

WorkDESK

software

The screenshot displays the WorkDESK software interface, which is a recruitment management system. The main window is titled 'AdminDESK XYZ Recruitment' and features a menu bar with options like File, Search, Activity, Documents, Accounting, View, Reports, System, Window, and Help. The interface is divided into several panes:

- Work Roster (1/1):** A calendar view for the month of April 2005, showing job assignments for various clients. It includes a 'Refresh' button and a 'Cons. Client (*)' dropdown.
- My Candidates (100):** A list of candidate profiles with columns for Name, Phone, Email, and other details. It also has a 'Refresh' button and a 'Cons. Client (*)' dropdown.
- My Clients (11):** A list of client profiles with columns for Name, Phone, Address, and other details. It includes a 'Refresh' button and a 'Cons. Client (*)' dropdown.
- My Job Orders (1/1):** A list of job orders with columns for Job, Client, Date, and other details. It includes a 'Refresh' button and a 'Cons. Client (*)' dropdown.

The interface is designed for efficient management of recruitment processes, including candidate tracking, client management, and job order handling.

October 2020
Tax Table Update

WorkDESK

October 2020 Tax Tables

YOU REQUIRE SOFTWARE VERSION 12.5020+ or HIGHER TO
IMPORT OCTOBER 2020 TAX TABLES.

**IF YOU DO NOT HAVE A CURRENT SOFTWARE SUBSCRIPTION YOU
WILL NOT BE GRANTED ACCESS TO CRITICAL UPDATES.**

Document Version 20/001
Updated 13 October 2020

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October 2020 Tax Table Update

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October 2020 Tax Table Update – Introduction

INTRODUCTION

These notes are designed to assist you in importing or entering October 2020 Tax Table changes. This is a similar process when importing tax tables that would occurring during June 30.

These Tax Tables will apply to payments made on and after from 13 October 2020. You should install 12.5020 and import these tax tables before making payments on or after this date.

As the changes to withholding are made part way through the income year, employers who are unable to immediately import or enter in these changes will have until 16 November 2020 to do so. However we recommend you do this procedure immediately to ensure your employees benefit sooner from the tax cuts.

If you unable to upgrade and import these tax tables immediately any 'over-withholding' that occurred prior to the you importing the tax tables will be included in the tax assessment of the employee at the end of the income year.

WorkDESK

October 2020 Tax Table Update

Update Tax Tables

Tables that have changed for October 2020-2021:

Schedule 1 - Statement of formulas for calculating amounts to be withheld (NAT 1004)

Schedule 8 – Statement of formulas for calculating study and training support loans components (NAT 3539)

Schedule 9 – Tax table for seniors and pensioners (NAT 4466), and

Schedule 15 – Tax table for working holiday makers (NAT 75331).

The updated tax tables will be published at ato.gov.au/taxtables External link on 13 October 2020.

Prior to running any pays from 13th of October 2020 onward you must install 12.5020 and import/change the Tax Tables in WorkDESK. If you pay Employees in more than one Group, you must update the Tax Tables in each Group.

Commencing on Page 7 are the commonly used WorkDESK Tax Tables.

ATO NAT Tax Table numbers

Set out for reference purposes is the list of ATO NAT numbers and corresponding Table Description. Full details of each of these can be obtained from the ATO Web Site if required. Please consult WorkDESK Support if you need to manually add any additional Tax Tables.

Table number	Purpose
NAT 1004	Statement of formulas for calculating amounts to be withheld – this is the normal tax table
NAT 1005	Weekly Tax Table – shows amount of tax for earnings from \$1 to \$3275
NAT 1006	Fortnightly tax table
NAT 1008	Weekly tax table with no and half Medicare levy
NAT 1010	Medicare levy adjustment weekly tax table
NAT 1011	Medicare levy adjustment fortnightly tax table
NAT 1013	Tax table for individuals employed in the horticultural or shearing industry
NAT 1023	Tax table for actors, variety artists and other entertainers
NAT 1024	Tax table for daily and casual workers
NAT 2173	Higher Education Loan Program weekly tax table
NAT 2185	Higher Education Loan Program fortnightly tax table
NAT 2335	Statement of formulas for calculating Higher Education Loan Program (HELP) component
NAT 3305	Statement of formulas for calculating Student Financial Supplement Scheme (SFSS) component
NAT 3306	Student Financial Supplement Scheme weekly tax table
NAT 3307	Student Financial Supplement Scheme fortnightly tax table
NAT 3348	Tax table for back payments, commissions, bonuses and similar payments
NAT 3350	Tax table for annuities
NAT 3351	Tax table for unused leave payments on termination of employment
NAT 3539	Calculating Higher Education Loan Program in conjunction with Student Financial Supplement Scheme
NAT 4466	Tax table for seniors and pensioners
NAT 7288	Tax table for Joint Petroleum Development Area
Nat 70981	Tax table for superannuation lump sums
Nat 70982	Tax table for superannuation income streams

NAT 1004 and the corresponding STSL tables are the only items automatically built into the current WorkDESK environment. Tables that Users may need to become familiar with would be

- NAT 3348 – backpayments commissions etc
- NAT 3351 – Unused leave on Termination

There is no programming in WorkDESK to support NAT 3348 or NAT 3351. When required you will manually calculate the required tax and enter the tax value to apply in the allowance tax field.

