Important STP Reporting Information

Under some conditions employee's gross calculations were not correct when paid with allowances via timesheet. On login to the new version the system will rebalance these employee's STP gross and allow you to send the updated Gross to the ATO.

On login the system will re-calculate the employee STP gross - if the current employee STP gross is different to the re-calculated gross, it will automatically update the STP gross to the correct value and flag the employee for an STP update.
An Excel sheet will open and give you a save location listing the codes of the Employees that have had the STP Gross change.
This will not require any pay or tax adjustments, only employee gross information reported through STP. If any STP updates are required as a result you should submit this to the ATO within 14 days otherwise you may need to notify your employees.

On first login to 12.5018 or later you will receive a message I54001 WorkDESK is about to update your Database.
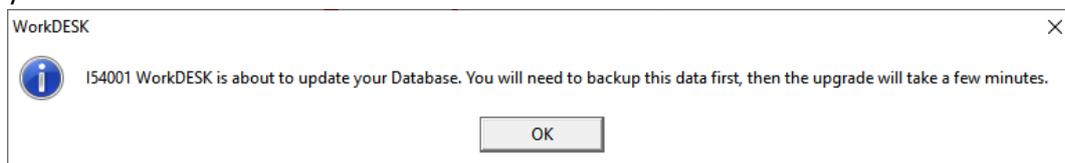
Press OK and perform a backup
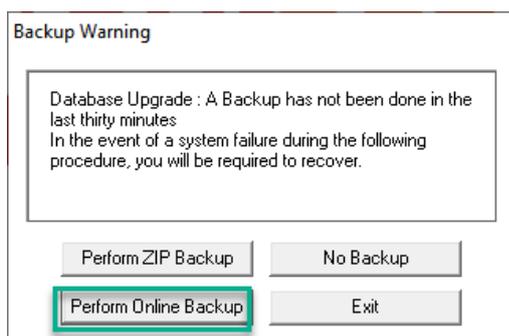
We recommend selecting 'Perform Online backup'.
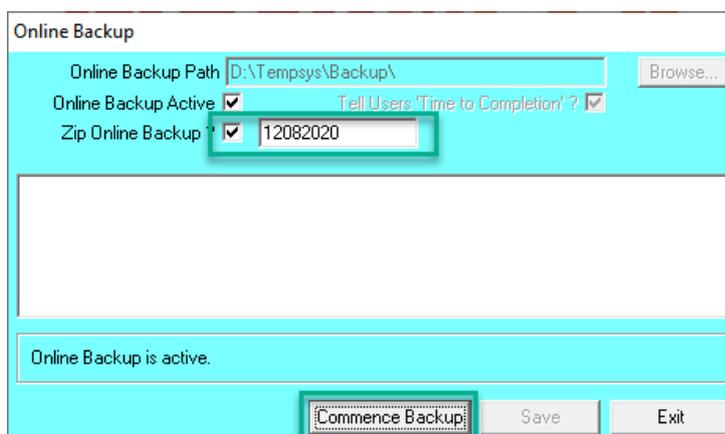
Tick 'Zip Online Backup' and enter in a backup file name. e.g. Todays date.
And press 'Commerce backup'.

WorkDESK ✕

⚠ The list of Employees that had their STP YTD gross values re-calculated is in C:\Users\JohnBurkett\AppData\Roaming\temphome\B\202008180924Gross.csv.

[OK]
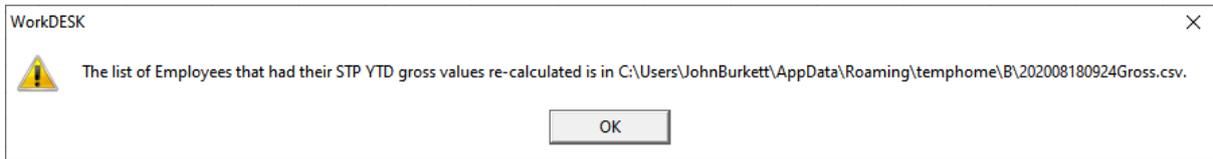
If you have any employees with gross adjustments a message box will appear telling you the location of the file it has saved. This file will also open automatically to display the employees that have been adjusted.

	A	B
1	Employee	
2	ADAMKL	
3	ANDEJE	
4	SMITGJ	
5		

If no message box or spreadsheet appears then you do you need to proceed with the rest of this document.
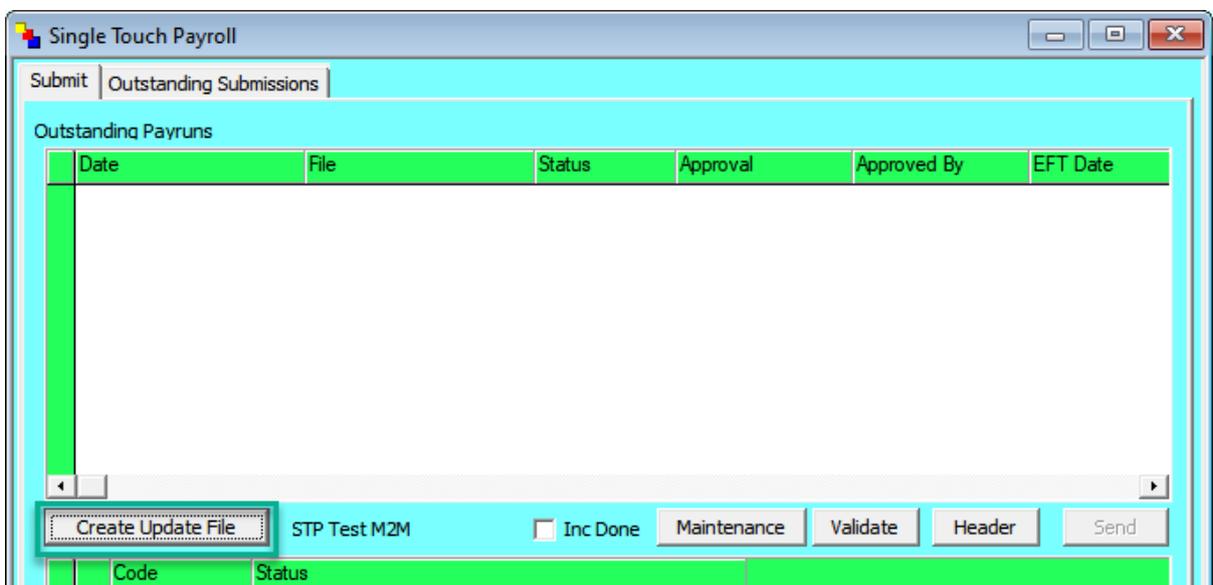
The Update Event/ File is created in Accounting -> Single Touch Payroll -> Create Update File: This will create an STP update file including these employees with their updated Gross figures.
Note this process may also pick up other employees that have had detail changes or adjustments & not been paid. You may choose to not send these additional employees if they are displayed as not being paid in this financial year by going into File -> Employee -> Maintain -> Single Touch Payroll -> Main: untick 'Changed since last upload' and save.

After creating the update file you will be prompted to sign & send the file.

You can confirm the Gross balances/ figures before sending the same way in Reports -> Payroll -> PAYG Payment Report: Export to Excel and Accounting -> Payroll -> Payroll Parameters -> Single Touch Payroll: YTD Detail report.

The software will not prevent you paying employees or processing data before doing this update. If you pay any of these employees before doing this update, then they won't be included in the update as their latest details will be sent during the payrun.

Payrun calculating going forward on this version will calculate the correct STP gross when an employee is paid timesheet allowances and continue to balance throughout the rest of the year.