

## Session 8 ~ STP2 Pay Components and Employee Super

24/10/2022

QUESTIONS	ANSWERS
Do we need to do anything with the old STP1 data when we changeover to STP2?	No. Once you enable STP2, the reporting to the ATO will start in the new format.
The employee cessation reasons, is there an ATO guide for this or do you select based on your knowledge	<p>Yes,</p> <p><a href="https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=Whenanemployeetransfersorleaves#Whenanemployeetransfersorleaves">https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=Whenanemployeetransfersorleaves#Whenanemployeetransfersorleaves</a></p> <p><b>Cessation reason</b></p> <p>There are many reasons why employees leave, and you will need to include the reason in your STP report.</p> <p>Cessation reasons you can report are:</p> <ul style="list-style-type: none"> <li>&gt; Voluntary cessation (V) – an employee resignation, retirement, domestic or pressing necessity or abandonment of employment</li> <li>&gt; 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</li> <li>&gt; Deceased (D) – the death of an employee</li> <li>&gt; Redundancy (R) – an employer-initiated termination of employment due to a genuine redundancy or approved early retirement scheme</li> <li>&gt; Dismissal (F) – an employer-initiated termination of employment due to dismissal, inability to perform the required work, misconduct or inefficiency</li> <li>&gt; 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</li> <li>&gt; 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</li> </ul>
Can you turn on STP2 during the month but after an end of pay or do you need to wait until you have done an end of month payrun	You can turn on STP2 reporting mid month, provided that there are no unreported STP1 pay events. These pay events cannot be reported once STP2 is enabled. If you have unreported STP1 events, you will be able to use an STP2 Update event to update YTD values accordingly.
Have you updated the payroll processing checklist steps with the process steps, (I produce payslips after end of pay currently) and it is available on eknowledge?	<a href="#">SMP PAYCL 80109 AUS (theaccessgroup.com)</a>
how do we enable/or go live with STP2?	Once all the items in the STP2 wizard have been enabled, on the final tab – <i>Status</i> , press the button <b>Enable STP2</b> reporting.
Similar to Michael's question: If we engaged a consultant to review our data base a several months ago, can we trust that set up is still valid?	Contact the consultant. If the consultant has worked with you recently, I would expect you are good to go. If it has been some time since you had your consulting, there may be some new options available in the wizard.
Sorry - i know there has been a lot of talk around the new checklist - where can I find a copy as i can't seem to find it on knowledge base.	<a href="#">SMP PAYCL 80109 AUS (theaccessgroup.com)</a>

<p>When an employee was on higher duties for a limited time I just used to increase their hourly rate - now that HDA has to be reported separately, I have set up 2 HDA allowance codes, one for \$ and one for %, but I cannot get the % one to include leave loading in the calculation</p>	<p>You can use the Process Loading/Include in Loading options in the higher duties and leave loading additions to include leave loading in the higher duties calculation.</p> <p>Go to the leave loading addition and tick the <b>Include in Loading</b> checkbox. Then go to the percent-type higher duties addition and tick the <b>Process Loading</b> checkbox. Make sure that the <b>Hour Type</b> field includes <i>Annual Leave</i>. When the higher duties addition is processed in a transaction that includes Annual Leave (with associated Leave Loading) the calculation includes the loading amount.</p>
<p>will we be going through how to fix invalid leave reasons on Thursday?</p>	<p>A script is required to fix. Please contact support.</p>
<p>Should Additional hours be reported separately to normal hours?</p>	<p>It depends on what the additional hours are for. If they are just extra hours and part of the ordinary span of hours, then they are part of Gross. If they are additional hours that are in excess of ordinary time, then they should be reported as overtime.</p>