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TAXTABLE.csv

Providing you have not changed any of the tables from WorkDESK 'standard Table Numbers' you may use the 'TAXTABLE.csv' import file to update the WorkDESK Tax Tables.

These tax tables are included in the 12.5020+ upgrade installation.

You should install 12.5020 first before proceeding. Version can be checked in WorkDESK under Help -> About WorkDESK in the top right 'Compile No'.

Note the field on each table: 'Do not add .99 to Gross'. If you manually enter the tables, make sure you select this correctly.

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Scale 1: Where tax free threshold NOT claimed in TFN declaration

Weekly Earnings (X) Less Than \$	A \$	B \$
88	0.1900	0.1900
371	0.2348	3.9639
515	0.2190	-1.9003
932	0.3477	64.4297
1957	0.3450	61.9132
3111	0.3900	150.0093
999999	0.4700	398.9324

Scale 2: Where payee eligible to receive leave loading and has claimed tax free threshold

Weekly Earnings (X) Less Than \$	A \$	B \$
359	0.0000	0.0000
438	0.1900	68.3462
548	0.2900	112.1942
721	0.2100	68.3465
865	0.2190	74.8369
1282	0.3477	186.2119
2307	0.3450	182.7504
3461	0.3900	286.5965
999999	0.4700	563.5196

Scale 3: Foreign residents

Weekly Earnings (X) Less Than \$	A \$	B \$
2307	0.3250	0.3250
3461	0.3700	103.8462
999999	0.4500	380.7692

Scale 4: Where tax file number not provided by resident payee

NOTE 1

Weekly Earnings (X) Less Than \$	A \$	B \$
999999	0.4700	0

Scale 5: Where tax file number not provided by foreign resident payee

SEE NOTE 1

Weekly Earnings (X) Less Than \$	A \$	B \$
999999	0.4500	0

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October 2020 Tax Table Update

Scale 6: Payee claimed FULL exemption from Medicare levy in Medicare Levy Variation Declaration

Weekly Earnings (X) Less Than \$	A \$	B \$
359	0.0000	0.0000
721	0.1900	68.3462
865	0.1990	74.8365
1282	0.3277	186.2115
2307	0.3250	182.7500
3461	0.3700	286.5962
999999	0.4500	563.5192

Scale 7: Payee claimed HALF exemption from Medicare levy in Medicare Levy Variation Declaration

Weekly Earnings (X) Less Than \$	A \$	B \$
359	0.0000	0.0000
721	0.1900	68.3462
739	0.1990	74.8365
865	0.2490	111.8308
924	0.3777	223.2058
1282	0.3377	186.2119
2307	0.3350	182.7504
3461	0.3800	286.5965
999999	0.4600	563.5196

Scale 15: Working Holiday Maker (Backpacker tax)

To use this tax rate you must be pre-registered with the ATO. After you have registered you may activate the use of this table in Payroll Parameters – Pay Advices screen – **Working Holiday Registered**

Weekly Earnings (X) Less Than \$	A \$	B \$
45001	0.1500	0.0000
120001	0.3250	0.0000
180001	0.3700	0.0000
999999	0.4500	0.0000

Please note that you must use Scale 15 for this class of employee.

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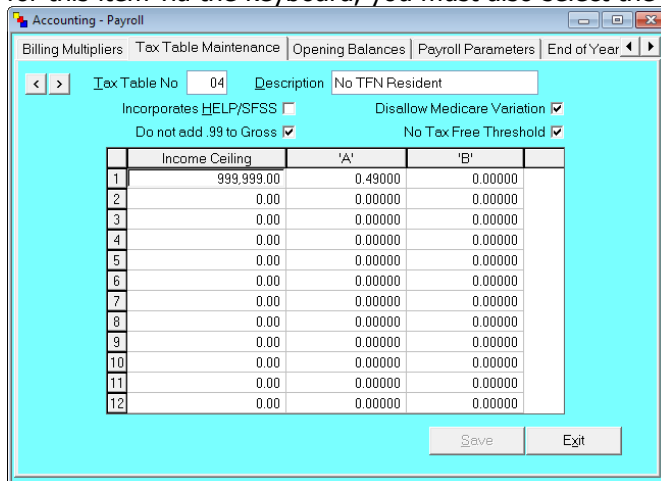
STSL

STSL is entered into WorkDESK Tax Table 99. Do not select the check box "Incorporates STSL" on the Tax Table Maintenance Screen.

