

# 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 sections:

- Work Roster (1/1):** A calendar view for the month of April 2005, showing candidate availability and assignments for various roles. It includes filters for 'All', 'Cons', and 'Client (\*)'.
- My Candidates (100):** A list of candidate profiles with columns for Name, Phone, Email, and other details. It includes a search bar and filters for 'All', 'Sub', and 'Flower'.
- My Clients (11):** A list of client profiles with columns for Name, Phone, Address, and other details. It includes a search bar and filters for 'All', 'Work', and 'Unwork'.
- My Job Orders (18):** A list of job orders with columns for Job, Client, Date, and other details. It includes a search bar and filters for 'All', 'Active Only', 'Start Date', and 'Fresh Date'.

The interface also includes various status indicators, such as 'Working', 'Available', and 'Unavailable', and a 'Refresh' button for each section. The bottom of the screen shows a Windows taskbar with the 'start' button and the 'AdminDESK XYZ R...' application icon.

End of Year  
PAYG Summary Print - 2024

# WorkDESK

## End of Year Notes Payroll

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YOU REQUIRE SOFTWARE VERSION 12.5109+ or HIGHER TO SUBMIT YOUR STP FINAL SUBMISSION FOR 2024 AND TO CARRY OUT END OF YEAR PROCEDURES FOR 2024.

CHECK THE WORKDESK WEBSITE FOR THE LATEST SOFTWARE UPDATES BEFORE CARRYING OUT ANY END OF YEAR PROCEDURES (INCLUDING PAYG SUMMARY PRINTING, CLIENT END OF PERIOD, ETC).

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

Document Version 24/001  
Updated 3 June 2024

# WorkDESK

## End of Year Notes Payroll

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## End of Year Notes Payroll – Employee setup

### INTRODUCTION

These notes are designed to assist you in printing PAYG Summaries only. Use the following manuals for the rest of the End of Year Procedures.

- End of Year 2024 – Payroll
- End of Year 2024 – Accounting

Both documents must be read in their entirety by at least one person in your company. Please distribute these documents to relevant staff members as required.

**This document is only required reading if you are not using Single Touch Payroll.**

### Employee setup

The following pages have been provided to assist with quality control of your Employee information. The ATO is very particular in their requirements for names and address that appear not only on the Payment Summary but also as they appear in the Annual Report, commonly known as the EMPDUPE file.

#### Payment Summary Types

The ATO requires one of two Payment Summary types printed for Employees:

- Individual Non-Business for Permanent Staff (DINB)
- Business and Personal Services Income for Casuals and Sub Contractors with Voluntary Withholding (DLVP)

WorkDESK is approved for printing these Payment Summary types and preparation of the PAYG Withholding Payment Summary Annual Report.

As in the past, the DINB type has provision for Allowance/Deduction printing (where applicable) and the DLVP is required where the employee is a Casual who has worked for your Clients (the ATO does not provide for printing Allowances/Deductions on this form). With the 'consolidation' of the different types into the DLVP payment summary, there is a new field on the Payment Summary – Payment Type when the Business and Personal Services (DLVP) type is printed.

ANNE-MARIE ABBOTT  
UNIT 123 50 MARIETTA ST  
12-33 MARIETTA  
BUELMBA QLD 4171

delivery by email to: an33@barned.com ABBANN

**PAYG payment summary - business and personal services income**  
Payment summary for year ending 30 June 2022

**NOTICE TO PAYEE**  
If this payment summary shows an amount in the total tax withheld box, you must lodge a tax return. If no tax was withheld, you may still have to lodge a tax return. For more information about this payment summary of lodging your tax return, you can:  
visit [www.ato.gov.au](http://www.ato.gov.au) or phone 13 28 61 between 8.00am and 6.00pm, Monday to Friday.

Period of payment	Day/Month/Year 01/07/2021	to	Day/Month/Year 28/08/2021
Payee's tax file number	151 994 688	TOTAL TAX WITHHELD \$	1282

Payee's ABN  
Gross payments or gross attributed income \$ 6430  
Payment type 001 - Labour Hire  
Reportable employer superannuation contributions \$

Payroll Reports

Employees Timesheets Superannuation Other

Allowance/Deductions Masterlist Print PAYG Payment Summaries List Tax Scale

Start at Employee End at Employee  
Pay Group Signature  
Label Document  
Trading Name  
Contact Person  
Contact Email  
Branch 001 No of Copies 1  
Move Address: Hor 0 Vert 0  
Interim Print?   
Use Business and Personal form for Casuals   
Employee Type All  
Using Business and Personal - Labour Hire

Processing  
TOTAL Certs 0  
Incomplete (\*\*\*) 0  
Total Gross 0  
Total PAYG 0

Print Summaries Cancel

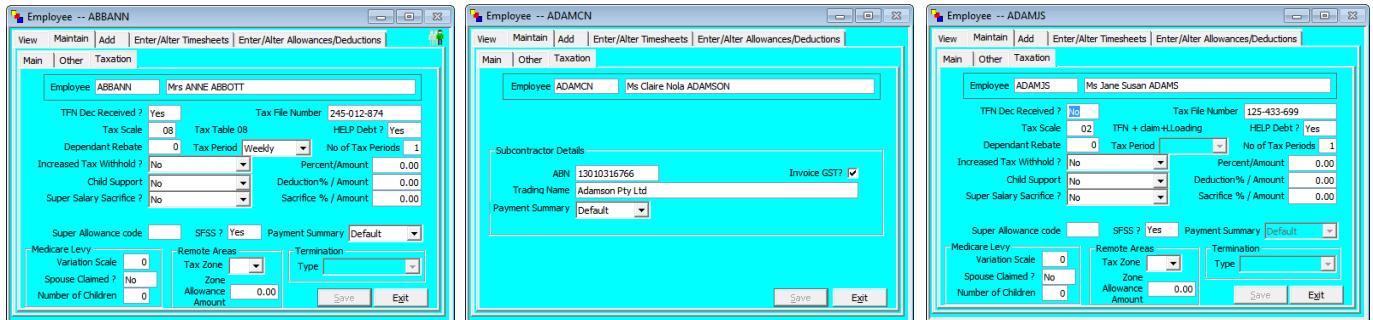
With the change in terminology, the Payment Summary print screen has been modified. To comply with ATO Requirements, you will select "Use Business and Personal form for Casuals".

# WorkDESK

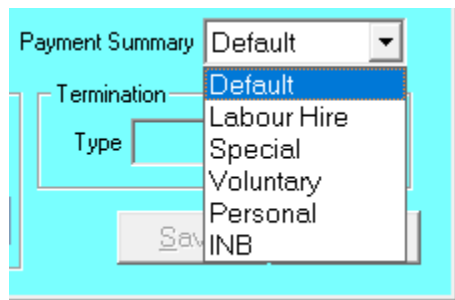
## End of Year Notes Payroll – Employee setup

### Employee Taxation screen

Casual/Subcontractor/Permanent:



Selecting the Payment Summary drop down permits the selection of the specified Payment Summary Type for this Employee:



**Default** – This type cannot be changed for Weekly/Fortnightly/Monthly (Permanent) Employee - the Individual non Business (DINB) form will always print. For Casual Employee, the system will use the DINB form if the Payment Summary Printing screen does not have "Use Business and Personal form for Casuals" selected; if selected it will print on the Business and Personal Services Income (DLVP) payment summary form.

**Labour Hire** – This will force this Employee to print on a DLVP form regardless of the setting "Use Business and Personal form for Casuals" in the Payment Summary Printing screen. **If the Employee is taxed on Scale 15, as a Working Holiday Maker, the system will override this selection and use the Individual Non Business (DINB) form.**

**Special** – This will force this Employee to print on a DLVP form using the Payment Type "002 – Other Specified Payments". WorkDESK does not normally use this form for any Employee however it is provided here for that rare case should you need the override.

**Voluntary** – For a Subcontractor for whom you withheld a voluntary tax withholding using the D990 Deduction code. Unless the Employee record contains a valid ABN (only on the Subcontractor Taxation screen), it is likely this record would not pass the ATO Lodge file Test. It is unlikely you would need to override using this type.

**Personal** – Use this type if the Employee is paid Personal Income Services payments.

**INB** – Use this type if the Employee requires an Individual Non Business Summary type regardless of setting used in the PAYG Summary printing screen.

# WorkDESK

## End of Year Notes Payroll – Employee setup

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### *Tax File Numbers*

Tax File Numbers MUST be entered for each Employee. The EMPDUPE file will not validate if there is a missing TFN in an Employee record.

The ATO requires you to use the following TFN in cases where the Employee has not provided one:

<b>TFN code</b>	<b>Description</b>
000000000	No TFN quoted by the payee – <ul style="list-style-type: none"><li>• the payee has not completed a TFN declaration, or</li><li>• the payee has completed a TFN declaration and chooses not to quote a TFN, or</li><li>• the payee has indicated that they applied or enquired about a TFN with the ATO and failed to provide a TFN within 28 days.</li></ul>
111111111	<p>If a payment summary is prepared for a payee who does not provide a TFN but they indicate on the TFN declaration that they have applied or enquired about a TFN with the ATO , an interim code of 111111111 can be used by the payer.</p> <p>This code would be updated with the payee’s TFN or with the no TFN quoted code [000000000] where the payee fails to provide the TFN to the payer within the 28 day period allowed, under legislation, to obtain and provide the TFN to the payer.</p> <p>The ONLY time that the TFN code 111111111 would be reported to the ATO is when the payee commenced work in mid to late June and had not received notification of the TFN prior to the submission of the report to the ATO.</p>
333333333	<p>Payee under eighteen – where the payee is under eighteen and:</p> <ul style="list-style-type: none"><li>▪ Earns \$350 or less weekly, or</li><li>▪ Earns \$700 or less fortnightly, or</li><li>▪ Earns \$1517 or less monthly.</li></ul> <p>The code 333333333 must be used when claiming an exemption from quoting a TFN.</p> <p>If circumstances change and the payee subsequently earns a level of income that attracts withholding tax, a TFN will be required to be provided at that time.</p>
444444444	<p>Where the payee is a recipient of a social security or service pension or benefit (other than Newstart, sickness allowance, special benefits or partner allowance) an exemption from quoting a TFN may be claimed. In this case the code 444444444 must be used.</p>
987654321	<p>Where a payee has quoted a TFN with alpha characters the code 987654321 must be used in place of the quoted TFN. This code must also be used where the TFN quoted cannot be contained in the TFN field.</p>

# WorkDESK

## End of Year Notes Payroll – Employee setup

### 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

The screenshot shows the 'Employee -- ABBANN' window with the 'Taxation' tab selected. The employee name is 'Ms ANNE ABBOTT'. The 'Tax Scale' field is set to '02'. The 'Medicare Variation Scale' field is set to '0'. A callout box points to the 'Tax Scale' field with the text 'Tax Scale - this must be one of 2 or 7'. Another callout box points to the 'Medicare Variation Scale' field with the text 'If claiming Medicare Variation this scale number will be 2 or 6'.

Tax Scale and Medicare Variation options are shown above.



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## End of Year Notes Payroll – Employee setup

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### *Did you provide Salary Sacrifice during the year?*

In the Software Update shipped at 30<sup>th</sup> June 2010, we included a facility on the Employee → Taxation screen to enter Salary Sacrifice values and methodology. **If you did not use this screen** and you used the negative Allowance to Salary Sacrifice to Superannuation, you will not be able to correctly report on Payment Summaries, the Reportable Employer Superannuation Contributions. Please contact Support – we will have to fix your data well before 30<sup>th</sup> June (don't leave calling until the last minute – and yes, the cost of fixing this is chargeable).

### *Reportable employer superannuation contributions*

Reportable employer superannuation contributions are employer contributions made in a financial year (1 July to 30 June) to a superannuation fund for an employee. They are the portion of the employer contribution that the employee has influenced, for example superannuation contributions made by the employer under the terms of a salary sacrifice agreement. Reportable employer superannuation contributions do not include: super guarantee contributions, contributions mandated by industrial agreements that the employee does not influence, or post tax member contributions.