<p>Does Annual leave, Sick leave should be under STP2 Reporting Group is Paid leave?</p>	<p><a href="https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?page=4#PaidLeave">https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?page=4#PaidLeave</a></p> <p>Paid leave</p> <p>You will now need to separately report the following leave payments made to your employees in your STP Phase 2 report:</p> <ul style="list-style-type: none"> <li>• <a href="#">other paid leave (paid leave type O)</a></li> <li>• <a href="#">paid parental leave (paid leave type P)</a></li> <li>• <a href="#">workers' compensation (paid leave type W)</a></li> <li>• <a href="#">ancillary and defence leave (paid leave type A)</a></li> <li>• <a href="#">cash out of leave in service (paid leave type C)</a></li> <li>• <a href="#">unused leave on termination (paid leave type U)</a>.</li> </ul>
<p>Does anything need to be done with the General Ledger or STP2 not impact this</p>	<p>No. STP2 does not impact your GL setup</p>
<p>For the Pay Components column, do we need to populate all columns even if the codes are not being used?</p>	<p>Yes. Please note that you only have to review the STP2 OTE column and make sure that it's ticked for components that should be included in OTE and unticked if they should not. The STP Reporting Group and Reporting Sub Group assigned to Pay Components are set by the system and can't be changed.</p>
<p>if we have enabled STP2 then after 2 runs, we realised we need to update a section - will we just update the grid again?</p>	<p>You can still make changes in the wizard after STP2 is enabled and this will update the corresponding maintenance records; or you can go straight to the</p>

	<p>maintenance record and update the STP2 reporting fields directly.</p>
<p>Angela, can you share more information regarding annualised salaries and STP 2 OTE splitting? Or suggest where to access some further information</p>	<p>And 'Identifiable overtime components of annualised salary' need to be STP2 reported as overtime and would not be OTE</p> <p><a href="https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=STPPhase2reportingQuickreferenceguide#STPPhase2reportingQuickreferenceguide">https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=STPPhase2reportingQuickreferenceguide#STPPhase2reportingQuickreferenceguide</a></p> <p><a href="https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?page=4">https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?page=4</a></p>
<p>I have an employee terminate from full time change to casual, what should i need to do for the set-up</p>	<p>Nothing different from prior to STP2</p>
<p>Does every pay component need a STP2 reporting subgroup</p>	<p>Each screen in the STP2 wizard has different options. Some data will require the entry of a sub group and some will not. Some pages do not display a sub group column at all. Other pages, e.g. Allowances, will require a sub group depending on the selected reporting group. If sub group is not required based on the reporting group then the sub group field is disabled.</p>
<p>We have some old unused additions and deductions marked with XX in their description, sitting with a red incomplete cross. How do I deal with these - do I add the reporting group they would have come under if active?</p>	<p>All additions and deductions need to be STP2 classified. Those no longer being used, if cannot be deleted, should be allocated STP2 reporting group/subgroup JIC, otherwise the record will show as Incomplete on the wizard Status page. STP2 cannot be enabled while there are incomplete record..</p>
<p>what would be the best time of a payroll cycle to enable STP2?</p>	<p>At the end of your pay cycle, ready for the next one to be reported as STP2</p> <p>Please ensure any pay events created in STP1 are reported before you enable STP2.</p>
<p>in additions before tax there is no category to exclude from stp reporting for decommissioned allowances</p>	<p>All gross payments, which before tax payments are, need to be reported, even if not as an itemised payment. Consider allocating decommissioned allowances to the most logical grouping just in case</p>
<p>how do you actually enable STP2?</p>	<p>After all of the records in the STP wizard have been mapped, and are showing as Complete, press the <b>Enable STP2</b> button on the final tab of the STP2 wizard and follow the prompts.</p>
<p>I wonder if you need to remind everyone to read the release notes as these cover a lot</p>	<p>Great point. Please go download the release notes from the release email and have a read 😊</p> <p>Release notes are also available from the Support page of our website:</p>

