

WorkDESK

software

The screenshot displays the WorkDESK software interface, which is a comprehensive recruitment and payroll 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 functional panels:

- Work Roster (1/3):** A calendar view for the week of 14/03/05, showing employee availability and shifts. It includes a 'Refresh' button and a 'Client (*)' dropdown.
- My Candidates (100):** A list of candidate profiles with columns for Name, Phone, Email, and other details. It also includes a 'Refresh' button and a 'Client (*)' dropdown.
- My Job Orders (1/3):** A list of job orders with columns for Job ID, Client, Position, and Status. It includes a 'Refresh' button and a 'Client (*)' dropdown.
- My Clients (31):** A list of client profiles with columns for Name, Address, Phone, and Email. It includes a 'Refresh' button and a 'Client (*)' dropdown.
- My Job Orders (1/3):** A detailed view of job orders, including a table with columns for Job ID, Client, Position, and Status.

The interface is designed for ease of use, with clear navigation and data presentation. The bottom of the screen shows a Windows taskbar with the 'start' button and the 'AdminDESK XYZ R...' application icon.

End of Year
Payroll - 2026

WorkDESK

End of Year Notes Payroll

YOU REQUIRE SOFTWARE VERSION 12.5116+ or HIGHER TO SUBMIT YOUR STP FINAL SUBMISSION FOR 2026 AND TO CARRY OUT END OF YEAR PROCEDURES FOR 2026.

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

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WorkDESK

End of Year Notes Payroll

Quick Reference

INTRODUCTION.....	5
WORKDESK DOCUMENTATION	5
KEY DATE REMINDERS.....	6
MUST DO STP FINAL AND PAYROLL EOY BEFORE FIRST JULY PAY	7
CANNOT MEET FIRST JULY PAY DEADLINE	7
HOW TO RUN STP FINAL	8
MY CALENDAR/CHECKLIST.....	9
PREPARATION FOR 30 JUNE - OVERVIEW.....	10
WORKDESK SOFTWARE VERSION	11
WINDOWS OPERATING SYSTEM VERSION SUPPORTED.....	11
THE IMPORTANCE OF BACKUP	11
COMPANY INFORMATION.....	11
AFTER LAST PAYRUN - OVERVIEW	12
AFTER LAST PAYRUN FOR THE YEAR	12
CREATING A BACKUP COMPANY	12
RECONCILE ACCOUNTS.....	13
<i>Net Pay Clearing</i>	13
<i>PAYG Tax</i>	13
UNPAID TIMESHEET CLEAN-UP.....	13
SET EMPLOYEES YOU WANT DELETED TO 'PRINTED SUMMARY'	13
PAYG PAYMENT REPORT.....	14
PRINT OR EXPORT REPORTS.....	14
SINGLE TOUCH PAYROLL YEAR TO DATE DETAIL REPORT	14
SINGLE TOUCH PAYROLL YEAR TO DATE DETAIL REPORT FOR STP PHASE 2.....	15
STATUTORY BACKUP.....	15
INTERNAL WORKDESK BACKUP AT EACH STEP.....	15
SUPERANNUATION REPORTING AND SUPER END OF PERIOD.....	16
PRINT OR EXPORT SUPERANNUATION LEDGER FOR THE YEAR.....	16
DELETING OLD LEDGER ENTRIES.....	17
SUPERANNUATION CEILING ON EACH SUPER FUND IS NOW ANNUAL MCB.....	17
STP FINAL SUBMISSION PROCESS.....	18
PAYROLL END OF YEAR.....	25
BACKUP BEFORE END OF YEAR	25
BACKUP WARNING	26
COMMENCE END OF YEAR.....	26
CHECK SUPER CHANGES.....	26
UPDATE TAX TABLES	27
ATO NAT TAX TABLE NUMBERS.....	27
TAXTABLE.CSV	28
Scale 2: Where payee eligible to receive leave loading and has claimed tax free threshold	29
Scale 3: Foreign residents	29
Scale 5: Where tax file number not provided by foreign resident payee	29

WorkDESK

End of Year Notes Payroll

<i>Scale 6: Payee claimed FULL exemption from Medicare levy in Medicare Levy Variation Declaration</i>	30
<i>Scale 7: Payee claimed HALF exemption from Medicare levy in Medicare Levy Variation Declaration</i>	30
<i>Scale 15: Working Holiday Maker (Backpacker tax) Senior Australians</i>	30
UPDATING USING AUTOFIELD LOAD	32
ENTERING MEDICARE VARIATIONS	33
FIRST PAYRUN CHECKLIST	34
PLEASE CHECK THE FOLLOWING:	34
QUALIFYING EARNINGS, SUPER FUNDS AND MVR	34
PAYDAY SUPER SAFF	38
GENERAL LEDGER PERIOD NUMBER FOR PAYRUN	39
VERIFYING STP SUBMISSION.....	40
CONFIRM YOUR SUBMISSION WAS RECEIVED BY THE ATO ON THE ONLINE SERVICES FOR BUSINESS PORTAL OR YOUR OZEDI MESSAGE STATUS FOR YOUR FINAL SUBMISSION	40
HELP	41
WHEN YOU NEED TO MAKE A SUPPORT CALL	41
AFTER HOURS SUPPORT COSTS	41

WorkDESK

End of Year Notes Payroll – Introduction

INTRODUCTION

These notes are designed to assist you in preparing for the End of Year as well carrying out End of Year procedures. The two documents are

- End of Year 2025 – Payroll
- End of Year 2025 – 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.

