Release Notes

MicrOpay Version 9.2 B1 /MicrOpay ESP Version 9.0

Contents

Introduction

These release notes for MicrOpay 9.2 B1 also include a section for items included in our last release, MicrOpay 9.2. MicrOpay 9.2 was released in late March 2023 to our Payroll Online environment and to on-premises customers processing New Zealand payroll. It was scheduled to be released to our remaining on-premises customers soon after, but is now superseded by the 9.2 B1 release.

Which sections of these release notes apply to you?

If your current MicrOpay version is 9.2, you should have received and reviewed the 9.2 release notes at the time the version was released. Go straight to *What's in MicrOpay 9.2 B1?* (page 4) for the latest changes.

If your current MicrOpay version is earlier than 9.2, you should read both the *9.2* (page 8) and *9.2 B1* (page 4) sections. When you install MicrOpay 9.2 B1, it will include all of the features and changes included in both 9.2 and 9.2 B1.

Particular highlights of 9.2 include a new way of managing *Paid Family and Domestic Violence Leave* (see page 8), and changes/fixes related to *STP2 reporting* (see page 9).

Highlights included in both released are listed below.

MicrOpay 9.2 B1 highlights

MicrOpay 9.2 B1 introduces new features that enable enhanced handling of bank changes, sent by third party providers via the MicrOpay Web API.

These enhancements *allow bank changes that fail validation to be edited directly from within the Implement HR Changes grid* (page 4), so you can proceed and implement the changes. Previously, the changes were rejected and required assistance from Access Support and/or the third-party data provider to proceed. The new features include:

- For employees with a single bank account in MicrOpay, an automatic fix that is applied when a *NULL*) value is supplied for **Balance of Pay**, **Pay Amount** or **Bank Split Order**, or a **Pay Amount** is supplied for a Balance of Pay account.
- For employees with multiple bank accounts, a new option in Implement HR Changes to re-order bank accounts when conflicting, invalid or *NULL* values are provided for **Balance of Pay**, **Pay Amount** or **Bank Order**.

  Please note that these new features are designed to address the immediate validation issue by either applying default settings or allowing the bank order to be changed, so you can continue with implementing the changes. After implementation, you should:

  - Confirm with the employee that the applied changes are acceptable and edit them within employee Bank Details if they are not.
  - Liaise with your third-party data provider as changes may be required in the system sending the data, to ensure that bank changes can be implemented without editing the data when it is received. **Balance of Pay** is a required field for employee bank changes, and once bank changes reach MicrOpay, **Balance of Pay**, **Pay Amount** and **Bank Order** are all validated.

- The MicrOpay Message Log Viewer is updated to log bank changes edited using the new features in Implement HR Changes.

For more information about these new features, refer to *What's in the MicrOpay 9.2 B1 release?* (page 4)

MicrOpay 9.2 highlights

The highlights of this release include:

- A new feature that enables tracking of *Paid Family and Domestic Violence Leave hours taken by employees* (page 8).
- Several changes and fixes related to *STP2 reporting* (page 9), including:
  - Reporting changes for Non-employees.

    - Improved checking for processed transactions with no pay advices, to reduce warnings displayed in error when opening the STP Reporting grid.
    - Employee address field lengths updated to match STP2 reporting requirements.
- Correction of several issues when implementing employee updates from *ESS and external systems* (page 13).
- New Zealand tax changes for the *2023/2024 Financial Year* (page 16).

For more information about, refer to *What's in the MicrOpay 9.2 release?* (page 8)

MicrOpay ESP

There are no functional or software changes for MicrOpay ESP in this release, therefore there is no MicrOpay ESP upgrade required. This means that after MicrOpay is upgraded, your MicrOpay and MicrOpay ESP software version numbers will be different.

Refer to After you upgrade to check the software and database version numbers for both products.

Key	
ALL	The item applies to all country payroll databases.
AU	The item applies to Australian payroll databases.
NZ	The item applies to New Zealand payroll databases.
OTH	The item applies to Other country payroll databases.
STP 2	The item applies to a change for STP2. STP2 changes affect Australian payroll only.

For our Payroll Online customers

Please note that installation and upgrade of MicrOpay and MicrOpay ESP are managed as part of our service to you. You can disregard any comments or instructions that refer to downloading and installing software upgrades.

Before updating your MicrOpay software, both the **Payroll** and the **Common** database **must** be backed up. More information about database backup is available in the Knowledge Base article *How do I Backup and Restore?*.

What's in the MicrOpay 9.2 B1 release?

ALL

Implement HR Changes (bank changes sent from third party provider via MicrOpay Web API)

Validation of bank changes, including displaying messages when invalid changes are detected, was introduced in MicrOpay 9.2, refer to the *9.2 Implement HR Changes section* (page 13) for more information.