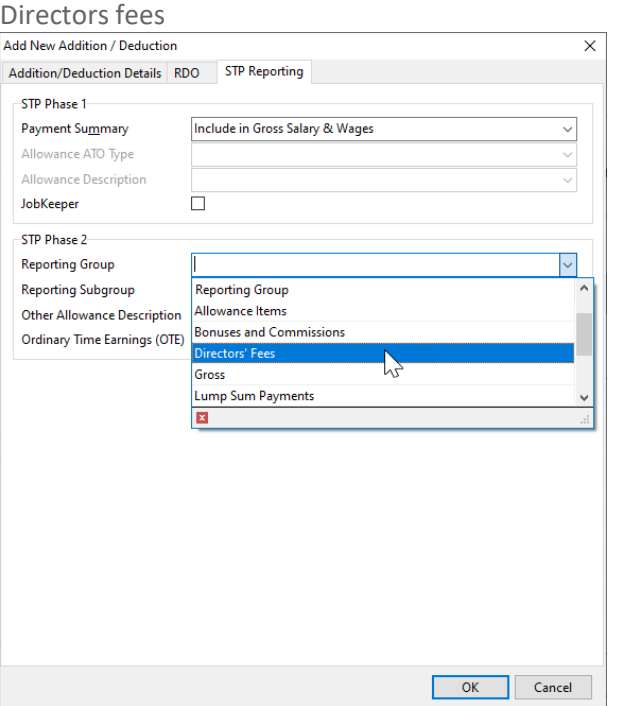
	<a href="https://www.theaccessgroup.com/en-au/support/micropay/">https://www.theaccessgroup.com/en-au/support/micropay/</a>						
<p>Do we need to set up new pay component for directors even though they are employees of the company, managing day to day operation and entitled to leave and superannuation etc.</p>	<p>It is also valuable to read the section on closely held payees <a href="https://www.ato.gov.au/business/single-touch-payroll/concessional-reporting/closely-held-payees/">https://www.ato.gov.au/business/single-touch-payroll/concessional-reporting/closely-held-payees/</a></p> <p>Directors' fees 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"> <li>&gt; the director of a company</li> <li>&gt; a person who performs the duties of a director of the company</li> <li>&gt; 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.</li> </ul> <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 <a href="#">OTE</a> should be included as directors' fees.</p> <p>If you are making a <a href="#">back payment or arrears payment</a>, it may be included as directors' fees.</p> <p>The following table outlines some examples of what should and shouldn't be included in <b>Directors' fees</b></p> <p><b>Directors' fees reporting examples</b></p> <table border="1" data-bbox="783 976 1286 1133"> <thead> <tr> <th data-bbox="783 976 983 1010">Include</th> <th data-bbox="983 976 1286 1010">Don't include</th> </tr> </thead> <tbody> <tr> <td data-bbox="783 1010 983 1066"> <ul style="list-style-type: none"> <li>&gt; remuneration you pay to a working director</li> </ul> </td> <td data-bbox="983 1010 1286 1066"> <ul style="list-style-type: none"> <li>&gt; a bonus paid to a director – these should be reported as <a href="#">bonuses and commissions</a></li> </ul> </td> </tr> <tr> <td data-bbox="783 1066 983 1133"> <ul style="list-style-type: none"> <li>&gt; remuneration you pay to a non-working director</li> </ul> </td> <td data-bbox="983 1066 1286 1133"> <ul style="list-style-type: none"> <li>&gt; allowances paid to a director – these should be reported as the relevant <a href="#">allowance type</a></li> </ul> </td> </tr> </tbody> </table>	Include	Don't include	<ul style="list-style-type: none"> <li>&gt; remuneration you pay to a working director</li> </ul>	<ul style="list-style-type: none"> <li>&gt; a bonus paid to a director – these should be reported as <a href="#">bonuses and commissions</a></li> </ul>	<ul style="list-style-type: none"> <li>&gt; remuneration you pay to a non-working director</li> </ul>	<ul style="list-style-type: none"> <li>&gt; allowances paid to a director – these should be reported as the relevant <a href="#">allowance type</a></li> </ul>
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<p>In the Additions and Deductions Tab, I have a lot of codes that we no longer use. I have placed a **in front of the description to identify these. What do I do with these?</p>	<p>We recommend configuring the STP2 Reporting fields for these unused codes. This ensures that you can finalise the wizard and enable STP2, because all records are complete. It also ensures that values are reported correctly, if the obsolete records do get processed by mistake.</p>						
<p>I can't select 'Exclude from STP Reporting' They are in the Category 'Additional Before Tax', however there is no where to select 'Exclude from STP2 Reporting'</p>	<p>Additions and Deductions After Tax can be excluded from STP2 reporting, but Adds/Deds Before tax cannot. We recommend completing the set up of the STP2 Reporting fields for these records, so that they are reported correctly if they happened to be used.</p>						
<p>In the Additions and Deductions tab, we have out Salary Sacrifice Super setup as a Deduction Before Tax. Just double checking I don't need to tick the STP2 OTE option?</p>	<p>If the salary sacrifice is for salary packaging, tick as part of OTE. If the salary sacrifice is for superannuation, then untick OTE</p>						
<p>Should the super salary sacrifice codes have the OTE box checked?</p>	<p>No</p>						
<p>We have higher duties being paid as an allowance - can see how to link to higher duties?</p>	<p>To report higher duties in STP2, locate the Addition used for the allowance in the STP2 Setup Wizard, set <b>STP Reporting Group</b> to <i>Allowance items</i> and <b>STP Reporting Sub Group</b> to <i>KN (Task Allowance)</i></p>						