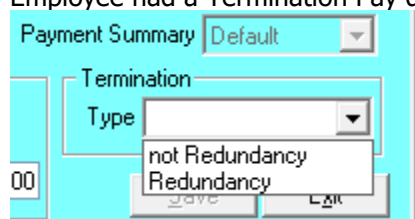
### *Lump sum payment A type*

(Individual Non Business)

If a lump sum payment has been made, the Lump Sum Payment A type field must reflect one of two states:

- **R** – where payment was for a genuine redundancy, invalidity or under an early retirement scheme
- **T** – where payment was not a payment for a genuine redundancy, invalidity or under an early retirement scheme.

On the Employee → Maintain → Taxation Screen, the following field will be enabled if the Employee had a Termination Pay during the year:

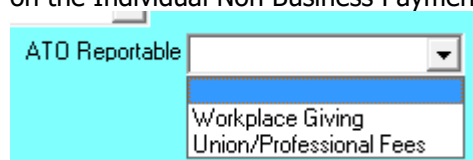


You need to carefully read the section on Termination Pay (see page 48 – ATO Lump Sum Payments) for a full explanation of how to handle this issue.

### *Workplace giving*

(Individual Non Business only)

The total of amounts paid to deductible gift recipients on behalf of the payee. When setting up a Deduction in WorkDESK, you must specify the item is "Workplace giving". Only one deduction code may be specified as Workplace giving. The value deducted year to date will be printed in this field on the Individual Non Business Payment Summary.



# WorkDESK

## End of Year Notes Payroll – Employee setup

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### *Union/professional association fees*

(Individual Non Business only)

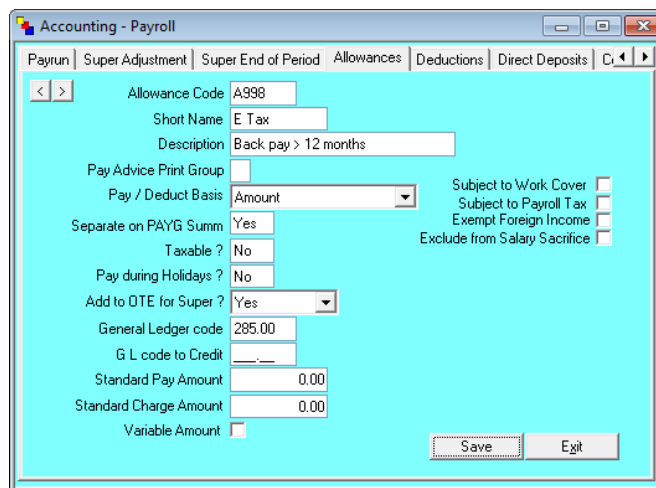
The total of amounts paid to unions or professional associations on behalf of the payee. When setting up a Deduction in WorkDESK, you are able to specify the item is "Union/Professional Fees". Only one deduction code may be specified as Union/Professional Fees. The value deducted year to date will be printed in this field on the Individual Non Business Payment Summary. The field "Separate on PAYG Summ" must also be selected.

### *Allowance code A998 change*

Prior to 2013, this Allowance Code was used to define "Eligible Termination Payments" and printed on the Payment Summary as item **E**. This year, the ATO defines item E as:

The amount at lump sum payment **E** represents the amount for back payment of certain amounts including a payment of salary or wages that accrued more than 12 months ago. This entire amount is taxable but an offset may be available.

To change the description of this Allowance, select Accounting → Payroll → Allowance



You must also make sure this Allowance Code is set in the Accounting → Payroll Parameters → Other screen (see below).

# WorkDESK

## End of Year Notes Payroll – Employee setup

### Employer Exempt from FBT

Identifies that the payer is exempt from paying Fringe Benefits Tax under section 57A of the FBTA 1986.

#### Select if the Employer is:

- A registered public benevolent institution that is endorsed by the Commissioner of Taxation as eligible for exemption from Fringe benefits tax.
- A public hospital.
- A hospital carried on by a society or association that is a rebatable employer.
- A health promotion charity that is endorsed by the Commissioner of Taxation as eligible for exemption from Fringe benefits tax, or
- You provide a public ambulance service.

Otherwise leave blank.

The screenshot shows the 'Accounting - Payroll' window with the 'Payroll Parameters' tab selected. The interface includes various settings for payroll processing. A red box highlights the 'Employer exempt from FBT' checkbox, which is currently unchecked. Other visible options include 'Don't print emailed Pay Summ' (unchecked), 'Cents Rounding Mode' (No Rounding), and several checkboxes for electronic pay file settings and timesheet verification.

### Don't print emailed Payment Summaries

Selecting this flag will suppress the printing of a paper Payment Summary for any Employee where the record has been selected for Email Delivery.

# WorkDESK

## End of Year Notes Payroll – Preparation for 30 June

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### Preparation for 30 June - Overview

- Software version
- Windows Operating System
- Suburb and Post Code validation
- Clean up Employee Names
- Payment Summary test print
- Backup – it is so important
- Company Information
- Employer exempt from FBT flag

By performing the end of year “housekeeping” in a systematic fashion, you will start your new financial year knowing that your accounting records and WorkDESK database are in good order.

The Australian Taxation Office requires you to submit Employee information in a particular format to meet the Electronic Reporting Format for PAYG Payment Summaries – this takes time and you cannot leave it to the last minute to get your data in ‘shape’.

#### *WorkDESK Software Version*

To carry out the various procedures for End of Year processing you must have installed the latest version of WorkDESK. Only one supported version will comply with all requirements – Version 12.5103 or greater. 12.5103 will be published in mid-June (or whenever the ATO publishes the tax rate changes if applicable).

#### *Windows Operating System Version supported*

The current version of WorkDESK will function correctly on the following Microsoft Operating Systems:

Windows Vista Business  
Windows 10 Pro/ Enterprise  
Windows Server 2016  
Windows Server 2016 Essentials

#### *Suburb and Post Code Validation*

The ATO makes provision in the EMPDUPE file for Address line 1, Address line 2, Suburb, State, Post Code. If the Employee Address is not an Australian address there is an additional line for Country. In this case, the Post Code must be 9999.

Make sure you have specified the address line for Suburb and Country (See System → System Control → Maintain System Control File → User Defined Address Prompts to set up.)

**You must specify which address line contains the Suburb of your Candidate/Employee data.** Most Users typically use line 3, but you must specify which line is used in each database that you are printing payment summaries from. If you have Employees with overseas addresses, you must also specify which line has the Country. Failure to do this will result in Payment Summaries that do not conform and your EMPDUPE file will be rejected by the ATO. Your data must be consistent with this rule/setup.

**Save yourself money** should be the topic here! Use the PAYG Payment Summary Report to help you check Address Validations. Last year, Support was required to modify a lot of Users EMPDUPE Files because they would not pass the ATO Lodge File Validation and rejections by the ATO. This repair is charged at standard support rates and can take several support hours to rectify.

# WorkDESK

## End of Year Notes Payroll – Preparation for 30 June

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Print the PAYG Payment Report. Reconcile PAYG Withholding before printing PAYG Payment Summaries. Agree Total of Gross Pay, Allowances and Tax deducted to the PAYG Payment Report. This report will also highlight where an Employee address or commencement/paid to date may require maintenance. Employees flagged on the left of the report with one of the following must be changed:

- \*A\* - address issues
- \*D\* - start date/paid to date issues
- \*P\* - missing post code
- \*T\* - Tax File Number/ABN invalid or missing
- \*Z\* - Invalid Termination Type
- \*F\* - Pay Frequency Prior (this cannot be 'T')
- \*R\* - ATO Reportable flag inconsistent

When you print this report, take the time to resolve any Employee with these flags showing.

### *Overseas Employee addresses*

Put 'Country' in line 5 and specify this in System → System Control → Maintain System Control File → User Defined Address Prompts. **Country MUST be blank for Australian addresses. When printing PAYG Payment Summary, if the Post Code is 9999 the Country field must not be blank.**

### *ATO Reportable Deduction Flag \*R\**

If a Payment Summary printable Deduction Codes exist without selecting from either Workplace Giving or Union/Professional Fees. Examine the PAYG Payment Report for the tag \*R\* indicating this condition. You must maintain the Deduction (Accounting → Payroll → Deduction) and select the correct flag type or change the deduction reportable type to 'No' if it is not required to print on the PAYG Summary.

If you attempt to run the Payment Summary printing with this error condition in the data, Payment Summary Printing will stop and the following message will display: *E30218 There is an inconsistency in a Deduction for EMPLOYEE. The Production of Payment Summaries cannot proceed.*

You will be required to locate the reportable deduction that does not have one of the available ATO specified types.



# WorkDESK

## End of Year Notes Payroll – Preparation for 30 June

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### *Bulk Maintenance*

If you need to re-organise all Candidate/Employee addresses, it is easy to do using a Candidate DESKtop Panel. This should be done after a backup, when you have sole use of the system. If something fails, you can easily recover and get help from Support.

- In a Candidate DESKtop Panel, select All
- Select Address Lines (this will break out the Candidate address into separate lines and have fields for State and Post Code)
- If you need to move the 'Suburb' for multiple Candidates, select the range and then left click and drag the column containing the Suburb and drop it in the correct Suburb Address line.
- If the system detects this will overwrite existing data, you will be asked to confirm you wish to 'overwrite'.
- There is no 'undo' so you must have taken a backup prior to this 'adventurous' step.
- Other tools you can use here (Right Mouse Click to view the Menu) are Replace Highlighted, Upper Case, Upper/Lower Case, Partial Move and Merge Address. If you Right Mouse in a 'State' field you can also select 'Change State'.

### *Payment Summary Test Print*

We recommend you do a test print from the computer screen you will use for the End of Year, to the Printer you will use. A Test Print select field has been added to assist with this process. Printed Payment Summaries are labelled as test print to avoid confusion with 'real' documents.

Different printer driver versions can give different results. If you experience alignment issues you must update your printer drivers to the latest version before calling WorkDESK Support.

Don't forget to answer 'No' to the Printing OK question (if you don't use the Test Print option) otherwise the system will produce an EMPDUPE file. We also recommend you remove the selection 'Interim Print' for the trial print (Interim Print will only print Payment Summaries for Terminated Employees).

# WorkDESK

## End of Year Notes Payroll – Preparation for 30 June

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### *Payment Summary Printing Page Adjustment*

The ability to move the address printing around on the zfold Payment Summary has been included. The ATO zfold layout is the only layout provided. Print alignment has been prepared using Microsoft Windows 7 as the benchmark. The default Horizontal and Vertical values of zero will correctly place the Employee Address inside a Standard Australia Post DL Window Faced envelope.

The position may vary from one printer/OS combination to another, use the HOR/VERT adjustments:

- HOR – Negative values move to the left of the origin in 10<sup>th</sup> of an inch increments
- HOR – Positive values move to the right of the origin in 10<sup>th</sup> of an inch increments
- VERT – Negative values move towards the top of the page in 10<sup>th</sup> of an inch increments
- VERT – Positive values move down the page in 10<sup>th</sup> of an inch increments

The screenshot shows the 'Payroll Reports' window with the 'Print PAYG Payment Summaries' dialog box open. The dialog has several sections:

- Employee Selection:** 'Start at Employee' and 'End at Employee' text boxes.
- General Info:** 'Pay Group' and 'Signature' text boxes.
- Printing Options:** 'Label Document' and 'Trading Name' text boxes; 'TEST Print only?' , 'TEST File only?' , and 'AMENDED only?'  checkboxes.
- Processing Summary:** A table with the following data:

Processing	
TOTAL Certs	0
Incomplete (****)	0
Total Gross	0
Total PAYG	0
- Address Adjustment:** 'Branch' (001), 'No of Copies' (1), 'Move Address: Hor' (0), 'Vert' (0), and 'Interim Print?'  checkbox.
- Employee Type:** 'Use Business and Personal form for Casuals'  checkbox and 'Employee Type' (All) dropdown.
- Footer:** 'Using Business and Personal - Labour Hire' text and 'Print Summaries' and 'Cancel' buttons.

# WorkDESK

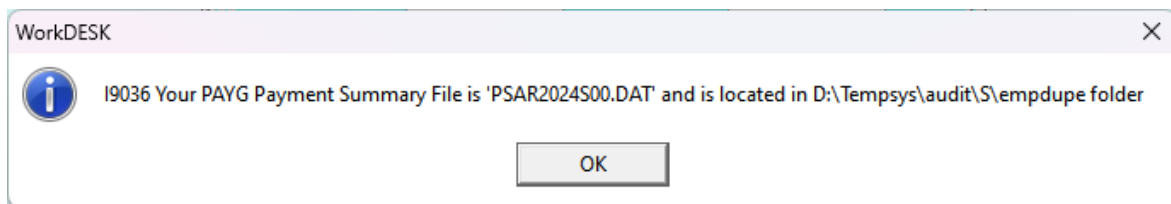
## End of Year Notes Payroll – Preparation for 30 June

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### *Test PSAR/EMPDUPE File*

The ability to create a Test PSAR/EMPDUPE file has been added. After you have edited all the address errors etc highlighted by the PAYG Payment Report (see above) you can generate a test PSAR/EMPDUPE file that can be run through the ATO Lodge File test facility on the ATO Business Portal.