Sending invalid, incorrect or NULL values can cause the bank changes to fail validation and be rejected in Implement HR changes. In the short term, the following new features allow invalid bank changes to be edited so that they pass validation and can be implemented.

In the longer term, this should be corrected in the setup of the third-party system sending the data, to ensure that valid values are sent and no intervention is required in Implement HR Changes

Before implementing any changes, we recommend producing the eHR report to maintain a record of the changes that were sent.

Using either of the options below updates the bank changes and will potentially reset Pay Amounts to 0. If Pay Amounts must be reinstated after changes are implemented, you can refer to the original values in the eHR report to manually update the bank record in the employee's Bank Details.

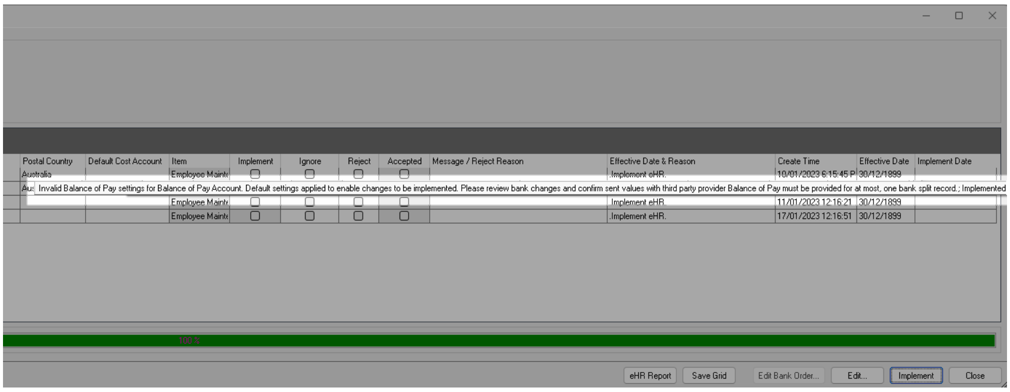
You should also confirm with the employee that the updated bank changes are still applicable. If the sent changes were incorrect, the employee may be expecting a different bank account set-up to be implemented.

Invalid bank changes sent for an employee with a single bank record in MicrOpay

When you Implement bank changes that contain NULL values for the **Balance of Pay**, **Pay Amount** and/or **Order** fields, or a **Pay Amount** is defined for the BOP account, MicrOpay:

- Displays the following message in the **Message/Reject** column of the Implement HR Changes grid:

  Invalid Balance of Pay settings for Balance of Pay Account. Default Settings applied to enable changes to be implemented. Please review bank changes can confirm sent values with third party provider....



- Automatically updates the **Pay Amount**, **Balance of Pay** and **Order** to the following default values and applies them to the bank record in the employee's Bank Details. Because this is the employee's only account it is by default their BOP account.

Pay Amount	Balance of Pay	Order
Is set to '0'	Is set to 'Y'	Is set to '0'

Remember to confirm the changes with the employee following implementation.

Invalid Bank changes sent for an employee with multiple bank accounts (Bank order/bank split issues)

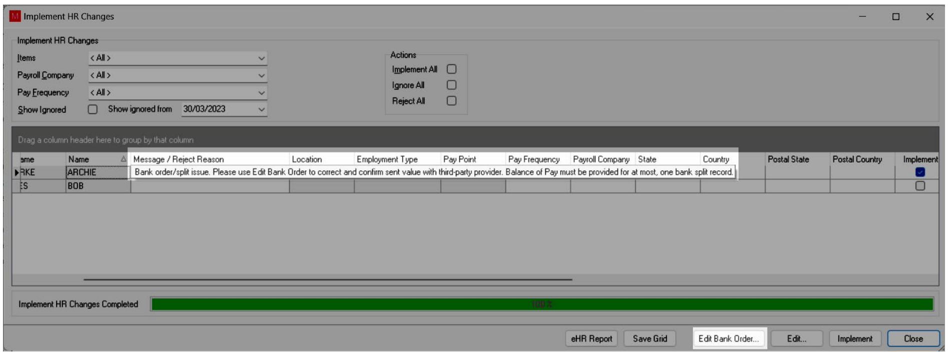
A new button, **Edit Bank Order** is added to bottom of the Implement HR Changes window. When bank changes are rejected due to invalid, conflicting or missing values, you can use **Edit Bank Order** to:

- Change the designated BOP account, by changing the order that accounts are listed in the **Edit Bank Order** grid.