	<p>From the ATO STP2 Employer Reporting guidelines:</p> <p>Task allowance reporting examples</p> <table border="1"> <thead> <tr> <th data-bbox="778 315 995 353">Include</th> <th data-bbox="995 315 1370 353">Don't include</th> </tr> </thead> <tbody> <tr> <td data-bbox="778 367 995 880"> <ul style="list-style-type: none"> <li>&gt; additional responsibilities</li> <li>&gt; first aid allowance</li> <li>&gt; leading hand allowance</li> <li>&gt; higher duties</li> <li>&gt; supervisor allowance</li> <li>&gt; on call during ordinary hours allowance</li> <li>&gt; inconvenience or disability</li> <li>&gt; height allowance</li> <li>&gt; dirt allowance</li> <li>&gt; danger allowance</li> <li>&gt; wet weather allowance</li> <li>&gt; confined spaces allowance</li> <li>&gt; other circumstances</li> <li>&gt; industry allowance</li> <li>&gt; site, district or locality allowance</li> <li>&gt; secondment</li> <li>&gt; recognition of skill level</li> </ul> </td> <td data-bbox="995 367 1370 880"> <ul style="list-style-type: none"> <li>&gt; shift allowance or penalty – this should be reported as <b>gross</b></li> <li>&gt; travel time allowance during ordinary hours – this should be reported as <b>gross</b></li> <li>&gt; travel time allowance outside of ordinary hours – this should be reported as <b>overtime</b></li> <li>&gt; on-call allowance outside of ordinary hours allowance – this should be reported as <b>overtime</b></li> <li>&gt; expense allowances</li> </ul> </td> </tr> </tbody> </table>	Include	Don't include	<ul style="list-style-type: none"> <li>&gt; additional responsibilities</li> <li>&gt; first aid allowance</li> <li>&gt; leading hand allowance</li> <li>&gt; higher duties</li> <li>&gt; supervisor allowance</li> <li>&gt; on call during ordinary hours allowance</li> <li>&gt; inconvenience or disability</li> <li>&gt; height allowance</li> <li>&gt; dirt allowance</li> <li>&gt; danger allowance</li> <li>&gt; wet weather allowance</li> <li>&gt; confined spaces allowance</li> <li>&gt; other circumstances</li> <li>&gt; industry allowance</li> <li>&gt; site, district or locality allowance</li> <li>&gt; secondment</li> <li>&gt; recognition of skill level</li> </ul>	<ul style="list-style-type: none"> <li>&gt; shift allowance or penalty – this should be reported as <b>gross</b></li> <li>&gt; travel time allowance during ordinary hours – this should be reported as <b>gross</b></li> <li>&gt; travel time allowance outside of ordinary hours – this should be reported as <b>overtime</b></li> <li>&gt; on-call allowance outside of ordinary hours allowance – this should be reported as <b>overtime</b></li> <li>&gt; expense allowances</li> </ul>
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I don't seem to have the super grid	Upgrade to V9.1 SP3				
and just to clarify we just need to go to each grid and select the information applicable and that's all?	ALL available fields must be mapped, e.g. depending on the selected STP Reporting Group, the STP Reporting Sub Group field may be enabled or disabled. If it's disabled, it is not required for the record. The <i>Status</i> page must show a <i>Complete</i> Status for all other pages in the wizard before you can enable STP2.				
we have deductions after tax for example when employees use the company credit card for personal purchases. I'm not sure what to select in STP2 reporting group. Would it be exclude from STP reporting?	These can be excluded from STP2 reporting				
Is there someone who would be able to assist with setting up inbound assignees	You could contact our consulting team. <a href="https://www.theaccessgroup.com/en-au/payroll/resources/micropay-single-touch-payroll-phase-2-changes/">https://www.theaccessgroup.com/en-au/payroll/resources/micropay-single-touch-payroll-phase-2-changes/</a>				
Can we rely on the Wizard check 100% before enable STP2? If later we found that some component was reported incorrectly, can it be amended in Wizard again, or Wizard will be locked for changes?	The green tick indicates that the data has been mapped, it is not a reflection on if it is correct or not. You can go back into the wizard and change your mapping selection if you find it is not correct. The incorrect information can also be updated directly in the affected maintenance record, e.g. in the Addition Before Tax used an Allowance.				