Weekly Earnings (X) Less Than \$	A \$	B \$
896	0	0
1035	0.0100	0
1097	0.0200	0
1163	0.0250	0
1232	0.0300	0
1306	0.0350	0
1385	0.0400	0
1468	0.0450	0
1556	0.0500	0
1649	0.0550	0
1748	0.0600	0
1853	0.0650	0
1965	0.0700	0
2082	0.0750	0
2205	0.0800	0
2340	0.0850	0
2480	0.0900	0
2629	0.0950	0
99999999	0.1000	0

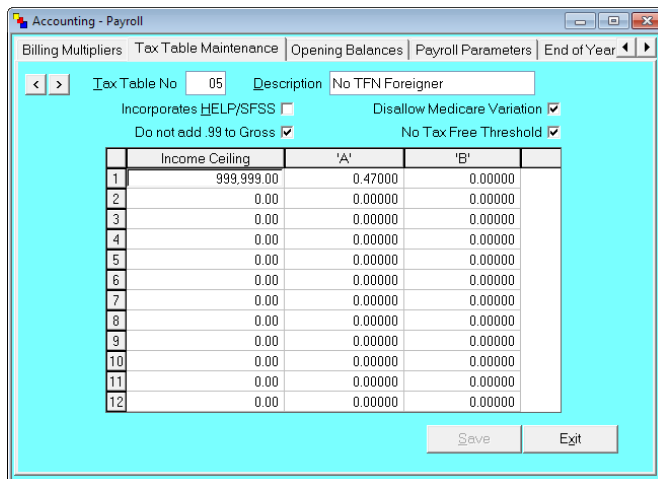
NOTE 1

WorkDESK Tax Tables '04' and '05' have an additional parameter. When you enter the Tax Tables for this item via the keyboard, you must also select the field 'Do not add .99 to Gross':



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October 2020 Tax Table Update



Senior Australians

If you are required to withhold from 'Senior Australians' please contact WorkDESK Support for instructions, and for the details of the Withholding Tables.

Updating using Autofile Load

- If you use this facility, you must not have modified the meaning of any of the tables - discuss with Support if you have any doubts.
- Table changes must be made to every Group/Company database in your system
- After installing the file, **you are required** to manually compare the tables printed here to those that appear in WorkDESK (see Accounting → Payroll → Tax Table Maintenance)
- New tables must be used for any pay after 13th October 2020. You must be using WorkDESK Version **12.5020** or greater.
- TAXTABLE.CSV is included in the **12.5020+** upgrade installation. If a newer version of the file is required a separate notice would be emailed to all users including an updated version of these notes.
- Have all Users logout and take a backup
- Select System → System Control → Automatic File Loading and select "Tax Table Maintenance". Leave all other items not selected and click Install.
- You must now check all tables to those printed on page 7. When satisfied that all tables are correct, backup again and allow all Users to login.
- Repeat the previous 2 steps for all active groups (you should not need to re-download the file).
- **Do not open the file in Microsoft Excel – this will corrupt the file.**

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Entering Medicare Variations

Employees who claim Medicare Variation require you to specify the Employee Tax Scale the Employee is taxed under in two places:

- In the main body of the Taxation screen (File → Employee → Maintain → Taxation). This number corresponds to how you have set up your Tax Tables in WorkDESK.
- In the Medicare variation section. Enter one of corresponding values from Tax Scale 2 or 7 from the following table:

WorkDESK Tax Scale	Medicare Variation Scale
2	2
7	6

Medicare Variation Scale Descriptions:

- 2 = Has claimed tax-free threshold
- 6 = Payee claimed Half Exemption from Medicare levy in Medicare levy variation declaration
- 7 = Payee claimed the FULL exemption from Medicare levy

Employee -- ABBANN

View Maintain Add Enter/Alter Timesheets Enter/Alter

Main Other Taxation

Employee ABBANN Ms ANNE ABBOTT

TFN Dec Received? Yes

Tax Scale 02

Accumulated HELP Debt? Yes

Student Financial Supplement Scheme? Yes

Dependant Rebate 0

Tax Deduction Period Weekly

Increased Tax Withholding? No

Percent/Amount 0.00

Salary Sacrifice? No

Sacrifice % / Amount 0.00

Child Support Amount 0.00

Child Support Section 72A? No

Medicare Variation Scale 0

Spouse Claimed? No

Number of Children 0

Remote Areas

Tax Zone

Zone

Allowance Amount 0.00

Save Exit

Tax Scale - this must be one of 2 or 7

If claiming Medicare Variation this scale number will be 2 or 6

Tax Scale and Medicare Variation options are shown above.

Help

Help...

WHEN YOU NEED TO MAKE A SUPPORT CALL

SUPPORT CALLS MUST BE PLACED WITH THE WorkDESK SUPPORT REGISTRATION LINE **1300 783 677**. When leaving a message, ALWAYS INCLUDE BRIEF DETAILS OF YOUR PROBLEM, even if you have also sent details of your problem by email.

WorkDESK
1300 783 677

support@workdesk.com.au