When you fill in all the correct detail on the Print PAYG Payment Summaries screen and select 'TEST File only?' the system will place the file in the tempsys\audit\X folder where X is the Group Prefix letter. Production PSAR/EMPDUPE files are placed in the tempsys\audit\X\Empdupe folder so that you cannot confuse the test from 'real' files. The name of the file generated also includes the letters TST as part of the file name. The location of the test file is displayed at the end of the run:



### *The importance of Backup*

YOU MUST BE VERY, VERY SECURITY conscious over the end of year period. BACKUP regularly during your End of Year processing cycle. If you are going to have a problem it is most likely to occur when you are processing and deleting large volumes of data, as at Year End.

Please don't stress yourself by forgetting to backup prior to each crucial step. End of Year processing is a time when something is more likely to 'go wrong' particularly if database processing was interrupted at any stage during the year, by any event, and a recovery was not done (and the crash was cleared leaving corrupted data in the files).

All data repairs are chargeable items so give yourself a fighting chance by minimising the re-work you will have to do after Support asks you to "please recover to your last backup".

# WorkDESK

## End of Year Notes Payroll – Preparation for 30 June

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### Company Information

Make sure that you have properly set up your Company Information – this information is provided to the ATO in the PSAR file and is mandatory - (see System ⇒ System Control ⇒ Maintain System Control File ⇒ Company Information).

The screenshot shows a software window titled "System - System Control" with a menu bar containing "Printer Configuration", "Groups", "Maintain System Control File", "Automatic File Loading", and "PD...". Below the menu bar is a tabbed interface with "Vacancy Types", "Employee Job Classification", "Company Information" (selected), and "Remittance Addr...". The "Company Information" tab contains the following fields and values:

- ABN Number: 13010316766
- Registration Type: Pty Ltd company
- Fax Number: 07 3377 3636
- Phone Number: 07 3377 3677
- Address 1: 27/10 Benson Street
- Address 2: (empty)
- Suburb: TOOWONG
- State/Territory: QLD
- Post Code: 4066
- Mail Server Address: 192.168.0.1
- Port: 25
- SSL Port: 0
- SMTP Username: (empty)
- SMTP Pwd: (empty)
- Use Outlook for Pay Advices / Invoices:
- Use Office365:
- Text Message Password: (empty)
- Modem:
- Text Message Prefix: 61
- Prepaid Remaining: 24

At the bottom of the form are three buttons: "TEST Mail Server", "Save", and "Exit".

When filling in this screen, the ATO requires the following:

The suburb/town/city, state/territory and postcode must be supplied in the separate fields and must not be included in the first or second address line fields.

- The State or Territory field contains the state or territory for the address. The field must be set to one of the codes shown below:
  - ACT Australian Capital Territory
  - NSW New South Wales
  - NT Northern Territory
  - QLD Queensland
  - SA South Australia
  - VIC Victoria
  - WA Western Australia
  - TAS Tasmania
- For overseas addresses the field must be set to **OTH**. No other abbreviation is acceptable.
- Note that telephone numbers must include the area code as shown – do not bracket the STD area code.

After you have taken care of all the set up steps above, you can now print any Interim PAYG Payment Summaries. Interim printing will print only those Employees where the Pay Frequency is 'Terminated'. When the Payment Summaries have printed, please make sure the printed documents are correct, then answer 'Yes' to the Printing OK? prompt. At this time, the system will flag all the Terminated Employees as 'Printed Summary', and the system will generate a PSAR file. This file must be submitted to the ATO with any other PSAR/EMPDUPE files created at 30<sup>th</sup> June.

# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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### After last Payrun - Overview

- Reconcile Accounts
- Terminate Employees not continuing
- Print Reports
- End of Year Statutory Backup
- Print Payment Summaries
- Verify PSAR/EMPDUPE files
- Superannuation Reporting and Superannuation End of Period
- Payroll End of Year process
- Change Tax Tables (as required)
- Change Superannuation ceiling on each Super Fund
- Filing Annual Report

### *After last Payrun for the year*

You have (at most) a week between your last Payrun and when you need to perform your next (and first for the new Tax Year). During this time you must complete all the tasks for 'Payroll End of Year'.

It is not a long time, and there are many steps. With advance preparation it can be done.

### *Creating a Backup Company*

If you are not going to complete all steps up to and including Payroll End of Year prior to the time you must complete your first Payrun in the new year, speak to Support and ask them to assist you in creating a duplicate company.

This is a full backup of the current database that can be selected from the login screen. In the original database you will do Super End of Period and Payroll End of Year without waiting for the Payment Summary printing to be completed. You will use the duplicate company to print Payment Summaries. Please note, we expect you to have completed ALL data entry in the main company prior to 'cloning' otherwise the Payroll History will not include your last minute changes you might make in the clone copy.

Please note that flagging Employees for deletion will require the flagging to be done **after** the cloning of the database, and change the flag only in the original database. In this instance, in the original database, you must flag the Employees you want removed as "Printed Summary". Take care!! Don't change an Employee to Printed Summary in the copy company as the system will not print a Payment Summary for any person thus flagged. Please discuss this with Support if you are going to use a backup company for printing and you are not sure of the steps.

We don't document the cloning steps here because there are too many variables and we want to protect you from fatal mistakes.



# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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**Remember, you cannot pay any Employee after 30<sup>th</sup> June until after you have completed Payroll End of Year.**

After the duplicate company is created, you will perform the following steps in the **original company database**:

- Terminate Employees not continuing using 'Printed Summary'
- Superannuation Reporting and Superannuation End of Period
- Payroll End of Year process
- Change Tax Tables (as required)
- Change Superannuation ceiling on each Super Fund if not completed as part of Payroll End of Year
- Continue with the normal processes of weekly payroll

You will use the duplicate company to:

- Reconcile Accounts
- Print Reports
- End of Year Statutory Backup
- Print Payment Summaries
- Verify PSAR/EMPDUPE files

**A Rounding Issue:** The ATO requires the printing and reporting of PAYG in Dollars – NO CENTS. If you have taxed any Employee an amount in cents, you must decide how you will treat this as part of your reconciliation.

### *Correct Allowance Definitions*

Print the Allowance/Deduction Masterlist (see Reports ⇒ Payroll ⇒ Other ⇒ Allowance/Deductions Masterlist), and review the setup of each allowance. Carefully examine any Allowance which is "Taxable" and "Separate on PAYG Summ" and determine the settings are correct for the payment circumstances.

### *A070 Termination Pay*

Any amount paid to an Employee as part of an A070 Termination Allowance will print on the PAYG Payment Summary as item 'A'. Under the Taxation Act, payments at item 'A' are very specific and you must satisfy yourself that this payment amount is being correctly reported in each case.

See 'Lump sum payments on termination of employment' below. Calculating Tax on the lump sum is complicated and documented in ATO document NAT 3351. You must perform a manual calculation and adjust the tax using A060 at the time of the employee's final pay.

# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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### *Lump sum payments on termination of employment*

Values that are printed at A, B, D or E are not to be included in the Gross Payment field on the DINB Payment Summary.

"The amount at lump sum **A** represents the amount paid for:

- unused long service leave that accrued after 15 August 1978 but before 18 August 1993; or
- unused annual leave and other related leave that accrued before 18 August 1993; or unused long service leave accrued after 17 August 1993 or unused annual leave or related leave, where the amount was paid in connection with a payment that includes, or consists of a genuine redundancy payment, an early retirement scheme payment or the invalidity segment of an employment termination payment or superannuation benefit.
  - If the amount is reported at lump sum payment then the lump sum payment A *type* field must be reported.
  - Tax on the lump sum is limited to a maximum of 30% plus the applicable Medicare levy.

The amount at lump sum **B** represents the amount paid for unused long service leave that accrued before 16 August 1978. Only 5% of this amount is taxable at the employees marginal rate.

The amount at lump sum **D** represents the amount of genuine redundancy payment or early retirement scheme payment below the tax-free threshold. This amount is not taxable and should not be included on the individual's income tax return.

The amount at lump sum **E** represents the amount for back payment that accrued more than 12 months ago. This entire amount is taxable but an offset may be available.

Further information can be found in ATO Bulletins/Fact sheets on employment termination payments that are available from the ATO website (<https://www.ato.gov.au/>).

WorkDESK has no mechanism to detect that you may have paid an Employee a Lump Sum Payment that is a back payment that accrued more than 12 months ago. Reading the above statement from the ATO, this should appear at item E on an Individual Non Business payment summary. To effect this, you would need to use the Allowance A998 and transfer the value of the back payment from Gross to the Allowance using Accounting → Payroll → Opening Balances screen. Ask Support for assistance if required.

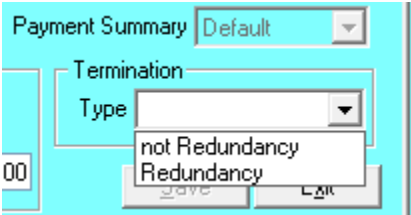
If amounts paid via A070 do not satisfy the above rules you may need to adjust the Employee's data before you print PAYG Payment Summaries. We recommend you discuss the issue with the ATO or your Tax Advisor.

If a "Termination Pay" should not be reported (based on the ATO 'rules') as lump sum A, B, D or E, the value of Termination Pay will have to be added in to Employee Gross Pay using the Opening Balance screen and zero in the Termination Pay field.

Permanent Staff that had a valid A070 Termination Pay type **A** have an extra Flag on the Taxation Screen. Select **Redundancy** where the payment was for a genuine redundancy, invalidity or under an early retirement scheme; otherwise select **not Redundancy** (this is the default if you don't make a selection in the Employee → Maintain → Taxation screen).

# WorkDESK

## End of Year Notes Payroll – First Payrun checks



To have a value printed at item 'B' on a DINB Payment Summary, you must have entered the number of hours in the Long Service Leave entitlements screen of Employee Opening Balances, prior to printing the Payment Summary. The system will calculate the value at item B as the product of hours and Hourly Pay Rate.

In the event that you have Terminated Employees within the guidelines for 'D' or 'E' Termination, you will need to have entered the relevant Allowance codes for 'D' or 'E' (see Accounting ⇒ Payroll ⇒ Payroll Parameters ⇒ Other), **however**, as WorkDESK does not automatically pass the termination pay for those types into the Allowance Totals you will need to do this manually, before printing the Payment Summaries.

### What is in A070 Termination Pay Paid

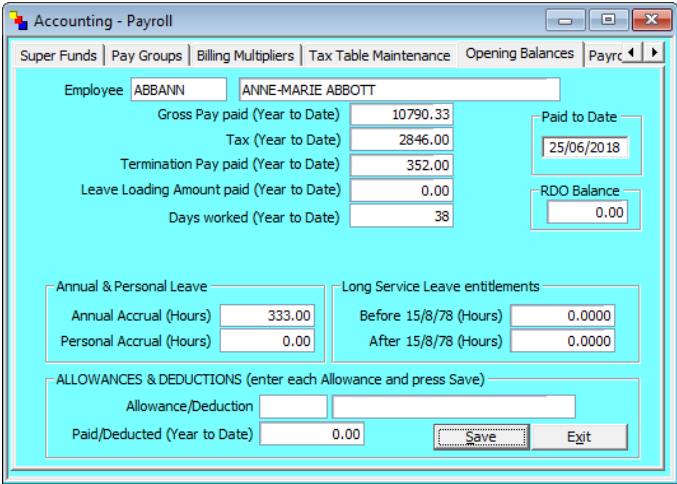
When creating the final payment for a Permanent Employee, WorkDESK totals all amounts other than basic pay and shows it separately on the Payroll History Ledger under the heading "Term Pay".

### Termination Pay should have been zero?

The amount reported in the Termination Pay paid field on an Employee record in Accounting → Payroll → Opening Balance screen (printed at item 'A' on the Individual Non Business Payment Summary [DINB]) has not been included in the Gross Pay.