Usually, EOP step was updating leave accrual, now Update leave before EOP	Only do it the once, although doing it before Pay Advices and at EOP will not double up accrual.				

for pay advices and later perform EOP – will It not double up accrual?	Generally it would be done before pay advices, so the values reported on these would be correct.
What is WHM?	Working Holiday Maker
We roll allowance up into our hourly rate (Leave loading, dirty work allowance, boots) do these need to be separated out?	Yes that is correct.
Further to the commissions, bonuses and incentives, do just mean that you have to have separate pay codes for them all?	From the ATO STP2 Employer Reporting guidelines regarding separate reporting of bonus and commissions:  <a href="#">Payments to include or exclude from Gross</a>  <a href="#">Bonus and Commission payments must now be reported separately to gross amounts</a>
I have transactions with Invalid Leave reasons? How do I fix these?	Please contact our support team for assistance with this.
I'm trying to change the contact person in the Payroll Companies tab but it doesn't allow me to (I'm logged in as the Admin) Our direct staff is rostered fortnightly to worked in overtime which we treat as OTE and we pay super and also accrue entitlements on these hours. The OT is recorded as normal hours plus OT penalty as addition. according to new ATO requirements this set up will report only the value of overtime penalty. Normal hours would be report under gross. How can we solve this issue in micropay?	Contact support for assistance changing contact person.
Does the new payroll checklist is valid even if we do not enable the STP2 reporting as yet?	Yes. It applies regardless of your STP2 status.
some of our employees are getting 15% super contributions, does all this should go to Super Guarantee?	Super reporting has not changed with STP2
an employee is getting paid base rate + weld allowance (all purpose rate), when it calculates RDO deduct, it picks up base rate only, how do we set up base rate + weld allowance in RDO deduct?	This one we are still working on – we will come back to in on.
the latest update is v9.1 SP 3, is that right?	correct

how to tell ATO when stp2	Once you press the enable button, the next pay run will be reported to the ATO in STP2 format. You will see the reporting format in the far right column
Do we need to go live ourselves or will it go live automatically from 1 Jan 2023?	You need to enable your data once you are ready.
Once you have all green ticks and tick next to the end and save does that automatically enable you to be STP2 compliant. I have no enable button and have all green ticks.	Please check again.
If something is not mapped correctly who will notify us?	The ATO will contact you if they believe there is an error in your data.
what is the STP Cessation Reason for casual staff who is no longer given shifts/hours?	<p>From the ATO STP2 Employer Reporting Guidelines:</p> <p><b>Cessation reason</b></p> <p>There are many reasons why employees leave, and you will need to include the reason in your STP report.</p> <p>Cessation reasons you can report are:</p> <ul style="list-style-type: none"> <li>&gt; Voluntary cessation (V) – an employee resignation, retirement, domestic or pressing necessity or abandonment of employment</li> <li>&gt; 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</li> <li>&gt; Deceased (D) – the death of an employee</li> <li>&gt; Redundancy (R) – an employer-initiated termination of employment due to a genuine redundancy or approved early retirement scheme</li> <li>&gt; Dismissal (F) – an employer-initiated termination of employment due to dismissal, inability to perform the required work, misconduct or inefficiency</li> <li>&gt; Contract cessation (C) – the natural conclusion of a limited employment relationship due to contract/engagement duration or task completion, seasonal work completion, <b>or to cease casuals that are no longer required</b></li> <li>&gt; 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.</li> </ul>
Do we need to do the wizard set up all in one go. Should we watch all the webinars this week before commencing?	The wizard doesn't have to be completed in one step, you can update parts of it and save as you go. If you have all the data mapped and you are happy with it, then you don't need to watch the webinars. Enable your STP2.
