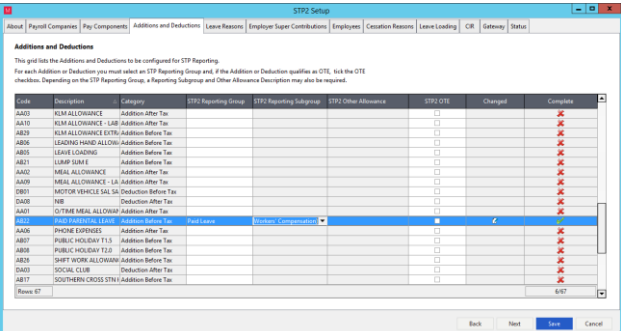
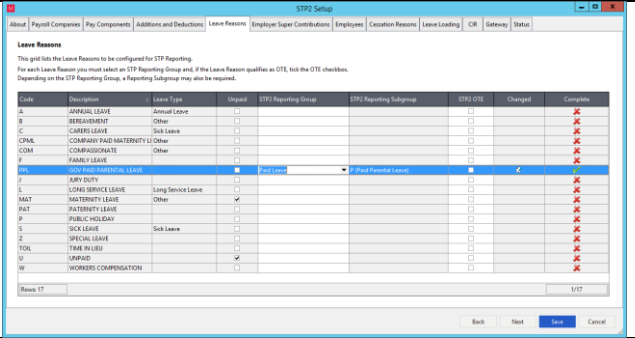


MicrOpay Q&A Session 3 ~ Termination, Leave Reasons and Loadings

Questions	Answers																		
<p>So does the termination reason have to be set up before payroll day. AS previously, we have had a choice whilst terminating them.</p>	<p>A list of termination reasons has been added to MicrOpay. When you terminate an employee and chose the termination type, a filtered termination reason will be available to select from DM - Termination Reason remain as is, but new list of pre-set STP Cessation Reason now also need to be selected</p>																		
<p>We have Govt Paid Parental Leave set up via Allowances - with the STP2 tab still pointing to Paid Leave / Paid Parental Leave - is this still correct (ie: not set up as a Leave based transaction) ?</p>	<p>Additions can be set to report as Paid Leave I am not sure though if this is recommended</p> 																		
<p>I have business owners that are excluded from STP do i only need to tick "exclude from stp reporting" so that they are not included ot is there another step to take?</p>	<p>Yes. Ticking the exclude box is sufficient.</p>																		
<p>Do I need to enable STP2 through admin or can i do from my personal log in</p>	<p>You will need to enable STP2 via your admin login.</p>																		
<p>If i make an adjustment to a code does that adjust all the way to the beginning of financial year?</p>	<p>Yes. If you for example change a cashed out leave from O – Other to C- Cashed out. All payments allocated to Cashed out leave will be moved. You will need to run an update event so that the reporting to the ATO is updated.</p>																		
<p>I have a leave reason Leave without Pay - how should this been shown on STP2 setup -</p>	<p>No. As this has no attached payment, it is not necessary to report this.</p>																		
<p>How is Government Paid Parental Leave to be set up in Leave Reasons</p>	<p>Leave – parental – government paid (GPP)</p> <p>Paid parental leave (paid leave type)</p> <p>Leave</p> <table border="1" data-bbox="775 1675 1369 1980"> <thead> <tr> <th>Payment</th> <th>Salary and wages</th> <th>OTE</th> </tr> </thead> <tbody> <tr> <td>Annual leave</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>Annual leave loading – clearly linked to lost opportunity to work overtime</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Annual leave loading – all other</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>Sick leave</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>Parental leave – eg maternity leave, paternity leave, adoption leave</td> <td>No</td> <td>No</td> </tr> </tbody> </table>	Payment	Salary and wages	OTE	Annual leave	Yes	Yes	Annual leave loading – clearly linked to lost opportunity to work overtime	Yes	No	Annual leave loading – all other	Yes	Yes	Sick leave	Yes	Yes	Parental leave – eg maternity leave, paternity leave, adoption leave	No	No
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<p>I don't have exclude from STP reporting in a drop down box - is this something that will update with the new upgrade</p>	<p>Yes, this will be available in V 9.1 SP1 & SP2</p>
<p>If pay in lieu of notice on termination has to be reported separately in STP2 and someone is paid redundancy and part of the PILON is included in the Lump Sum D portion in the micropay screen , how are we supposed to report it as PILON</p>	<p>PILON [pay in lieu of termination notice] is usually considered part of an ETP payment. If the employee is under the threshold, this would usually be taxed at a flat 32%. We are not aware that this has changed with STP2.</p> <p>We are waiting on some additional information from the ATO community on this</p>
<p>Once all the setup is complete, will the system automatically begin reporting to ATO in STP2?</p>	<p>You will need to press the red Enable STP2 reporting option on the bottom right of the screen on the Status tab</p>
<p>Annual Leave and LSL cashed out does it matter if it is loaded as O (Other Leave)?</p>	<p>https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=Reportingtheamountsyouthavepaid#CashoutofleaveinservicePaidleavetypeC</p> <p>This looks like it should be C</p>
<p>Is cash out sick leave STP2 OTE ?</p>	<p>Yes. We have found a response in the ATO community which suggests that yes it is considered OTE</p>
<p>If someone does not pass the probation period.... what is the reason code?</p>	<p>If someone has not passed their probationary period, presumably it was due to under performance. Reading this information, I tend to think it is F – Dismissal</p> <p>https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=Whenanemployeetransfersorleaves#Whenanemployeetransfersorleaves.</p>
<p>Cash out Annual Leave, I have normally processed this through Manual Calculation, this is so I can include the extra tax. Do I still do this? It appears I need to select Cash out A/L as a reason, is this correct?</p>	<p>Yes to selecting C (Cash Out Leave in Service)</p>