If you should have paid the Termination amount as standard pay (to satisfy the ATO rules for Termination Pay reporting) select Accounting ⇒ Payroll ⇒ Opening Balances, enter the Employee code and add the value shown as Termination pay to Gross Pay, then set the Termination pay to 0.00.

Please take a WorkDESK Backup prior to this process if manipulating these totals, and independently record the before and after changes for audit purposes.



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## End of Year Notes Payroll – First Payrun checks

In the above example you would change the Gross Pay from 14734.00 to 15086.00 and set Termination Pay paid to 0.00.

WorkDESK will print an amount at item 'B' if you terminated an Employee using A070 and the Employee had an amount of Long Service Leave entitlements in the "Before 15/8/78" field, prior to the final termination pay. To enter these amounts use the Employee Opening Balance screen.

### *Other Lump sum payments on termination, FBT, CDEP setup*

In the event that you need to report 'FBT' or 'CDEP' payments, see ATO instruction book for calculation details.

When you add these codes make sure that they are set up with "Separate on PAYG Summ" set to Yes, otherwise they will not print on the PAYG Payment Summary. Please examine the ATO notes and establish the correct amounts for reporting and the correct location on the PAYG Summary. (In some cases, it will be easier to prepare a manual Summary).

Use the Employee Opening Balance screen (Accounting ⇒ Payroll ⇒ Opening Balances) to enter amounts for FBT reporting purposes. Enter the Employee code and tab through the screen to the Save Button. The focus then moves to the Allowance & Deductions section of the screen allowing you to enter the FBT Allowance Code and amount.

PAYG 'D' code	A999	Redundancy Non Tax
PAYG 'E' code	A998	Back pay > 12 months
PAYG FBT code	A997	FBT
PAYG CDEP code	A996	CDEP

(Note 'FBT' is Fringe Benefits Tax and 'CDEP' is Community Development Employment Project).

Allowance Codes A996 – A999 are never used during Payrun – they are defined for PAYG reporting only. These codes must already be defined in Accounting ⇒ Payroll ⇒ Allowances before you can enter the codes in the screen above. (When setting up these codes, the field 'Separate on PAYG Summ' must be set to 'Yes' to print on the Payment Summary. Taxable, Pay during Holidays and Superannuation will be set to 'No'.)

### *Entering FBT/CDEP Allowance amounts*

Use the Employee Opening Balance screen (Accounting ⇒ Payroll ⇒ Opening Balances) to enter amounts for FBT (or CDEP) reporting purposes. Enter the Employee code and tab through the

# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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screen to the Save Button. The focus then moves to the Allowance & Deductions section of the screen allowing you to enter the code and amount.

You should not amend Gross Pay, Tax or Termination Pay (unless your intention is to alter the totals) – no audit trail is kept of your changes and the amounts will not reconcile to the Payroll History Ledger.

The screenshot shows the 'Accounting - Payroll' window with the following data:

Field	Value
Employee	ABBANN ANNE-MARIE ABBOTT
Gross Pay paid (Year to Date)	10790.33
Tax (Year to Date)	2846.00
Termination Pay paid (Year to Date)	352.00
Leave Loading Amount paid (Year to Date)	0.00
Days worked (Year to Date)	38
Paid to Date	25/06/2018
RDO Balance	0.00
Annual Accrual (Hours)	0.00
Personal Accrual (Hours)	0.00
Before 15/8/78 (Hours)	0.0000
After 15/8/78 (Hours)	0.0000
Allowance/Deduction Code	A997 FBT
Paid/Deducted (Year to Date)	1432.00

After entering FBT/CDEP amounts, print the PAYG Payment Report (see Reports ⇒ Payroll ⇒ Employees ⇒ PAYG Payment Report). Separate columns for these 'reportable' items are presented on this report.

### *Unpaid Timesheet Cleanup*

Delete any unpayable Timesheets from the system. First, produce an "Employee Revenue Report" from 01/01/1901 to 31/12/2025, which will list all unpaid Timesheets (including those that have been entered with silly dates) for each Employee. (See Reports ⇒ Payroll ⇒ Timesheets ⇒ Employee Revenue Report.)

After first checking whether any of them should have been paid, please take a Backup then use the "Delete Unpaid Timesheets" program (see System ⇒ File Deletion) to delete unwanted Timesheets from the Employees.

In the "Delete Unpaid Timesheets" program you can either delete for selected individual Employees or delete Timesheets from all Employees. ONLY run this program immediately after a BACKUP.

### *Terminate Employees*

Terminate any employee that won't work for you next year.

Print a PAYG Payment Report (see Reports ⇒ Payroll ⇒ PAYG Payment Report.) Work systematically through the report and mark each Employee who is no longer working for you. To Terminate Employees, go to File ⇒ Employee ⇒ Maintain ⇒ Main and change the "Pay Frequency" for all Employees/Contractors to be deleted to "Terminated".

If there are any Employees for whom you have already provided a manually prepared Payment Summary, after changing the Pay Frequency to Terminated and saved the record, maintain the record again, and change the Pay Frequency to Printed Summary. This will ensure the system does



# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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not reprint a Payment Summary. The Employee will not be included in the PSAR file and you will be required to account to the ATO for the Payment Summaries manually produced on the ATO supplied stationery.

Employees terminated in the last quarter who have a Superannuation contribution, will not be deleted during Payroll End of Year to facilitate contribution reporting. These Employee records will be deleted in the next Payroll End of Year.

Only Employees that are marked "Pay Frequency" as "Printed Summary" prior to Payroll End of Year will be deleted from the database during the End of Year. All Employees that you flag as Terminated prior to Payment Summary printing will have their flag changed to Printed Summary after you verify printing OK. For this reason, you must do the Termination step prior to Printing Payment Summaries.

### Print Reports

Print any reports that you normally print as part of your End of Month processing cycle. Also, it is highly recommended that you produce the following reports for historical purposes:

- ⇒ Employee Entitlements Summary  
(for Permanent Staff and any Casuals with entitlements)
- ⇒ Payroll History Ledger plus Employee Allowance/Deduction Reports (all Employees, complete year)
- ⇒ PAYG Payment Report
- ⇒ Print the Allowance/Deduction Schedules for the complete year and Export to Excel if required (this is not available after End of Year)
- ⇒ Superannuation Ledger  
(all Employees, complete year)

Note that you can print the Payroll History Ledger separately for Subcontractors. You can print the PAYG Payment Report by Pay Group (eg for each Branch).

## Statutory Backup

In previous years there was a requirement for a Total Environment backup of Tempsys, this is no longer required. You are now only required to generate a Zip Online Backup in WorkDESK through System -> Database backup/ Recover -> Online backup: tick 'Zip Online Backup' and input a file name for your final backup of the year. E.g. EOY2024

### *Internal WorkDESK Backup at each step*

In addition to the Statutory Backup, you MUST do an Internal WorkDESK Backup at each step in case you need to recover in the event that Support require it. These Backups can be an Online Backup but you must also include a zip file name.

Remember the Online Backup only keeps one copy if you don't specify a zip file name on the Online Backup Screen. Keep a log book entry of the zip file name and the steps you completed since the last backup.

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## End of Year Notes Payroll – First Payrun checks

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### Payment Summaries

#### **Payment Summaries Test Print and Test File**

The Test Print option is available for you to test the Payment Summary printing and Payment Summary Annual Report (PSAR) file generation. The PSAR file, previously named EMPDUPE file has been renamed at the request of the ATO.

In cases where you discover that changes must be made to Payment Summaries after you have submitted your PSAR files, the option to print Amended Payment Summaries and the associated changed PSAR files is done through the AMENDED only option.

Instructions for these three features are included in this document.

The screenshot shows the 'Payroll Reports' application window with the 'Print PAYG Payment Summaries' dialog box open. The dialog box has a light blue background and contains the following elements:

- Navigation tabs: Employees, Timesheets, Superannuation, Other, Remittances
- Sub-tabs: Allowance/Deductions Masterlist, Print PAYG Payment Summaries, Email PAYG F
- Form fields: Start at Employee, End at Employee, Pay Group, Signature, Label Document, Trading Name, Contact Person, Contact Email, Branch (001), No of Copies (1), Move Address: Hor (0), Vert (0), Interim Print? (checked), Use Business and Personal form for Casuals (checked), Employee Type (All)
- Summary table:

Processing	
TOTAL Certs	0
Incomplete (***)	0
Total Gross	0
Total PAYG	0
- Buttons: Print Summaries, Cancel
- Footer: Using Business and Personal - Labour Hire

A red circle highlights the three checkboxes: 'TEST Print only?', 'TEST File only?', and 'AMENDED only?'.

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## End of Year Notes Payroll – First Payrun checks

### Emailing Payment Summaries

A reminder about the Reports → Payroll → Other → Email Payment Summaries - this Tab will only display (and be available for use) when one of the following two conditions is met:

- You have an email server set up and configured for WorkDESK use (enabled to allow email relaying)
- Outlook Integration is enabled in the database you are using and you have installed the Outlook Integration component into Outlook (requires Microsoft Office 2016/365 **32bit versions** and 2013/2016 **64bit versions**)
- **Do NOT perform Payroll End of Year until after you have completed emailing all Payment Summaries – Terminated employees will not receive their Payment Summaries as the Employee record will have been deleted.**

### Requirements for use

- Employee must have granted consent to you to permit you to email the Payment Summary. You need to keep proof of this permission outside of WorkDESK.
- When permission is granted, validate the Employee has a corresponding Candidate Record with matching Candidate and Employee codes
- Validate the Candidate email address is correct – there must be only one email address in the field and contain no other characters
- Select File → Employee and enter the Employee Code. Select Maintain → Other
- Select Email Payment Summary

The screenshot shows the 'Employee -- ABBANN' window. The 'Employee' field contains 'ABBANN' and 'Ms ANNE-MARIE ABBOTT'. The 'Paid to Date' is '05/05/17'. The 'Security Level' is '3' and 'Pay Required?' is 'Yes'. The 'Work Classification' is 'B Office Outside'. The 'Email Payment Summary' checkbox is checked. The 'Holiday / Sick Entitlements' section shows 'Holiday Hours accrued per Pay' as '0.0000'. The 'Other Entitlements' section shows 'Rostered Day Off accrual per Ordinary Hour worked' as '0.0000' and 'Long Service Leave accrual' as '0.0000'. The 'Income Protection Ref' field is empty. The 'Save' and 'Exit' buttons are visible at the bottom.

### Printing the Payment Summary

- During Payment Summary printing, at the bottom of the address area of the printed Payment Summary, the system will print the email address of those Employees where the email facility has been selected. A Payment Summary will be printed for all Employees regardless of email selection – unless you have selected to not print emailed Payment Summaries.

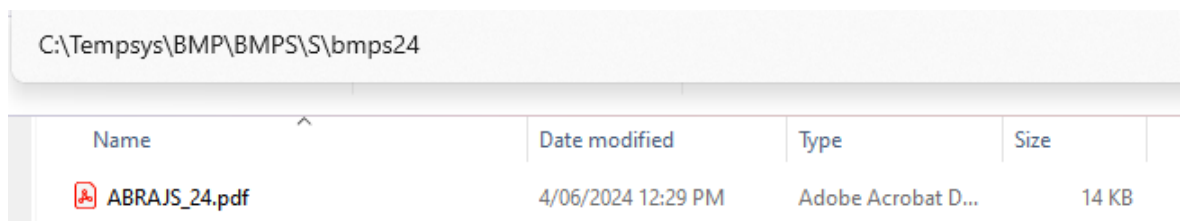
The screenshot shows a printed PAYG payment summary for ANNE-MARIE ABBOTT. The address is UNIT 123 50 MARIETTA ST, 12-33 MARIETTA, BULIMBA QLD 4171. The email address 'christie@workdesk.com.au' is circled in red. The text 'ABBANN' is visible on the right side of the summary. The text 'PAYG payment summary - business and personal services income' is at the bottom.