I have Directors that are paid a set amount each month which are set up the same as employees. Do I need to set them up differently as cannot report their amounts as Directors fees they would automatically be gross. They receive super on their salaries.	<p>The STP2 Reporting fields for an Addition Before Tax include the Reporting Group option for Directors' Fees.</p> <p>Directors' fees – working or non-working director =</p>



	
<p>we have configured our time in lieu in a way we bank the time in lieu through addition before tax.</p> <p>what would be STP2 Reporting group for the banked Time in lieu?</p>	<p>You do not need to report “banked” TOIL hours. Payment for TOIL hours reporting  TOIL hours taken = Other paid leave (leave type O)  TOIL hours cashed out in service = Overtime  Ref: <a href="https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=STPPHase2reportingQuickreferenceguide#STPPHase2reportingQuickreferenceguide">https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=STPPHase2reportingQuickreferenceguide#STPPHase2reportingQuickreferenceguide</a></p>
<p>I am ready for STP2, all green ticks but do not have an activate button</p>	<p>Try again today please</p>
<p>Can STP 2 be turned on any time from now or wait until Jan??</p> <p>I had a consultant go through STP 2 set up with me a few weeks back. Can I use her again to check that everything is correct, ready and turn on STP 2???</p>	<p>NOW</p> <p>Contact your consultant and see if there are any changes to be made, since your mapping was done or if you are right to go.</p>
<p>how do we know if we need to add new bonuses and commissions, directors fees, leave reasons, &amp; return to work payment (Lump sum W)?</p>	<p>If currently pay these types of payments to employees but they are included in other amounts, e.g. an Addition then you will need to separate them. If you already pay them</p>
<p>Income Protection Amount should this be Reportable Super ?</p>	<p>Check with ATO</p> <p>If you're making payment to an employee for income protection, where you report it depends on whether you're withholding tax from the payments.</p>



	<p>If you're withholding tax, it goes under <a href="#">gross</a> payments. If you're <b>not</b> withholding tax, it gets reported as <a href="#">allowances</a>.</p> <p>Ref: ATO Community - <a href="https://community.ato.gov.au/s/question/a0J9s000000MK4REAW/p00182202">https://community.ato.gov.au/s/question/a0J9s000000MK4REAW/p00182202</a></p>		
<p>Micropay payroll checklist has not been updated on the web, I am on version 9.1 but I run the EOP after pay advices but now i have to run before EOP</p>	<p><a href="#">SMP PAYCL 80109 AUS (theaccessgroup.com)</a></p>		
<p>If I am on the cloud and using 9.1 version, do I need to do anything else?</p>	<p>Yes, you need to map your data and enable STP2 reporting</p>		
<p>We have a lot of staff on annualised salaries. Their salaries include shift allowances, meals and overtime. Do I need to split these components? I can't see a way to do that, due to roster changes, etc.</p>	<p>Yes. The information we have received from the ATO Identifiable overtime component of annualised salary = overtime</p>		
<p>Our payroll has been STP 2 ready a few months ago ( We utilised one of Access consultants do all the mapping for us) Has there been any changes we need to be aware of that have occurred in the last few months</p>	<p>Contact your consultant and see if there are any changes to be made, since your mapping was done or if you are right to go.</p>		
<p>If you update leave entitlements before processing payslips, do you also tick "update leave" in end of pay process?</p>	<p>No. You only update the leave once.</p>		
<p>my question is regarding the Tax details tab on the employee's profile. One of the Micropay consultant mentioned that we do not have to complete the Medicare Levy exemption, reduction etc. is that correct, or do we have to manually request each employee for this information?</p>	<p>You only need to set these items up if you have employees that they are applicable for. The employee will put this information on their tax declaration.</p>		
<p>What if we use Sage only for Shadow Payroll . Meaning no payroll payment to employees but only PAYG to the ATO. We do report STP reporting still, how will we proceed with STP 2?</p>	<p>The <b>Income Type</b> field in employee Tax Details includes the option, <i>IAA (Inbound Assignee to Australia)</i>. Refer to the extract of the STP2 Employee Reporting Guidelines below:</p> <div data-bbox="778 1621 1385 1765" style="border: 1px solid #ccc; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top; padding-right: 10px;"> <p>IAA (inbound assignees to Australia)</p> </td> <td style="width: 50%; vertical-align: top;"> <p>You must use this income type to tell us that you're using the concession available for reporting <a href="#">inbound assignees to Australia</a> through STP in relation to the individual. If you're not using the concession available for reporting inbound assignees to Australia, you don't need to use the IAA income type and may use an appropriate other income type instead.