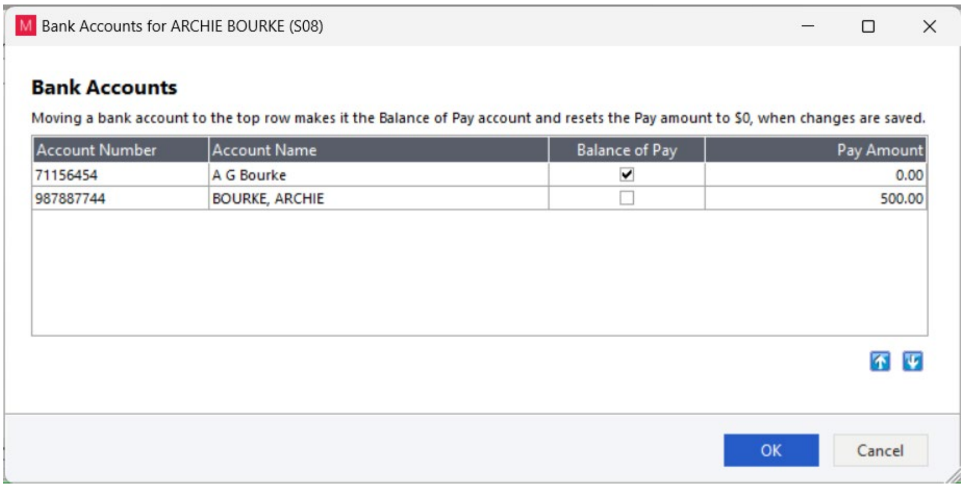
  The BOP account is always the account listed at the top. Moving a bank split account to the top of the list changes the **Order** to 0, flags it as the new BOP account and resets the **Pay Amount** to *0.00*.
- Change the order that bank splits are paid to other accounts.

Edit Bank Order is disabled by default. When you click **Implement**, the following error is displayed in the **Message/Reject** column and **Edit Bank Order** is enabled:

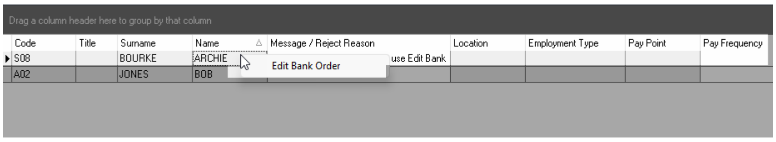
> *Bank order/split issue. Please use Edit Bank Order to correct and confirm sent value with third party provider. Balance of Pay must be provided for at most, one bank split record.*



Clicking **Edit Bank Order** opens the Edit Bank Order grid, to display a list of the employee's bank accounts.



You can also open **Edit Bank Order** by selecting the record in Implement HR Changes and right clicking on it to display the Edit Bank Order shortcut.

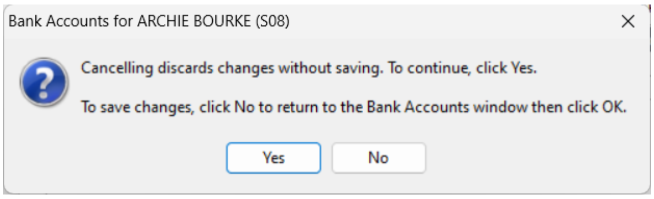


Using Edit Bank Order

- **Edit Bank Order** allows you to change the order of the listed accounts, but you cannot directly edit any of the displayed fields, e.g., you cannot manually enter a **Pay Amount** for an account. If a different Pay Amount is required, it must be entered in the employee's Bank Details after changes are implemented.
- The current BOP account is displayed at the top of the list. Use the UP/DOWN arrows below the grid to change the BOP account by either moving the BOP account further down the list or moving a different account to the top of the list.
- Moving other accounts further up or down the list changes the order in which bank split amounts are paid, e.g., moving an account from the bottom of the list to directly below the BOP account updates the **Order** number to 1, meaning that it will be first bank split to be paid.
- If a **Pay Amount** is defined for the current BOP account, or for an account that

you have just moved to the top of the list, it is reset to *0.00* when you click **OK.**

- Your changes are saved and Edit Bank Order is closed when you click **OK**. You can now implement the employee's bank changes again. If there are no further validation issues, the changes are implemented and applied to the bank account records in the employee's Bank Details.
- If you do not want to save your changes, click **Cancel**. The following message is displayed to confirm your choice.



If you wish to cancel, click **Yes**. To save changes so they can be implemented, click **No** to close the message then click **OK** in the Edit Bank Order grid.

What's in the MicrOpay 9.2 release?