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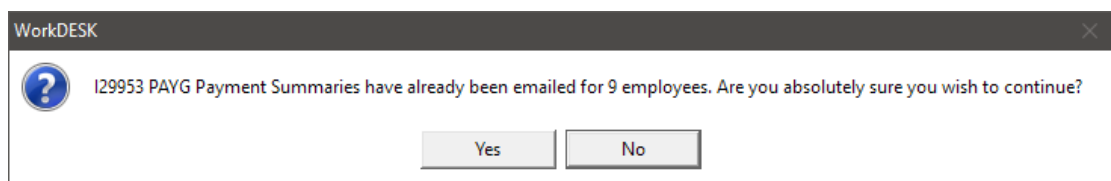
- At the end of the Payment Summary print run, when the Operator confirms the Payment Summaries printed OK, the Payment Summary images are stored in the WorkDESK Filing Cabinet.
- A copy of the Payment Summary for all Employees being emailed is placed in the tempsys\bmp\bmps\z\bmps24. The 'z' is substituted with the Group Prefix for the current Group ('s' in this example).
- In the bmps24 folder, the file is named using the Employee Code followed by '\_24' for this year.



Name	Date modified	Type	Size
 ABRAJS_24.pdf	4/06/2024 12:29 PM	Adobe Acrobat D...	14 KB

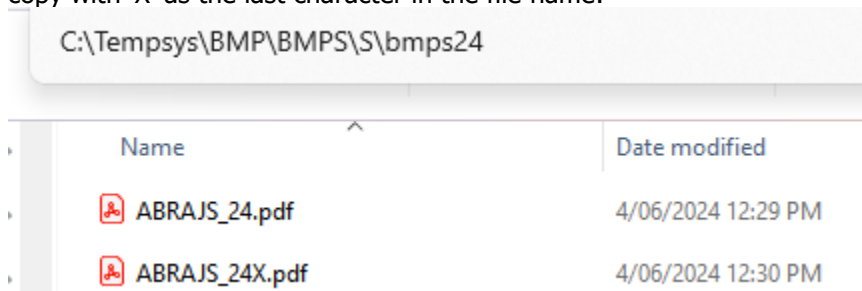
In the circumstance where you print an Employee Payment Summary more than once, assuming the Employee is not a Terminated Employee, the previous file in the bmps19 folder will be overwritten with the current print. **Except:**



In the circumstance when the Employee is set to have the Payment Summary emailed and the Payment Summary has already been emailed to the Employee, at the end of the print run a message advising the number of Employees with this condition will display:



If the operator answers 'No' to this message, the print run is abandoned (you should destroy all pages printed).

When the operator answers 'Yes', the current copies of Payment Summaries to be emailed are placed in the bmps24 folder. Files not yet emailed get overwritten, and for those already emailed there will exist the 'new' Payment Summary and the previously emailed copy with 'X' as the last character in the file name:



Name	Date modified
 ABRAJS_24.pdf	4/06/2024 12:29 PM
 ABRAJS_24X.pdf	4/06/2024 12:30 PM

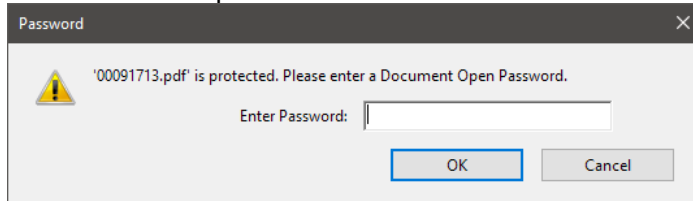
You must advise the Employees their previously received Payment Summary is now being replaced, and the Employee must take steps to destroy the originally sent incorrect Payment Summary when you send them the corrected copy.

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## End of Year Notes Payroll – First Payrun checks

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- The Payment Summary files are saved as protected pdf files. If you attempt to open the file you will see this screen asking for a password known only to the WorkDESK Software. The files can be opened inside WorkDESK without the need to know the password.



- When the Payment Summary is emailed to the Employee, the Employee is permitted to read/print the pdf but not change the document.

### Emailing the Payment Summaries

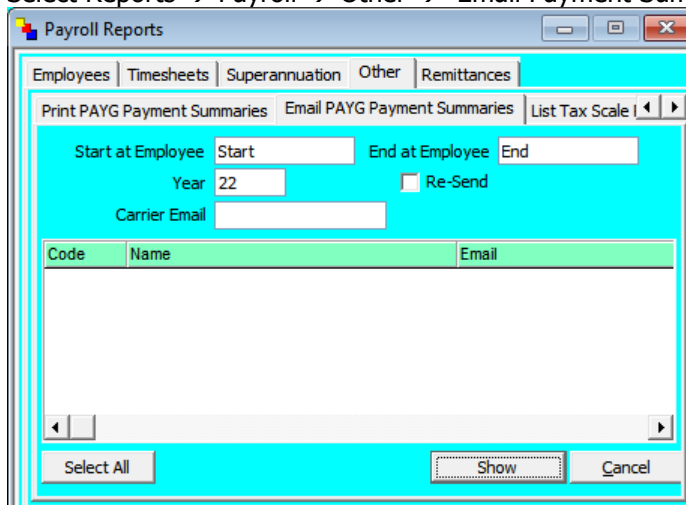
- After all Payment Summary printing has been completed and you are satisfied there will be no further changes required you can progress to the emailing stage.

We recommend that you do not email any payment summaries until after you have completed all balancing, printing & checking. The risk the Employee will use the incorrect document if you send more than one payment summary is too high and beyond your control.

If, for any reason, you do have to recover to an earlier database backup after emailing payment summaries you **MUST** contact WorkDESK Support for assistance as careful consideration will be required to establish the correct state for the bmps18 folders. A database recover will not alter any of the file in the bmps18 folders.

- Perform a backup. Note that the bmps folders and contents are not backed up during the WorkDESK backup process.

- Select Reports → Payroll → Other → Email Payment Summaries



- Enter the Start/End range you want to use in this email run or leave blank and tab or enter through the screen. The correct 'year' for this year is '24'. Click Show to display a list of the Payment Summaries awaiting emailing. Once each batch of Payment Summaries have been emailed, their details are removed from this screen – only those items not yet emailed are displayed in the screen.

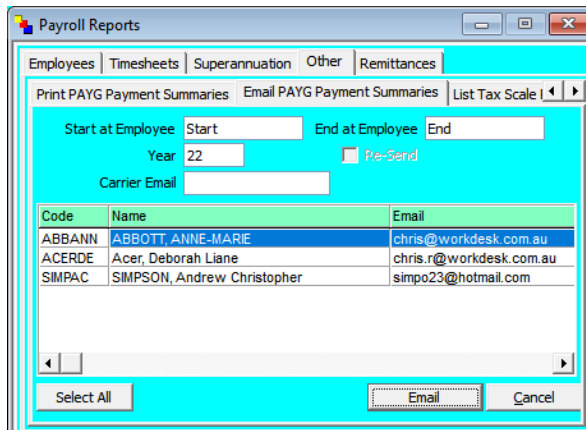


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## End of Year Notes Payroll – First Payrun checks

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- Use 'Re-Send' if you have to email an item that has previously been sent but not received by the recipient
- Carrier Email is a document layout that uses html commands and will be used in the email process if required. An example is provided below.
- After making the relevant on screen selections, click the Show button to display the pdf documents awaiting emailing. The screen will refresh with the Code, Employee Name and Candidate Email address



The screenshot shows a window titled "Payroll Reports" with several tabs: Employees, Timesheets, Superannuation, Other, and Remittances. The "Employees" tab is active. Below the tabs, there are options to "Print PAYG Payment Summaries", "Email PAYG Payment Summaries", and "List Tax Scale". There are input fields for "Start at Employee", "End at Employee", "Year" (set to 22), and "Carrier Email". A "Pre-Send" checkbox is also present. Below these fields is a table with three columns: Code, Name, and Email. The table contains three rows of data. At the bottom of the window, there are buttons for "Select All", "Email", and "Cancel".

Code	Name	Email
ABBANN	ABBOTT, ANNE-MARIE	chris@workdesk.com.au
ACERDE	Acer, Deborah Liane	chris_r@workdesk.com.au
SIMPAC	SIMPSON, Andrew Christopher	simp23@hotmail.com

- In this grid, you must select by highlighting the Name/Email field of the items to be emailed. After clicking the Show button only the first entry will be selected. All entries may be selected by clicking the Select All button. You may individually select items by range with left mouse click on the first item, scroll down and Shift click on the last item. Add/Remove items by Control+Click to the selected range. Only highlighted items will be emailed
- Click Email. When the email has been sent, an entry will be made in the Candidate Contact Detail reflecting the Payment Summary was sent.

### Emailing Setup

- A note about Email Setup.
  - There are two methods of emailing from within WorkDESK. The first method uses Outlook as the transmitting email engine and requires Outlook Integration be set up. Only 32bit Version of Microsoft Outlook 2016 or 365 is supported, or 64bit 2016 and 365.
  - The second method requires that your Mail Server be set up for WorkDESK to use as a Mail Relay Server. The IP of the Mail Server will be set in the Company Information page in System → System Control → Maintain System Control File. It is in this screen you nominate if you are using Outlook to send Invoices and Pay Advices. This option is also used for Payment Summary emailing.
  - You need to be aware that Outlook has a problem dealing with large quantities of email items – this is not a WorkDESK issue. Selecting smaller ranges in the emailing screen will assist.
  - The preferred method is using the Mail Server as a relay point. Speak to your IT Support to set up this method.

# WorkDESK

## End of Year Notes Payroll – First Payrun checks

Using a Mail Server:

The screenshot shows the 'System - System Control' window with the 'Company Information' tab selected. The 'Mail Server Address' field is highlighted with a red oval. The form contains the following fields and values:

ABN Number	13010316766
Registration Type	Pty Ltd company
Fax Number	07 3377 3636
Phone Number	07 3377 3677
Address 1	27/10 Benson Street
Address 2	
Suburb	TOOWONG
State/Territory	QLD
Post Code	4066
Mail Server Address	192.168.0.1
Port	25
SSL Port	0
SMTP Username	
SMTP Pwd	
Use Outlook for Pay Advices / Invoices	<input type="checkbox"/>
Use Office365	<input type="checkbox"/>
Text Message Password	
Modem	<input type="checkbox"/>
Text Message Prefix	61
Prepaid Remaining	24

Buttons: TEST Mail Server, Save, Exit

Using Outlook Integration with no Mail Server acting as a relay:

The screenshot shows the 'System - System Control' window with the 'Company Information' tab selected. The 'Use Outlook for Pay Advices / Invoices' checkbox and the 'Enable Outlook Integration' button are highlighted with red ovals. The form contains the following fields and values:

ABN Number	13010316766
Registration Type	Pty Ltd company
Fax Number	07 3377 3636
Phone Number	07 3377 3677
Address 1	27/10 Benson Street
Address 2	
Suburb	TOOWONG
State/Territory	QLD
Post Code	4066
Mail Server Address	
Port	25
SSL Port	0
SMTP Username	
SMTP Pwd	
Use Outlook for Pay Advices / Invoices	<input checked="" type="checkbox"/>
Use Office365	<input type="checkbox"/>
Text Message Password	
Modem	<input type="checkbox"/>
Text Message Prefix	61
Prepaid Remaining	24

Buttons: Enable Outlook Integration, TEST Mail Server, Save, Exit

To email your Payment Summaries, you must already have successfully configured WorkDESK Outlook Integration. If your Company Information screen in System → System Control → Maintain System Control File contains the button "Enable Outlook Integration" as shown above Outlook Integration is not set up and you will not be able to email the Payment Summaries.

The steps required to enable Outlook Integration are described in Section 6 of the System Managers Guide.

# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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### Email Carrier Document sample:

<body><font face="Calibri">Dear <FNAME>,<br>  
Your Payment Summary for Year Ending 30 June 2024 for (put your Company Name here) is attached.

The Australian Taxation Office (ATO) requires you to print this document on a letter quality printer or laser printer so that the document is easily readable.