</p> </td> </tr> </table> </div> <p>Refer to the link below more information about Inbound Assignees and shadow payroll arrangements</p> <p><a href="https://www.ato.gov.au/business/single-touch-payroll/concessional-reporting/inbound-assignees/">https://www.ato.gov.au/business/single-touch-payroll/concessional-reporting/inbound-assignees/</a></p>	<p>IAA (inbound assignees to Australia)</p>	<p>You must use this income type to tell us that you're using the concession available for reporting <a href="#">inbound assignees to Australia</a> through STP in relation to the individual. If you're not using the concession available for reporting inbound assignees to Australia, you don't need to use the IAA income type and may use an appropriate other income type instead.</p>
<p>IAA (inbound assignees to Australia)</p>	<p>You must use this income type to tell us that you're using the concession available for reporting <a href="#">inbound assignees to Australia</a> through STP in relation to the individual. If you're not using the concession available for reporting inbound assignees to Australia, you don't need to use the IAA income type and may use an appropriate other income type instead.</p>		

Can we come back to access these recordings?	<a href="https://www.theaccessgroup.com/en-au/payroll/resources/micropay-single-touch-payroll-phase-2-changes/">https://www.theaccessgroup.com/en-au/payroll/resources/micropay-single-touch-payroll-phase-2-changes/</a>
How long should you allow to set up the whole lot?	It will depend entirely on your data and how complex it is. Some customers find it really straight forward and complete it in a couple of hours, others take much longer and need to separate out gross values into smaller disaggregated items.
How I know I started STP2 Reporting? they are all in Payroll=> Transaction => Import and Export=> STP Reporting	Correct – in the column on the far right, it will tell you if your data has been reported as Stp1 or Stp2
in STP1, our volunteer payment is under "include in Gross Salary & Wages. however, I double check the volunteer payment which should not be defined as salary. so I want to exclude the allowance item from STP2. How I exclude the item?	<p>What kind of payments are they? If you are paying volunteers (not employees), the payments MAY NOT be reportable for STP2 but you should contact the ATO for guidance.</p> <p>If you are paying employees for volunteer leave, Leave reasons for volunteer leave (e.g. Community Service or Defence Reserve Service) are categorised as <b>STP Reporting Group Paid Leave</b> and <b>STP Reporting Sub Group Ancillary and Defence Leave</b>.</p>
When I click on the wizard I get this message, what should I say? This application requires one of the following versions of the .NET Framework: .NETFramework,Version = v4.8 Do you want to install this .NET Framework version now?	There is a knowledge base article around this – please check there for information. Details are also included in the release notes, available here: <a href="#">Micropay 9.1 SP3 Release notes</a>
Hello, it's in regards to leave - Domestic violence leave in ATO it says other paid leave (paid leave type O), in Fairwork it is an unpaid leave - what would be the leave type?	<p>Unpaid Domestic violence leave does not need to be reported. Paid Domestic Violence leave does need to be reported.</p> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Leave – domestic violence</span> <span>Other paid leave (paid leave type O)</span> </div> <p>Ref: <a href="https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=STPPhase2reportingQuickreferenceguide#STPPhase2reportingQuickreferenceguide">https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=STPPhase2reportingQuickreferenceguide#STPPhase2reportingQuickreferenceguide</a></p>
we have some addition and deductions and would like to know their stp2 reporting group - 1. Time in lieu bank 2. PD leave bank (similar to time in lieu bank) 3. Jury duty payment	<ul style="list-style-type: none"> <li>You do not need to report “banked” Time in Lieu hours.</li> <li>If PD leave bank is similar to banked Time in Lieu it is probably treated in the same way, but you may require guidance from the ATO</li> <li>Jury Duty leave falls under <i>Paid Leave – Ancillary and Defence Leave</i></li> </ul>
I am getting an error in the stp setup saying income type must be WHM for working holiday maker. Where do I see this to change it?	Go to Payroll > Maintenance > Employees to open the employee grid. Add the Working Holiday Maker column to the grid by righting clicking on the grid and finding Working Holiday Maker in the list and dragging it to the grid heading. This will help you find employees who have Working Holiday Maker

	selected in their TFN Declaration. When you have found the affected employee, you can update their Income Type in either their Tax Details or in the Employees tab of the wizard.