Transactions and Processing

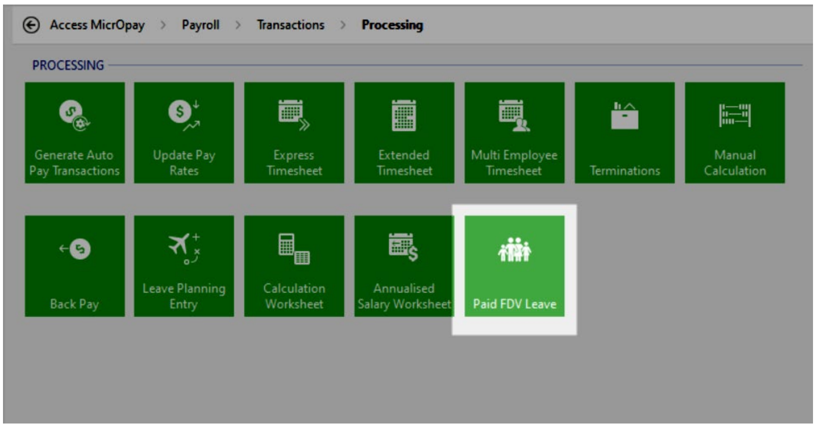
AU

New option and IQ for tracking Paid Family and Domestic Violence Leave hours

In this release, we've added a new feature that enables you to record the Paid Family and Domestic Violence Leave (PFDVL) hours taken by employees. There are two parts to this feature:

- A new **Paid FDV Leave** option in *Payroll > Transactions > Processing.*

  The **Paid FDV Leave** tile opens a grid window where you can record the PFDVL hours taken by an employee on a specific date.

  This enables you to track the total hours taken by the employee, over a specified date range in a financial year. You can also review, edit or delete a previous entry for an employee.

> Creating an entry in the **Paid FDV Leave** grid records the hours taken only, it does not create a transaction to pay these hours. PFDVL should be processed as normal hours for the employee, or as another payment related to performing work, such as an allowance. This ensures that PFDVL meets the Fair Work Ombudsman's requirement that the leave is not shown as paid leave on an employee's pay advice.
>
> Refer to the following article from the Fair Work Ombudsman for more information:
>
> *Pay Slips - Paid Family and domestic violence leave*

- A new IQ report called *IQ-PFDVL (Paid Family and Domestic Violence Leave Report)*

  As the **Paid FDV Leave** grid only displays one employee at a time, the IQ report results lists PFDVL hours recorded for multiple employees, in a specified date range. The IQ can be run periodically to review total PFDVL taken, with one entry representing one day of leave taken by an employee. IQ results can be saved in CSV, XLSX, HTML and other files formats for use by other applications.

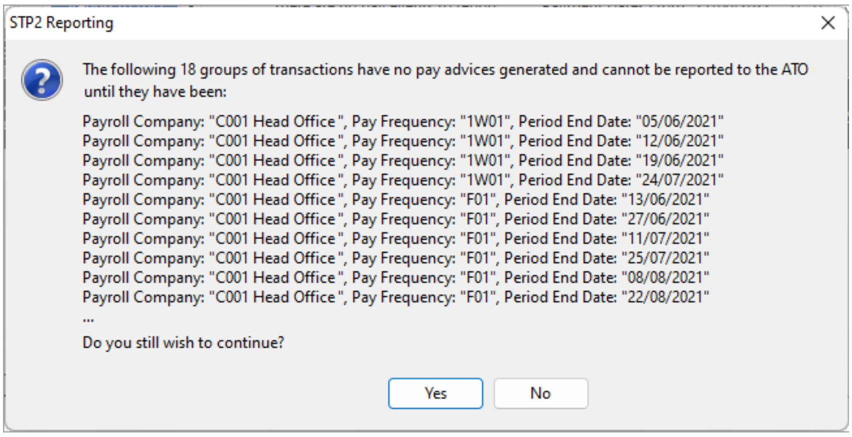
	Other considerations for PFDVL in MicrOpay 9.2 B1: ▪ You may have already set up and/or processed PFDVL as Miscellaneous Leave, in an earlier version. On upgrade, we recommend updating the User Defined Leave Class and Leave Reason for Miscellaneous Leave, so that it is no longer used. ▪ Do you use MicrOpay with ESS or ESP? You may need to make changes to ensure that employees can no longer apply for Miscellaneous Leave from either system. ▪ Do you import leave hours from a Time and Attendance or other third-party system? You may need to liaise with your third-party provider to ensure that codes set up for Miscellaneous Leave are not imported, once you start using **Paid FDV Leave**. For more information about these points and using this feature, refer to our Knowledge Base article: *How do I add paid family and domestic violence leave (Australia)?*.