Adobe Reader or equivalent is required to print your Payment Summary. A copy of this free software may be downloaded from [get.adobe.com/reader/](http://get.adobe.com/reader/)

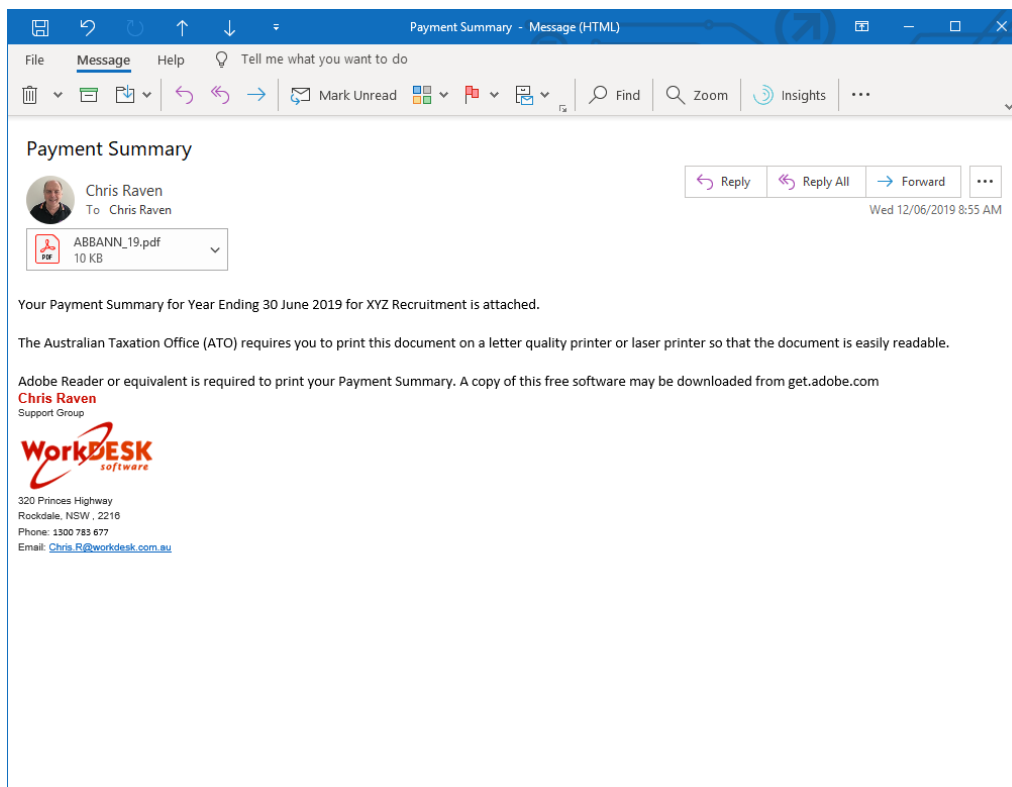
If you have any questions about your Payment Summary please call (put your Phone Number here).

Regards,<br>  
<br>  
<CONSNAM><br>  
<CONSTITLE><br>  
<CONSEMAIL><br>  
</font>  
</body>

Included in previous Software Updates was a copy of this document for your use. This will have been installed in the temp\sys\text\layouts folder and is called zPSC24.txt – note that you will need to use the System → Miscellaneous Maintenance → Document Writer → Add screen to load the layout into your Group Database. If you have multiple Groups that have different Company names you will need to create different copies specifically naming the company in each document. **Then update the document to display the correct year.**

### Without using an email carrier

If you don't use an Email Carrier Document that you produce yourself, the following screen image will show you the generic accompanying email produced by WorkDESK:



# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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The following items are an extract of the ATO published "Electronic Reporting Specification Self-Printing Pay As You Go (PAYG) Withholding Payment Summaries Version 5.3.0." and "Electronic reporting specification Version 12.0.1".

### Legal Requirements

#### PAYER OBLIGATIONS

Under section 16-155 of Schedule 1 to the Taxation Administration Act 1953, payers are required to give payees their payment summaries within 14 days after the end of a financial year.

Under section 16-160 of Schedule 1 to the Taxation Administration Act 1953, a payer must give a payment summary to the payee if, not later than 21 days before the end of a financial year, **the payee asks in writing for a payment summary.**

WorkDESK Comment:

*This section requires the system to allow you to print a payment summary in the beginning weeks of the commencement of the Financial Year for the new year. In July, when printing payment summaries for the year just completed you must set the Data Entry Date on the WorkDESK Login Screen to 30 June for correct dating of the payment summaries and the PSAR file.*

#### RETENTION OF INFORMATION

Under taxation law, payers must keep payment summary information for a statutory period of five years. The information can be kept electronically.

A copy of the data file provided to the ATO must be able to be regenerated on request by the ATO (for example, where a problem has been encountered in processing the information).

WorkDESK Comment:

*In the End of Year Notes you will read of the requirement for a Total WorkDESK System Backup. This preserves not only the pre end of year data but the software as well. If the ATO visits you within 5 years demanding you "regenerate" the total environment will be required to comply with their requirement.*

#### REPORTING OBLIGATIONS

Under section 16-153 of Schedule 1 to the Tax Administration Act 1953, payers are required to submit an annual report to the ATO with details of payment summaries (including the TFNs or ABNs quoted by payees) issued to their payees during the financial year in a form approved by the Commissioner.

The due date payers must provide payment summary information to the Commissioner by is subject to the following conditions:

- annual reports containing pay as you go (PAYG) withholding payment summaries (with or without departing Australia superannuation payments (DASP) payment summaries) must be provided by 14 August after the end of each financial year

WorkDESK Comment:

*WorkDESK does not produce the DASP payment summaries referred to above.*

#### EXTENSION OF TIME TO LODGE

If you require additional time to lodge your annual report electronically phone 13 28 66.

# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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### LODGING VIA THE INTERNET

Payers and other organisations can only lodge reports online using the Business portal, BAS agent portal or SBR. Electronic lodgement enables suppliers to.

- reduce paperwork
- provide a secure way for reports to be lodged
- allow reports to be lodged after hours
- provide an online receipt when the report is lodged, and
- ensure that all of the necessary fields to lodge your report have been completed, via its in-built checks.

Payers that report online may also provide payees with electronic payment summaries or print them on plain paper.

WorkDESK Comment:

*WorkDESK has provided a mechanism to email Employees their payment summary in an un-editable pdf format. Note there are some limitations – some users may require additional installation components.*

*You must test your file and lodge it with your AUSKey through the Business Portal*

The following extract is the ATO supplied information about supplying Employees their payment summary electronically:


## ELECTRONIC PAYMENT SUMMARIES

An electronic payment summary is a payment summary provided by electronic means. An electronic payment summary:

- can only be provided as a non-editable data file
- must satisfy the requirements of this specification, and
- is transmitted to the payee by electronic means.

The payment summary must be in a format which can be readily printed by the payee so they can use it to complete their tax return.

All payment summary types and formats can be issued electronically.

 Payers can only provide payees with an electronic payment summary if the *PAYG withholding payment summary annual report* is lodged electronically.

### Payee consent

Payers who intend to provide payment summaries to their payees electronically must obtain the consent of each payee.

### Providing electronic payment summaries to payees

Payers must tell their payees that the electronic payment summaries are available and ensure that the payees know how to access and print them. Payment summaries printed by payees should be of letter quality print or laser printed.

# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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### Providing paper payment summaries to payees

If payees request paper payment summaries, the payer must be able to provide the payees with paper payment summaries.

### Security of payment summary information

The payer will need to ensure the method chosen to distribute electronic payment summaries to payees is secure enough to meet payer obligations under privacy and taxation legislation to protect tax file numbers and other information belonging to payees.

WorkDESK Comment:

*WorkDESK does not track that you have sought and obtained Employee approval to supply an Employee a payment summary via email. It is up to you to meet your obligation in this regard via other means.*

*To enable an Employee to have their payment summary emailed select the Email Payment Summary field in Employee → Maintain → Taxation.*

*See page 26 for full information about Emailing Payment Summaries.*

The screenshot shows the 'Employee -- ABBANN' window with the 'Taxation' tab selected. The 'Employee' field contains 'ABBANN' and 'Ms ANNE-MARIE ABBOTT'. The 'Paid to Date' is 25/06/2018, 'Over-Award Margin' is 0.0000, 'Security Level' is 3, 'Pay Required?' is Yes, and 'Normal Start Time' is 08:30. The 'Work Classification' is B. The 'Disable Email Pay Advice' checkbox is unchecked, and the 'Email Payment Summary' checkbox is checked and circled in red. The 'Holiday / Sick Entitlements' section includes fields for Holiday Hours accrued per Pay (0.0000), Holiday Hours per Year (0.00), Holiday Leave Loading % (0.00), and Sick Hours accrued per Pay (0.0000). The 'Other Entitlements' section includes Rostered Day Off accrual per Ordinary Hour worked (0.0000) and Long Service Leave accrual (0.0000) with options for per Year (checked), per Pay, and % OTE. The 'Income Protection Ref' field is empty. 'Save' and 'Exit' buttons are at the bottom.



# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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### *Operational Issues you need to be aware of:*

If you print after 30<sup>th</sup> June you **must** login with a **Data Entry Date** of 30<sup>th</sup> June. Your Payment Summaries will have INCORRECT DATES and will have to be reprinted after recovery. Failure to do this correctly will involve you in an expensive data repair.

Make sure your company information is correct and that you have your Suburb on the Suburb line. If you do not, the ATO will reject your PSAR/EMPDUPE files (see page 17 of these notes for more on this topic).

Make sure that you visually check the dates that are printed on **each batch** of PAYG Payment Summaries as printing commences.

Make sure you check the Gross and PAYG of each printed Payment Summary to the PAYG Payment Report. This will guarantee that the pages printed successfully. This step should be done before answering 'Yes' or 'No' to the message "Are you absolutely sure that printing is completed?"

Don't let your printer toner (ink) run out.

You must answer 'Yes' to the message "Are you absolutely sure that printing is completed?" for the system to create the PSAR file. If you answer 'No' the PSAR will not be created and you will have to print the Payment Summaries again.

If you plan to print labels as part of this process, we recommend you flush the Label Printing Spool file prior to printing Payment Summaries. Select Documents → Laser Label Printing.

### *Print Payment Summaries step by step*

Is today's date after 30<sup>th</sup> June? You must first log out of WorkDESK and on the Login Screen change the Data Entry Date to 30<sup>th</sup> June.

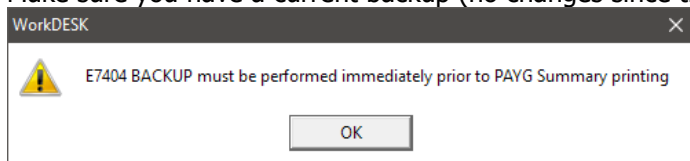
Have you selected the correct printer? You must be printing on A4 paper. Note some printers may generate a blank page as the last sheet of the print run.

Each time you print, a file is automatically "named" by the program, something like PSAR2024A01.DAT, where "PSAR" stands for "Payment Summary Annual Report", "2024" for the calendar year in which it was produced, "A" for the company or group (as TXA) and "01" is the second PSAR/EMPDUPE file for this company for 2024 (first file is "00").

**If you print more than 99 batches for the one company, your earlier files will be overwritten – it is your responsibility to copy these files before overwriting takes place.**

Select Reports ⇒ Payroll ⇒ Other ⇒ Print PAYG Payment Summaries.

Make sure you have a current backup (no changes since the last backup)

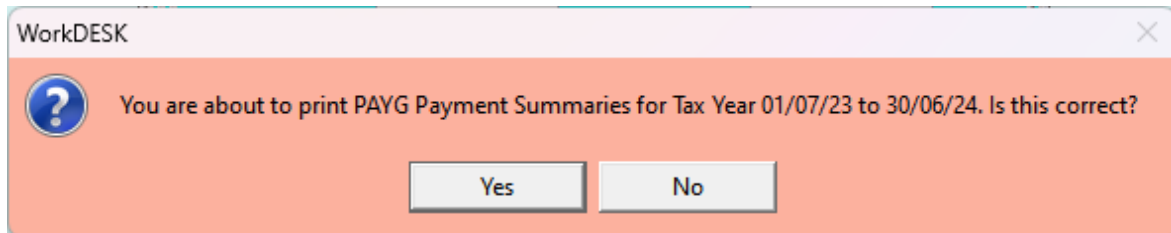


This processing modifies information in the database. If you do not have a current backup **and** you need to reprint because of a printer failure **and** you have already clicked 'OK' to the message "Are you absolutely sure that printing is completed?" question you **will** need to recover in order to reprint.