With STP 2 once live can we amend any Lump Sum E payments to show what year they relate to? EA multiple year back payments that have been paid prior to going live with STP 2?	Yes, lump sum E is normally entered through backpay and will be picked up from STP2 as per normal. In STP2 Adjustments, they can amend the the Lump Sum E value and year for a previous year adjustment if needed.
Hi, STP Cessation Reason tab, this is the only tab that is showing as incomplete in the Status Tab, do I need to enter the cessation reason employee by employee?	All employee that have terminated this financial year will be required to have an STP2 applicable cessation reason entered against them. If y
once we are go live on SPT2 and run the first Pay Event, does the SPT1 data automatically roll into the SPT2 data??	Your data will start reporting YTD values, in STP2 format.
I have my Reportable Super set up as an additional is this correct?	Super reporting has not changed with STP2
On the Tax Details screen of the employees, I notice that the Variation Date has a date for all employees although there is no Variation applicable, is it correct?	If your employees do not have a tax variation that you need to apply, then this does not need to be entered, nor the date
Once all the updates for STP2 have been made in the system and go live for STP2 is there any way to check that everything is correct?	Doing some spot checks of the first few STP2 transactions is wise. Click on the line of the STP2 pay event to open it then review some of the employees included in the event. Look for employees with different types of values, e.g. different disaggregated values like Allowances.
Once you have gone through the STP2 wizard will you automatically start reporting as SPT2? or is there something else that needs to be done?	Once all the data has been mapped and everything has a green tick, press the Enable STP2 reporting button on the status tab.
Do we need to notify employees of the change?	IT is not necessary. It is a backend process.
if we find errors after launching STP2, how do we do with the previous mistakes?	<ol style="list-style-type: none"> <li>1. Correct the setup</li> <li>2. Process an STP2 Update event, to correct the year to date values for the impacted employees</li> </ol>
If I missed to report STP in the past how do I report it now. End pf payroll done for these pay periods	<p>In an STP1-enabled database, unreported pay events cannot be reported once end of pay is run. Year to Date values can be updated by an STP Update.</p> <p>In an STP2 database, you are able to report pay events after End of Pay. Please note that pay events still have to be reported on or before the Payment Date.</p>
Do we need to report on hours paid on penalty rates?	If the penalty rates are part of ordinary hours then they are included in the gross. If the penalty hours are part of overtime, then they are reported as overtime.

	Ref: <a href="https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=STPPhase2reportingQuickreferenceguide#STPPhase2reportingQuickreferenceguide">https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=STPPhase2reportingQuickreferenceguide#STPPhase2reportingQuickreferenceguide</a>
We have old additions before tax, i.e rent allowance etc that we have not used for more than 5 years. We do not want to delete as it would also wipe out old records. Do we also need to set these old allowances in STP2?	It is best to map these for STP2, even if you are not using them now. If someone was to pick one up and pay it by mistake, it will ensure that is it reported correctly to the ATO
when is the deadline to finish all set up?	The MicroPay deferral ends on the 31 <sup>st</sup> of December. You MUST be reporting in STP2 by the 1 <sup>st</sup> of January or seek your own deferral. Please don't wait until December <a href="https://www.ato.gov.au/general/online-services/businesses/#Onlineservicesforbusiness">https://www.ato.gov.au/general/online-services/businesses/#Onlineservicesforbusiness</a>
where can we find an instruction on how to set up system	<ol style="list-style-type: none"> <li>1. The release notes</li> <li>2. Knowledge Based articles</li> <li>3. Emails and information sent out in the last 12 months</li> <li>4. <a href="https://www.theaccessgroup.com/en-au/payroll/resources/micropay-single-touch-payroll-phase-2-changes/">https://www.theaccessgroup.com/en-au/payroll/resources/micropay-single-touch-payroll-phase-2-changes/</a></li> <li>5. <a href="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/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/</a></li> <li>6. Micropay Consulting and Training courses</li> </ol>