An additional document is provided for PAYG Summary printing – this is only required reading if you are not using Single Touch Payroll.

WorkDESK Documentation

The most recent Published version of each of the following WorkDESK pdf documents is included with each Software Update.

You will find these documents in the tempsys\help folder:

- WB1 - WorkDESK WorkBOOK One – WorkDESK starts here – walks you through “the basics”
- WB2 - WorkDESK WorkBOOK Two – Consultants – including Desktop’s and Outlook Integration – describes the facilities available to Consultants and their support staff
- WB3 - WorkDESK WorkBOOK Three – Payroll, Billing and Bookkeeping – for the “back office” staff – Payroll, Invoicing and Accounting
- SMG - WorkDESK Installation & System Manager’s Guide, which details initial software installation instructions plus procedural and system setup information
- WFL - WorkDESK File Load – import data into WorkDESK
- WDW - WorkDESK DocumentWriter – design document layouts
- WRG – Report Generator Manual – create custom reports - needs the Report Generator licence to use

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End of Year Notes Payroll – STP and Payroll End of Year

Key Date Reminders

STP Final Data Entry Date:

Only change your Data Entry Date if you do STP Final/ Payroll End of Year after June 30.

If you do STP Final before 30th of June, DO NOT forward date your data entry date to June 30th.

When to Run Payroll End of year:

The date the pay run is paid (your bank processing date) determines which financial year that pay run applies to.

The finalisation event for the 2025/2026 financial year should only include earnings, etc. from pay runs paid within that financial year.

For example:

- Pay run period ending 30th June 2025, paid 30th June 2025; should be included in the 2024/25 financial year.
- Pay run period ending 30th June 2025, **paid 1st July 2025 or after**; must be included in this financial year, **2025/26**.

Paying an employee in July without closing End of Year will result in the employees MyGov showing their 2025 balance in their 2026 year and requires amendment submissions to correct their 2026 balance.

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End of Year Notes Payroll – STP and Payroll End of Year

Must do STP Final and Payroll EOY before first July Pay

If your Company has activated Single Touch Payroll, the ATO requires that you submit a Final Update on or before 14 July. If you cannot submit STP final by July 14 you must produce paper Payment Summaries with details provided in a separate document.

Final Update and Payroll End of Year must be completed prior to the day of your first Payrun after 30 June.

If you cannot submit your STP Final before your first pay in July you must copy any companies that were not submitted into another group for submission, these extra steps are outlined below. We recommend you avoid this scenario as it requires more processing and potential extra support costs.

Cannot meet first July Pay deadline

In this case you will need to:

- After the last pay prior to 30 June, make sure all Payroll Submissions have been sent with the status of Done or Update Done and there are no Partial Updates or Outstanding Submissions. Fix up any Partial Updates or send any Outstanding Submission files before continuing.
- Backup and copy the (original) database to another group (copy).

In Original group:

- Do Payroll End of Year.
- Do Payrun and send to ATO.
- Continue normal processing

In Copy group:

You must mark all employees for STP Final, generate the STP Final Update and Submit the update file to the ATO.

- Mark all Employees for 'Final'
- Generate STP Update File
- Submit STP Update file to the ATO before July 14

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End of Year Notes Payroll – STP and Payroll End of Year

How to Run STP Final

The STP Final Submission process must be completed before processing the Payroll End of Year procedure.

Submitting STP Final removes your obligation to provide your employees with payment summaries in relation to the STP reported information.

Do not change your data entry date to 30/06 unless you are processing STP final on 01/07 or later. Dating STP final as 30/06 before 30/06 will result in a rejected submission.

The Final Submission process can be broken down into 3 steps:

- 1) Set all employees to 'Final' in WorkDESK with the push of a button. – anyone paid in the financial year will be flagged in WorkDESK as 'Final', indicating this is the last STP Submission for this Employee for the year.
- 2) Create an Update event file to include all employees' details and YTD with their 'Final' flag – the update event is created like a typical update event, but the 'Final' column on the report will contain 'TRUE'. This creates the file of all employees paid within the year that can be sent to the ATO.
- 3) Send the Update file to the ATO – the ATO is updated with all employees and their YTD values. It indicates that this is the Final STP submission for the year. This step should be familiar to you as it is sent to the ATO via the same 'Send' procedure you would use to send each Payrun to the ATO.

More details of these steps are included in the [STP Final Submission Process](#) section.