# WorkDESK

## End of Year Notes Payroll – First Payrun checks

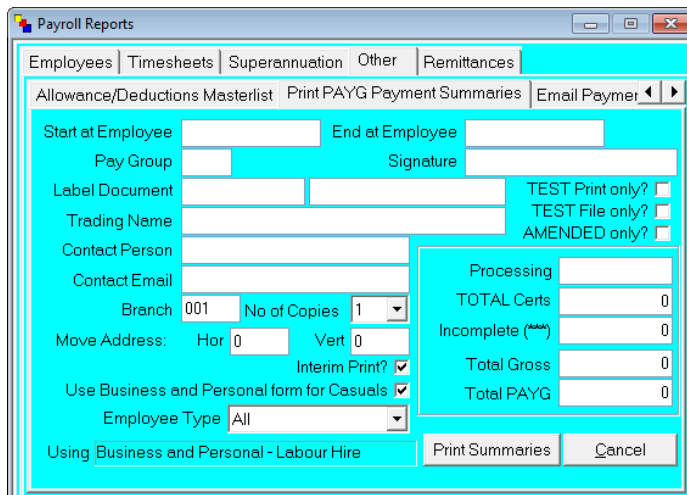
---



Confirm the dates

If printing after 30<sup>th</sup> June, you must login using the Data Entry date and back date to 30<sup>th</sup> June to correctly print and complete End of Year operations.

**We highly recommend** you do not answer message "Are you absolutely sure that printing is completed?" question until the very last page has printed. Inspect the pages printed and make sure you did not run out of toner during the process and that the detail printed agrees with the PAYG Payment Report.



**Start at Employee** – Enter the first Employee code in the range you wish to print or leave blank to commence at the first Employee.

**End at Employee** – Enter the last Employee code in the range you wish to print or leave blank to finish at the last Employee.

**Pay Group** – If you use Pay Groups, you may print PAYG Payment Summaries for Employees, for one Pay Group at a time.

**Signature** – Enter the name of your "Authorised Officer" who would (otherwise) sign each Payment Summary. WorkDESK will print this name on each Payment Summary removing the need for the Authorised Officer to sign each PAYG Payment Summary.

**Label Document** – if you want the system to produce envelope labels for each Employee with a PAYG Payment Summary enter the Employee Label Code. (Label Printing is 'spooled' – to print labels you would be advised to clear out any labels currently in the Queue. To Print them, select Documents → Laser Label Printing after they have been generated.)

# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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**PAYER Name** – This is the Group Name of the database you are currently logged into. This must be the name as it appears on the Payer’s ABN or WPN registration. This item is shown on the top line of the WorkDESK Screen and is inserted by WorkDESK into the PSAR file. If the Group Name is incorrect you will need to modify it, log out and back into WorkDESK. (See System ⇒ System Control ⇒ Groups ⇒ Alter).

**Trading Name** – Report the full Trading Name of the Payer. If the Payer does not have a Trading Name then this field must remain blank.

**Contact Person** – Enter the name of a person who can be contacted if the ATO wishes to discuss matters relating to the information provided in the PSAR file or Payment Summaries.

**Contact Email** – Enter the E-mail address of the contact person. The ATO will use this for some correspondence to Payers. Leave blank or enter a valid email address. (Specifying an invalid email address will result in the PSAR file being rejected by the ATO).

**Branch** – The ATO requires the Branch Number of the Payer be entered. If you do not have a Branch Number leave this field at the default value 001.

**No. of Copies** – Select the number of copies of each document required to print.

**Move Address** – a Horizontal/Vertical adjustment that moves the Address Block printed on the Individual Non Business and Labour Hire Payment Summary. Positive numbers across/down the page in tenths of an inch; negative numbers left and up the page. Test for your window faced envelopes.

**Interim Print** – Used during the year (not at year end) to print Payment Summaries for Terminated Employees. **When doing your print run at End of Year you MUST NOT select this feature.**

**Use Business and Personal Form for Casuals** – Staff who work for your Clients are required, by the ATO, to be notified of their earnings from this form of income using the “Business and Personal Services Payment Summary” form. Select this feature if the range of Employees to be printed in this run will include any “Casual” Staff. The System will automatically change to the correct form.

**Employee Type** This filter will allow the printing of PAYG Payment Summaries by Employee Pay Frequency type:

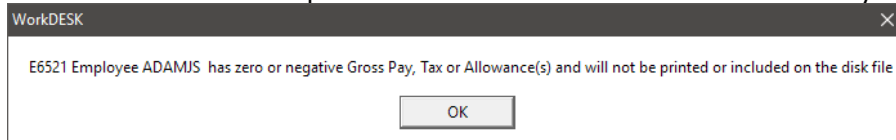
- ALL                                      Print all types
- CASUAL                                      Casual only
- SUBCONTRACTOR                              Subcontractor only
- PERMANENT                                      Weekly, Fortnightly, Four-weekly, Monthly

# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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During the Payment Summary Print run, any error messages will need to be dealt with. Additional 'quality checking' is built in to help eradicate problems where Allowances and other aspects are incorrectly configured. If you see messages during printing similar to the following you will need to abandon the print run and take action to correct the anomaly:



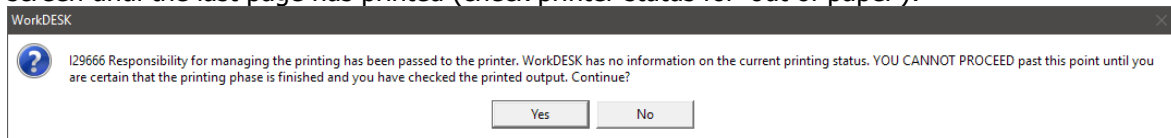
### *Post Printing checks*

Using the PAYG Payment Report, confirm all Payment Summaries printed. Agree the Gross, Allowances and Tax for each Payment Summary.

Check the top left hand corner of each Payment Summary for "\*\*\*", which advises you that all the Allowances would not fit on the PAYG Summary. You will need to enter the missing information manually, either handwritten or typewritten.

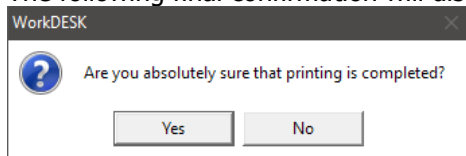
Check the dates printed on the Payment Summaries. Period of Employment should be within this Financial Year.

As the printing nears completion the following message will display. Leave the message on the screen until the last page has printed (check printer status for 'out of paper'):



When you have confirmed the print run is complete and the last page is correct, click 'Yes'.

The following final confirmation will display:

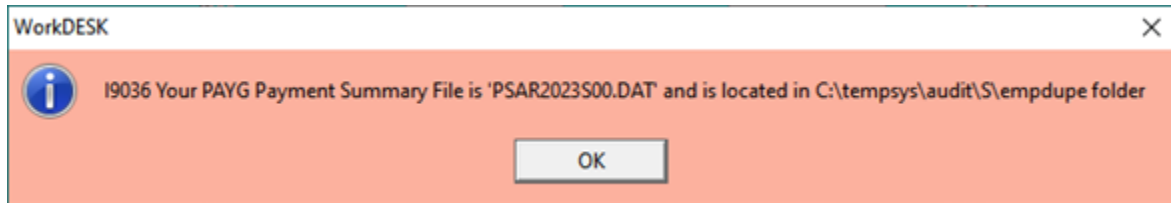


When you answer 'Yes' the system will update the database changing Pay Frequency of any Terminated Employee to Printed Summary. At the end of the process, the system will have created the PSAR file for this run, and advise the name and location of the file.

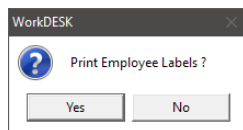
# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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You must keep track of the PSAR/EMPDUPE files for all valid Payment Summary print runs – these need to be checked and submitted to the ATO. In the this example, the file is for 2024, Group Prefix 'A' and is file 01.



If you nominated a Label Document, the system will now prepare the Employee Labels for spooling. Note that labels do not print immediately but are 'spooled' for later printing.

Answer 'Yes' to have the labels appended to the current label spool document.

### Verify PSAR/EMPDUPE files

The EMPDUPE files cannot be 'viewed' with any standard Microsoft Software – you risk destroying the file. We can supply a viewer should you need to inspect a file.

### Check File Size

Make a note of the statistics processed in each run to assist with reconciling your work. This may be 'hidden' under the message "Are you absolutely sure that printing is completed?". Move this message box aside before clicking Ok button.

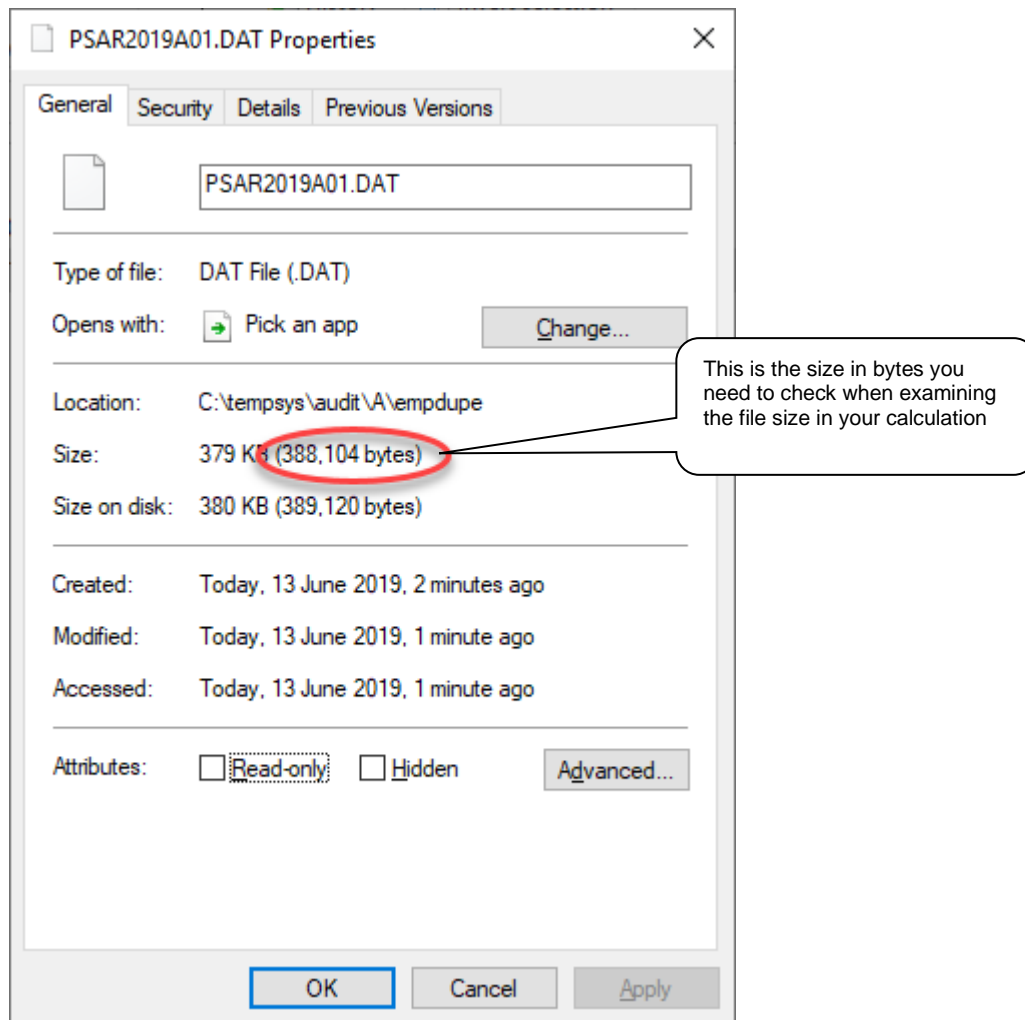
EMPLOYEE	
TOTAL Certs	612
Incomplete (***)	0
Total Gross	8,237,565
Total PAYG	1,389,898

When reconciling the size of the file, there are 6 records of ATO Control Information, plus the 'TOTAL Certs' produced (612) – a total of 618 records in the example file. Multiply total records in the file by **628** giving a file length of 388,104 bytes.

# WorkDESK

## End of Year Notes Payroll – First Payrun checks

To check the file size on disk, click Start ⇒ Programs ⇒ Window's Explorer and navigate to the tempsys\audit Folder and then select the correct Group Prefix. In the example given above, we noted that the Group was 'A' - select Folder A. We also recorded the name of the file as '**PSAR2024A01.DAT**'. Locate this file in Explorer and right click and select Properties:



## Reconcile Gross and Tax

FILING CABINET	
TOTAL Certs	13
Incomplete (***)	0
Total Gross	232,686
Total PAYG	17,247

The PAYG Payment Report Export to Excel will give you the tool to reconcile to the Gross and PAYG figures that display at the end of the Payment Summary printing. This report contains additional columns that supply the total gross under the different circumstances of Payment Summary printing:

- Casuals printed using Individual Non-Business form
- Casuals printed using the ATO required Business and Personal – Labour Hire form

- Perm

In the circumstances where you provided Payment Summaries to Terminated Employees during the year, the system will not print a Payment Summary for these Employees in the end of year run.

# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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There is a select box on the Report screen to remove the totals for these Employees from the report for balancing purposes.

When reconciling the Total Certs, there is a circumstance where an Employee may have had an adjustment payrun that resulted in no Gross/Tax. If this is the only pay, the Employee will not receive a Payment Summary but the details will appear in the report. In Excel, filter for zero Gross (Column E) and 'hide' them from the report to obtain a total count.

### *Notes about Label Printing*

To print labels that have been spooled select Documents → Laser Label Printing.

If you are going to print labels for the first time, we recommend that you spend time in advance getting the layout 'tuned up' as this can take some time to match the instructions with your available stationery.

### *Testing PSAR/EMPDUPE files using ATO Business Portal*

The ATO supplies a test facility on their Business Portal. This requires an AUSKey and an Online Account to access. This will be the same page that you must submit the final PSAR/EMPDUPE file.

Select File Transfer -> Lodge File from the left menu. Then on the main screen have 'Test' selected before you lodge and it should only submit as a test file.

These screens are subject to change at the ATO's discretion, please refer to the ATO's instructions on how to complete a test and live submission.



# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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### Superannuation Reporting and Super End of Period

You must perform the normal end of month/quarter Superannuation Report printing and Super End of Period prior to running Payroll End of Year.

### Payroll End of Year

If you fail to do this step prior to running the first pay after 30<sup>th</sup> June, the Employee earnings will merge for 2023 and 2024 financial year's. It is expensive to fix this (unless you are prepared to recover to 30<sup>th</sup> June and reprocess all payrolls) so take care and save yourself some money.

If you have not yet activated STP, you must do so by calling WorkDESK Support to activate you prior to your first pay and after End of Year.

If you do Payroll End of Year **after** 30<sup>th</sup> June, you must be logged into WorkDESK with the **Data Entry Date** of 30<sup>th</sup> June to complete this step. **In this circumstance, after you complete Payroll End of Year, you must log out of WorkDESK after End of Year is complete so that your Data Entry Date is correctly set for further processing.**

If you did not have the data entry date correctly set last 30<sup>th</sup> June, Payroll End of Year will fail this year and Support will have to fix the data before you can complete Payroll End of Year for 2023. You are asked to schedule Payroll End of Year with sufficient time (don't leave it till the day you must run your first pay in the new year). Fixing these issues incur Support Charges.

**If Payroll End of Year is done before the PAYG Summaries are emailed, 'terminated'/ Deleted employees will not have their PAYG Summary automatically emailed as their employee code is not on file to link their email address.**

### *Backup before End of Year*

**It is mandatory to take a backup prior to commencing Payroll End of Year.**

After you have completed the backup, we recommend all Users remain logged off whilst the End of Year process is completed. The Data Entry Date on the login screen must be 30<sup>th</sup> June or less.

Select Accounting → Payroll → End of Year to commence the process:

Continue on to Page 23 of the 2024 Payroll End of year notes to complete Payroll end of Year and tax table importing.

# WorkDESK

## End of Year Notes Payroll – First Payrun checks

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### *First Payrun checklist*

- Printed Payment Summaries or done STP Final Update
- Verified PSAR/EMPDUPE files with ATO Business Portal (for non STP only)
- Completed Payroll End of Year Process
- Updated Tax Tables (if required)
- Updated Super Ceiling for each Fund
- Advised Payroll Staff the correct General Ledger Period Number to use during Payrun

The relevance of this section is a 'catch all' – each year there is at least one site where one or more of the important steps is not performed.

### *Please check the following:*

- Have you printed all the Payment Summaries and agreed the values to the PAYG Payment Report? Or if STP Activated have you done Final Update?
- Have you verified the PSAR/EMPDUPE files using the ATO Business Portal? (non STP only)
- Have you completed the Payroll End of Year process, and was the Data Entry Date 30<sup>th</sup> June (or a June 2024 date)?
- Have you updated the Tax Tables and verified them against the printed copy in the End of Year Notes?
- Have you updated the Super Ceiling on every one of the Fund Codes?
- Have you increased the Super Accrual Rate on every Employee?

### *General Ledger Period Number for Payrun*

You need to ensure that your operators KNOW AND UNDERSTAND WHICH SUBSYSTEM IS BEING PROCESSED TO WHICH ACCOUNTING PERIOD IN THE ACCOUNTING CYCLE.

If you have not done General Ledger End of Year, for MOST Users the first Payrun after 1<sup>st</sup> July will be to PERIOD 13.

Once General Ledger End of Year has been performed, you will need to **manually** change the Period Number for Payroll Update, Client and Accounts Payable End of Period to Period 1, 2 or 3 as soon as this is appropriate. After you have performed General Ledger End of Year, you must alert your Payroll Operators to the correct Period Number to use.

# WorkDESK

## End of Year Notes Payroll – Submit Annual Return

---

### Submit Annual Return - Overview

- Annual Report required by 14 August (non STP only)
- Using ATO Business Portal

### **Annual Report Required by 14 July if you are STP enabled**

Employers must provide the final event indicator for all employees by the due date (14 July of the following year or deferred due date).

- a. The employer should request an additional deferral of the due date from the ATO, if they cannot finalise by the due date.
- b. If the employer does not provide the final event indicator by the due date they must provide a payment summary to their employees.  
Compliance note: where these payment summaries are not provided by 14 July the employer may be subject to a penalty.
- c. Where the employer has had to provide payment summaries to their employees as they have not made the final declaration by the due date, then the employer can provide the payment summary information to the ATO by finalising through the update event. Where the employer does this they will have met their obligation to provide a payment summary annual report (PSAR/Empdupe file) to the ATO.

### *Annual Report required by 14 August if you printed Payment Summaries*

You are required to submit your electronic PAYG withholding payment summary annual report by the 14<sup>th</sup> August after the end of each financial year.

This report (your PSAR/EMPDUPE files) must be submitted via the ATO Business Portal. Note that if any Payment Summaries were printed using earlier versions of WorkDESK, there may be a combination of file names that must be sent to the ATO.

### *Lodge Annual Report Electronically*

The ATO has advised Employers that have previously lodged the Annual Report of PAYG withholding via magnetic media that this method of lodgement is no longer acceptable and must be lodged electronically.

You have until the 14<sup>th</sup> August to provide the PSAR files to Commissioner for Taxation.

# WorkDESK

## End of Year Notes Payroll – Correcting Payment Summaries

### Correcting Payment Summary Errors and amendments

How should I advise the Tax Office of amendments to payment summaries once I have provided Payment Summaries to Employees and sent the PSAR/EMPDUPE files to the ATO?

To use the following procedures you must have:

- A WorkDESK Backup of the database prior to printing any Payment Summaries or completing Payroll End of Year
- This copy of the database must be accessible as a separate database on the login screen

### Changes to dollar amounts

- Where an amended payment summary is required due to a change to a dollar amount, use the WorkDESK Backup copy database mentioned above
- Identify the Employee(s) that require an Amended Payment Summary and in Employee → Enter/Alter Allowance Deduction give the Employee an A060 Adjustment Allowance with zero values in Amount and Tax
- Make a list of the Employees Payment Summaries that you expect to be printed (ie if there are any Employees with residual A060 Allowance Codes that were not processed in a Payrun) you would need to cancel the print run and remove the extra A060 records
- For each Employee use the Opening Balance screen to change the values that are incorrect
- Take a Backup
- Select the Payment Summary Printing screen and select AMENDED only field

The screenshot shows the 'Payroll Reports' window with the 'Print PAYG Payment Summaries' screen. The 'AMENDED only?' checkbox is checked and circled in red. Other options include 'TEST Print only?', 'TEST File only?', and 'Interim Print?'. The 'Processing' section shows 'TOTAL Certs', 'Incomplete (\*\*\*)', 'Total Gross', and 'Total PAYG' all at 0.

- A new Payment Summary will print for each Employee clearly showing the document is an Amended Payment Summary

The screenshot shows a PAYG payment summary for ANNE-MARIE ABBOTT. The document includes the employee's name and address, a delivery by email notice, and a prominent box stating "This is an amended payment summary". The title is "PAYG payment summary - business and personal services income".

- When the printing completes, check against your list that you received the correct payment summaries printed, then answer the questions and the system will generate

# WorkDESK

## End of Year Notes Payroll – Correcting Payment Summaries

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another PSAR file and advise the name and location of the file. Carefully record the details as this additional file must be submitted to the ATO

### *Employee was sent wrong type of Payment Summary*

The ATO requires that you give the correct type of Payment Summary to an Employee. If you provide an Employee with an incorrect type, you must do the following:

- Send the ATO an PSAR/EMPDUPE file containing two records for each Employee that received an incorrect Payment Summary type
- an amended payment summary record with the amount fields all set to zeroes. This should be the same type of payment summary that was reported originally, and
- an original payment summary record of the correct type, containing all information that should be reported

The mechanism to achieve this correction in WorkDESK is to use the following Adjustment Allowances:

Type printed originally	Should be	Allowance Code
Business and Personal Services – Labour Hire	Individual non-business	A061
Individual non-business	Business and Personal Services – Labour Hire	A062

- Give the correct Adjustment Allowance code to the Employee from the table above based on the correction you must make
- Take a backup
- In the Payment Summary printing screen, fill in the details and select the AMENDED only check box and print the Payment Summaries
- From your records, verify the correct payment summaries printed (you are making sure there were no residual A061/A062 records that may require deleting). If printing is correct, answer the printing OK questions and carefully note the details and location of the PSAR/EMPDUPE file
- Mail the correct Payment Summary documents to the Employees
- Submit the amended PSAR file(s) to the ATO

Note: The A061 and A062 Allowance Codes will need to be first added into the Allowance screen under Accounting → Payroll → Allowances before they can be entered on an Employee.

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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](mailto:support@workdesk.com.au)

# ATO – Lump Sum Payments

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## Lump Sum Payments

This information has been extracted from the ATO document "Electronic Reporting Specification Withholding Payment Summary Annual Report".

The amount at lump sum payment **A** represents the amount paid for:

- unused long service leave that accrued after 15 August 1978 but before 18 August 1993,
- unused annual leave and other related leave that accrued before 18 August 1993, or
- unused long service leave accrued after 17 August 1993 or unused annual leave or related leave, where the amount was paid in connection with a payment that includes, or consists of a genuine redundancy payment, an early retirement scheme payment or the invalidity segment of an employment termination payment or superannuation benefit.

! If an amount is reported at *Lump sum payment A* field then the *Lump sum payment A type* must be reported

Tax on the lump sum is limited to a maximum of 30% plus the applicable Medicare levy.

The amount at lump sum payment **B** represents the amount paid for unused long service leave that accrued before 16 August 1978. Only 5% of this amount is taxable.

! The amount at *Lump sum payment B* field is excluded from the *Foreign employment payment summary* because it relates to a period when all foreign employment income was exempt.

The amount at lump sum payment **D** represents the amount of genuine redundancy payment or early retirement scheme payment below the tax-free threshold. This amount is not taxable and should not be included on the individual's income tax return.

! If there is a requirement to issue both an *individual non-business payment summary* and a *foreign employment payment summary* to the payee for a financial year, report the total amount of the Lump sum payment D only on the *Individual non-business payment summary*. If there is no requirement to issue an *individual non-business payment summary* and the payee has a Lump sum payment D then report the total amount on the *foreign employment payment summary*.

The amount at lump sum payment **E** represents the amount for back payment of certain amounts including a payment of salary or wages that accrued more than 12 months ago. This entire amount is taxable but an offset may be available.

! The amount reported at *Lump sum payment A* or *E* field must be apportioned based on the number of days accrued for foreign service and Australian service. The amount of the lump sum payment that relates to the days of foreign service is reported on the *foreign employment payment summary*. The rest is reported on the *individual non-business payment summary*.

! Further information on employment termination payments can be found in Booklets and Publications at [www.ato.gov.au](http://www.ato.gov.au)