STP 2	## STP Reporting
	Changes to reporting of Income Type, reportable super contributions and OTE for Non-Employees • Income Type, reportable super contributions (if present) and OTE will no longer be reported in pay events, STP Updates or STP Adjustments for Non-Employees. If present, super guarantee liability will continue to be reported. Some points to note about Non-Employees: • The Non-Employee category applies to those contractors whose payments do not need to be reported via STP, but their super liability can be voluntarily reported. See the ATO article, below. *STP Phase 2 Employer Reporting Guidelines - Employment Basis* • *Non-Employee* status is selected in the **ATO Defined Special Category** field in the Tax Details window of an employee record. Non-Employee can only be selected when an ABN is provided.
	Income Type can no longer be added for a Non-Employee when processing STP Adjustment for a prior year When using STP Adjustment to adjust values reported for a Non-Employee in a previous year, **Add New Income Type** is no longer displayed as an option in the Employee Values page.

STP Reporting window no longer displays unprocessed transaction warning for pay events already submitted via STP1

When opening the STP Reporting window, we've refined the check for processed transactions that have not been included in a pay advice.

This ensures that the following warning message is not displayed incorrectly, in the following scenarios:



- After enabling STP2, customers will no longer see this warning message for transactions related to pay periods that were processed before STP2 enablement and were successfully reported in STP1 pay events.
- The processed transaction/no pay advice check now excludes transaction types that do not require a production of a pay advice, e.g., transaction adjustments. The check now only includes the following transactions types:
  - Timesheet transactions, e.g., AutoPay, Extended Timesheet
  - Termination transactions
  - Manual Calc (Add and Subtract)
  - Back Pay transactions.

  This change also affects IQ Report *IQ-ADVNOTGEN (Show details for Pay Advices not yet generated)*. See the separate item under *Reporting* (page 15).

Error when submitting pay events, due to employees with duplicated SAW Income Types, addressed

An issue that could cause duplicated SAW Income Types for some employees, which resulted in STP pay events that included these employees to fail submission, is addressed in MicrOpay 9.2 B1. This issue was due to a database flag being set incorrectly on upgrade from MicrOpay 9.1 to a later version.

Employee Code change warning no longer displayed for employees with zeroed-out values

This release addresses an issue that caused the Employee Code change warning message to be displayed when opening the STP Reporting, STP Update or STP Adjustment windows, even though an STP Adjustment was processed to zero out YTD values reported against the employee's previous code.

This could happen when the employee code was changed in an STP1-enabled database, but values reported against the old code were not zeroed out until the database was enabled for STP2.

Employment Date for Death Beneficiaries now reported as 01/01/1800

When an employee is set up as with **ATO Defined Special Category** of *Death Beneficiary*, the Employment Date (Commencement Date) is now reported as *01/01/1800*, as per STP2 reporting requirements. Previously, the **Date Hired** entered in employee Personal Details was used instead. Please note that:

- This change does not overwrite the **Date Hired** field in employee Personal Details. It still reflects the **Date Hired** as entered.
- **Date Hired** is still used as the reported Employment Date for other types of employees.

Employee Maintenance

Employee Record

STP 2

Correct Tax Treatment code applied when No TFN supplied and employee has an ATO Defined Special Category

When a new employee is set up with the special TFN code *000000000 (No TFN supplied)* and with an **ATO Defined Special Category**, e.g., Death Beneficiary, the correct **Tax Treatment code** is now assigned to the employee. Previously, the **Tax Treatment Code** was cleared when the **ATO Special Category** was selected.

STP 2

Maximum length of employee address fields changed in employee record and New Employee Wizard

STP2 Reporting requirements for employee addresses specify a maximum length of 38 characters for Address line 1 and a maximum of 40 characters for the Suburb.

To meet this requirement, field lengths in the employee record (Personal Details) and the New Employee Wizard are adjusted accordingly.

Please note that while this is a requirement for STP2 reporting, **the updated field lengths apply to payroll databases for all countries**, not just Australia.

- Address line 1 corresponds to the **Street** field of the employee's Residential Address and the **Address** field of their Postal Address. The maximum number of characters that can be entered in these fields have been increased from *30* to *38*.
- The maximum number of characters for the Suburb field, for both Residential and Postal Addresses, has been increased from *30* to *40*.
- In the employee's TFN Declaration, the **Suburb** field is increased from *27* to *40* characters.

Do you also use Access ESS?

In ESS version 3.5, the maximum length of the **Address** field for both Members and New Starters' Residential and Postal addresses has also been adjusted to 38 characters. The **Suburb** field maximum length was already 40 characters and is unchanged.

