"> › cents per km payments for a car up to the ATO rate and limit for business related travel › cents per km payments for a car in excess of the ATO rate and limit for business related travel 	<ul style="list-style-type: none"> › cents per km payments for private travel such as travel between home and work – this should generally be reported as other allowances (allowance type OD) with the description ND (non-deductible) › cents per km payments for vehicles other than a car such as a motorbike or van – this should be reported as other allowances (allowance type OD) with the description V1 (private vehicle) › flat rate car allowance that is not referable to kilometres travelled – this should be reported as other allowances (allowance type OD) with the description V1 (private vehicle)
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<p>Hi.</p> <p>In the summary of changes tab it is stating I have transaction with invalid leave reasons. I am unsure how to fix these?</p>	<p>Hi Please review this knowledge answer to check if this process resolves your issue. https://access-support.force.com/Support/s/article/Access-MicrOpay-Why-is-leave-missing-when-I-import-my-transactions - We previously advised that Leave Reasons were mandatory prior to commencing STP2 reporting. If this answer does</p>								

	not provide a resolution, please raise a case for the Support Team. Cheers Michele
With TOIL, I have selected the STP2 Reporting Group of Overtime and also ticked the OTE box as they take the time off. Is that correct?	From the ATO STP2 Employer Reference Guide, TOIL taken and paid as ordinary time should be set up as Other Paid Leave. If cashed out, an employee may request that the TOIL is paid out as overtime, in which case it should be reported as Overtime. These are the only two scenarios provided re TOIL on the ATO STP2 Employer Reference Guide, so you may need to seek further guidance from them.
How do you remove super on parental leave	To exclude parental leave from super calculations, it needs to be removed from the Calculation Parameters for the Employer Contribution. On the Calc Parameters, if parental leave is set up as Other Leave, go the Leave Reasons tab, select the relevant Leave Reason and click Delete. If it's User Defined Leave class, go to the User Defined Leave tab instead and follow the same process.
You have recommended that we start STP2 asap. We were planning on starting with the first weekly pay in December, rather than commencing STP2 mid-month. Would it be better to start mid-month instead?	Starting STP2 at the start of December is fine, Hi Sandra You can commence in your first pay run in December that shouldn't be an issue. We are keen for our customers to commence as soon as practical for your business. Regards Michele
please copy link to Micopay knowledge bank homepage as cant copy and paste tfrom that handout	Hello Pamela - please go to https://access-support.force.com/Support/s/article/Access-MicrOpay-STP2-and-MicrOpay
if you have non active codes that are nolonger used do you need to configure those	Yes, it is best to code these, just in case
if you get some items in the IQ report LVERSNTRN how do you fix these	Please raise a ticket with the support team.
How do we code unpaid leave in STP2 reporting?	Unpaid leave does not need to be reported in STP2
with the new Family & Domestic Leave becomes effective 1st Feb next year, how do we code this leave in STP2.	This is treated as Paid Leave – Other. https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?page=4#PaidLeave
our STP2 OTE column in additions and deductions was not ticked at all when I did this with the Micropay consultant. Should I re-checked all as some of them should be ticked i.e, Bonuses, higher duty, etc?	The first step to take would be to confirm the setup with the consultant.
is there a guide for STP2 OTE classification? what if I don't classify the item correctly?	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