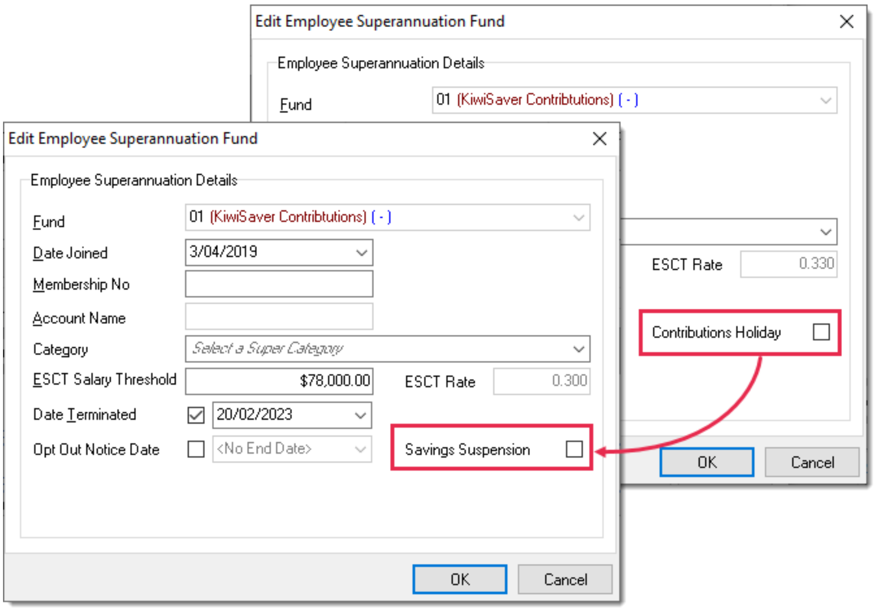
Do you import employee changes from external systems via Implement HR Changes?

This change also impacts long addresses imported from these systems. Refer the *Implement HR Changes* section for MicrOpay 9.2 (page 13).

NZ

Contributions Holiday checkbox in employee superannuation Fund renamed to Savings Suspension

The **Contributions Holiday** checkbox displayed in the Employee Superannuation Fund window is renamed to **Savings Suspension**.



Please note: The **Savings Suspension** checkbox is hidden until a **Date Terminated** is entered and is only enabled when **Opt Out Notice Date** is unticked.

NZ

Length of IRD Employee Name field extended

The **IRD Employee Name** field in employee Taxation Details has been extended to 255 characters, in line with Payday Filing specifications.

Implement HR Changes

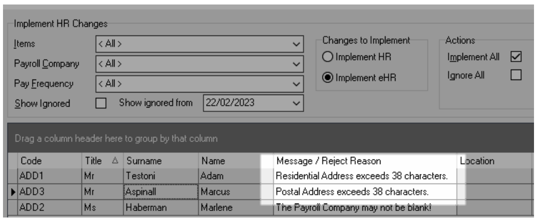
Employee changes implemented from ESS or external systems

ALL

New maximum field lengths for employee Addresses now validated

Due to the change to maximum character lengths of employee Address and Suburb fields (refer to the Employee section on page 11for more information), updates to employee Address details are now validated for length. The **Message/Reject Reason** column displays a warning message and the records cannot be implemented when:

- Either the **Street** (Residential Address) or **Address** (Postal Address) updates are longer than 38 characters.
- The **Suburb** field update is longer than 40 characters.



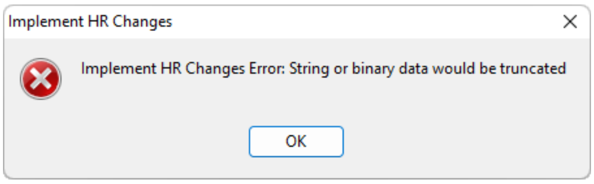
Please note: These field updates cannot be edited from within Implement HR Changes, the field lengths must be corrected in the system that generated the import data and then implemented again.

NZ

Two issues that caused errors when implementing new starters in New Zealand databases are corrected:

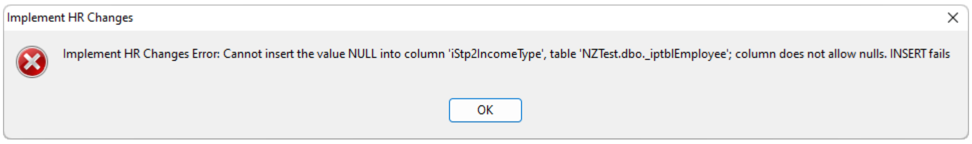
- **New employees with long IRD Employee Names no longer cause error**

  New employees whose **IRD Employee Name** is longer than 20 characters can now be implemented through Implement HR. Previously, an **IRD Employee Name** of more than 20 characters cause the implementation to fail with the following error.



- **Invalid database check removed**

  An invalid check for an Australian payroll field has been removed. The invalid check caused the following error when implementing the new employee.



ALL

Bank Splits implemented from third party systems now validated in Implement HR Changes (Implement eHR)

When bank changes are implemented, bank splits are now validated to ensure that the splits can be applied correctly when transactions are processed. The validation checks that the correct split order is applied and only one Balance of Pay account is identified. When an invalid change is detected, one of the following Messsage/Reject Reasons are displayed as applicable:

- *Balance of Pay must be provided for at most, one bank split record*

  Displayed if no Balance of Pay account exists for employee and there is no Balance of Pay account being implemented.

- *Same Bank Order can't be used twice*

  There is a conflict because more than one account used for bank splits has been assigned the same order.

	• *Can't set the Balance of Pay more than once* At least one implemented account has the same sort order as the current Balance of Pay account. The Balance of Pay account must always have the lowest sort order, e.g., 0.
ALL	**Blank employee Default Cost Account after changes implemented corrected** An issue that prevented changes to employee Default Cost Accounts from being implemented correctly is resolved in this release. The Default Cost Account changes appeared to be implemented successfully in both the Implement HR Changes (Implement eHR) grid and eHR Report, but the **Default Cost Account** in the employee record was blank.

	Reporting (including IQ reports and Report Builder Views)
	IQ Reports
STP 2	**IQ-ADVNOTGEN now only includes transactions that require pay advices** IQ Report *IQ-ADVNOTGEN (Show details for Pay Advices not yet generated)* results now only include processed transactions that require a pay advice to be produced. Transactions that do not require a pay advice, such as transaction adjustments, are excluded from the IQ results. This ensures that the IQ output accurately reflects the number of employees with transaction values that will not be included in an STP pay event, because pay advices have not been produced for their processed transactions. See also the separate item under *STP Reporting* (page 9) regarding changes to the processed transactions/no pay advice warning message in the STP Reporting window.
AU	**New IQ Report for tracking Paid Family and Domestic Violence Leave** The new IQ report *IQ-PFDVL (Paid Family and Domestic Violence Leave Report)* is added to the list of standard IQs. This report is part of the new feature for tracking Paid Family and Domestic Violence Leave taken by employees. It works in conjunction with the new Paid FDV Leave grid, refer to the item under *Transactions and Processing for more information* (page 8).

	Report Builder Views
NZ	The **KiwiSaver is Contributions Holiday** field has been renamed **KiwiSaver is Savings Suspension**, in the following views: • ipvRBEmpSuper • ipvMBEmpSuper • eivEmpSuperFunds

NZ New Zealand Tax Changes 2023/2024

Please note that the listed tax changes are installed on upgrade to MicrOpay 9.2 B1 but do not take effect until Change Tax Year is run to roll the payroll database over into the 2023/2024 tax year.

This release includes changes to the ACC Earnings Levy and Student Loan for the 2023/2024 financial year. From 1 April 2023:

ACC Earnings Levy

- The **Annual Levy Threshold** will increase from $136 544 to *$139 384*.
- The **Fixed Amount** will increase from $1993.54 to *$2132.57*.
- The **Levy Rate** (per $100 of liable earnings up to $139 384 annual income) will increase from $1.46 to *$1.53*.

Student Loan

- The **Annual Loan Threshold** will increase from $21 268 to *$22 828*.

After you upgrade

For our Payroll Online customers

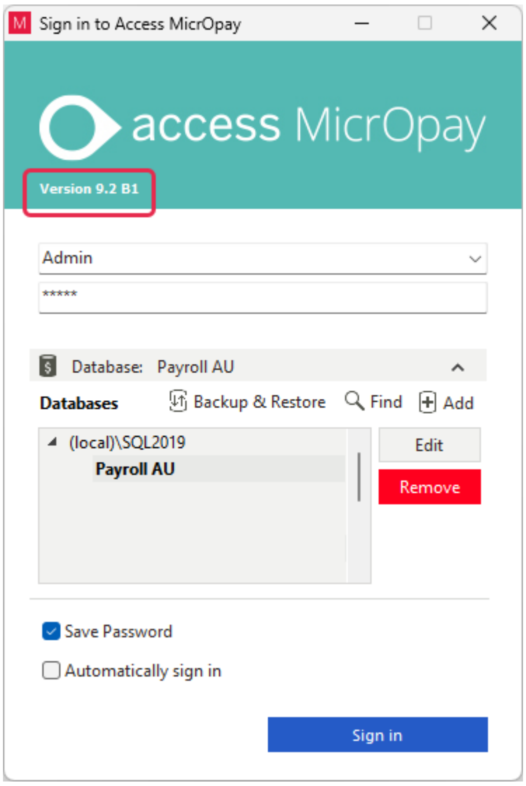
Please note that installation and upgrade of MicrOpay and MicrOpay ESP are managed as part of our service to you. You can disregard any comments or instructions that refer to downloading and installing software upgrades.

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

To check the version of MicrOpay

After the upgrade is installed the version number displayed should be *9.2 B1*.

The version number is displayed on the MicrOpay login window.



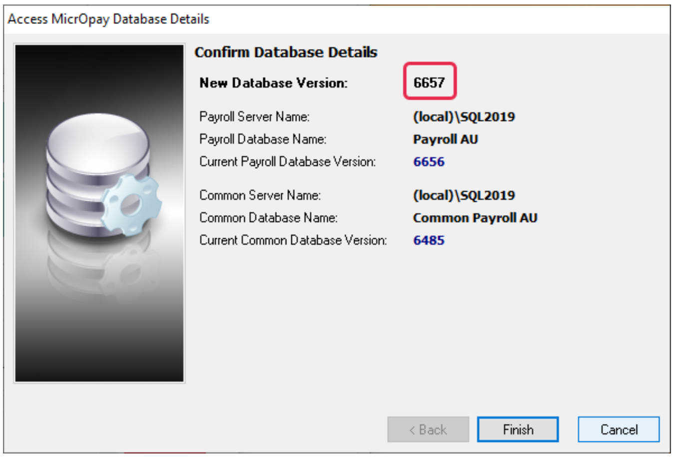
After you have signed in, you can check the version number by going to ***Help > About***.

To check the MicrOpay database version

MicrOpay 9.2 B1 does not require a database upgrade, however your database may be upgraded depending on your current MicrOpay version.

If you are upgrading from version 9.2 to 9.2 B1 your database version will not change from the database version for 9.2, i.e., it will still be **6657**.

If you are upgrading from an earlier version of MicrOpay, e.g., from 9.1 SP4 or earlier, the payroll and common databases will be upgraded to **6657** the first time you log in to MicrOpay after 9.2 B1 is installed. You can check the new database version in the Confirm Database Details window.



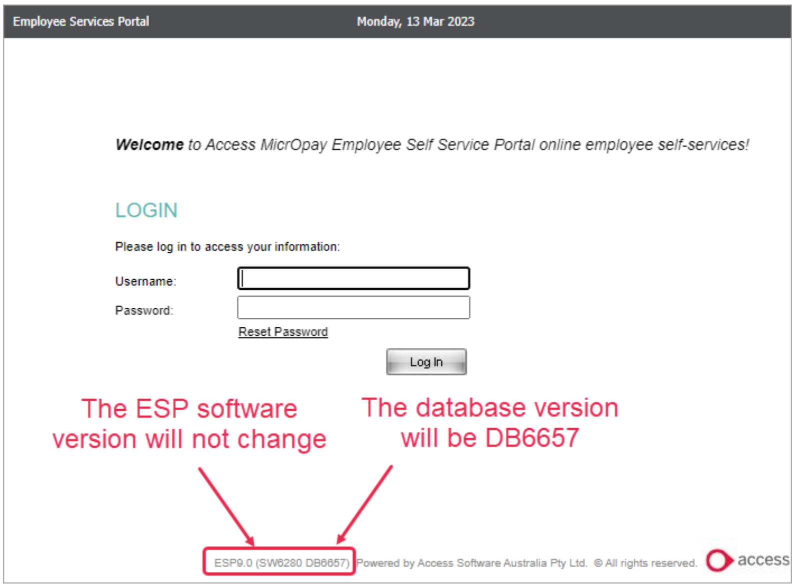
Ensure you click **Finish** to proceed with the database update.

To check the MicrOpay ESP version

Please note that because there is no MicrOpay ESP upgrade for this release, your MicrOpay and MicrOpay ESP software versions will be different after MicrOpay is upgraded to 9.2 B1.

Your MicrOpay ESP software version will not change. For example, if your MicrOpay ESP software version was **MicrOpay ESP 9.0 (SW6280)** before MicrOpay was upgraded, it will be the same afterwards.

The database version number refers to the payroll database version, so will show **DB6657**, if your payroll database was upgraded from MicrOpay 9.2. If you upgraded from an earlier MicrOpay version, the payroll database version number will be updated to **DB6657**.


Employee Services Portal
Monday, 13 Mar 2023
Welcome to Access MicrOpay Employee Self Service Portal online employee self-services!
LOGIN
Please log in to access your information:
Username:
Password:
Reset Password
Log In
The ESP software version will not change
The database version will be DB6657
ESP9.0 (SW6280 DB6657)
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