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End of Year Notes Payroll – After last Payrun

My Calendar/Checklist

This calendar has been prepared as a guide to help you complete your End of Year processing. Please include/delete additional items as needed and apply dates required to fit around your requirements to do the first Payrun in the new financial year (Payroll End of Year and related STP Final Submission **must** be completed before this date). Page numbers have been inserted to assist – they are no substitute for reading the full document; it is not possible to show all page references to the checklist items.

Running Payroll End of Year sets the system to the correct state to process Payday Super. If you attempt to pay in July without having done Payroll End of Year, you will be forced to recover and fix it up.

Date Required	Detail	Page	Who	Done
08 June	Reconcile PAYG remittances YTD up to end May	13		
	Trial print STP YTD Detail Report (Preparation)	14		
	Read End of Year Notes and comply with all setup requirements and checks			
	Last Payrun for 2025/2026			
	Last Invoice Run 2025/2026			
	Check Employee Revenue Report and Job Revenue Report – make sure that all timesheets have been paid/billed. Clean up as required (see notes)	13		
	Export PAYG Payment Report and STP YTD Detail Report	14		
	Reconcile PAYG	13		
	Print all Reports required before End of Year:			
	Employee Allowance/Deductions Report Employee Entitlements Summary Payroll History Ledger	14		
	Backup prior to Super End of Period			
	Superannuation End of Period	16		
	Print Employee Superannuation Ledger Print Arrivals/Departures Report			
	Flag old Employees as 'Printed Summary' for deletion	13		
	Final (Statutory) Backup (required for ATO)	15		
	Flag All Employees as 'Final' for STP			
	Generate STP Final Update File			
	Reconcile STP Final Report with PAYG Payment Report	14		
	Send STP Final Submission to the ATO			
	Backup prior to Payroll End of Year			
	Payroll End of Year (set date for data entry)	18		
	Update Tax Tables	27		
	Change or check Super Percentage and Ceiling on all Super Funds if you did not elect to automatically update	17		
	Reportable Deduction changes			

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End of Year Notes Payroll – After last Payrun

Date Required	Detail	Page	Who	Done
	First Payrun for 2026/2027 (Remember post to Period 13) You MUST have done Payroll End of Year before first pay!			
	Check all Client Receipts processed up to last day of Financial Year End			
	Print Client Reports:			
	<ul style="list-style-type: none"> Net Revenue Analysis Gross Revenue Analysis Placement History Revenue Detail Revenue Summary Statements Receivable Ledger Receivable Analysis Unpaid Invoice by Client Unpaid Invoice by Consultant Custom Report Generator Reports 			
	Backup prior to Accounts Receivable End of Year			
	Accounts Receivable End of Period/Year			
	First Invoice Run for 2026/2027			
	Process first Client Receipts for 2026/2027 (Remember post to Period 13)			
	Complete Accounts Payable Processing (don't process Invoices dated July)			
	Print Reports			
	Accounts Payable End of Period/End of Year			
14 July	STP Final Must be Submitted to ATO by today			
30 September	General Ledger End of Year note: only if your Financial Year end is June [otherwise substitute your own date] (must be completed prior to the need to run first pay for October and before the requirement to do Accounts Receivable/Accounts Payable End of Period)			

Preparation for 30 June - Overview

- Software version
- Windows Operating System

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End of Year Notes Payroll – After last Payrun

- Backup – it is so important
- Company Information

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 Employees Final information through Single Touch Payroll by the 14th of July – However we recommend you submit this after your last Payrun in June and before your first July Payrun, we suggest you don’t leave it to the last minute

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 12.5116 or greater. 12.5116 will be published in mid-June.

- Payday Super preparation which adds Qualifying Earnings flags to Billing Multipliers, Allowances and Rate Books is the first step in the transition. Read the WorkDESK Payday Super (WPS) manual for full instructions.
- WorkDESK now creates a SAFF file during payroll update which includes all the information required to submit to your Superannuation Clearing House. To prepare you data for this transition you must follow the steps in the WPS manual.
- For pays on or after 1 July 2026, you must submit (or test in your clearing house) that the SAFF file will be accepted error free **PRIOR** to commencing you next payrun. You will be forced to recover and reprocess every payrun to correct SAFF errors. The SAFF file cannot be edited.

Windows Operating System Version supported

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

Windows 11 x64
Windows 10 Pro/ Enterprise x64
Windows Server 2022
Windows Server 2019

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”.

Company Information

Make sure you update any business detail changes (e.g. your business address has changed) in Company Information – this information is provided to the ATO in the STP Submission files - (see System ⇒ System Control ⇒ Maintain System Control File ⇒ Company Information).

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End of Year Notes Payroll – After last Payrun

After last Payrun - Overview

- Reconcile Accounts
- Set Employees not continuing/ to be deleted to 'Printed Summary'
- Print Reports
- End of Year Statutory Backup
- Set Final Indicator for STP
- Create the STP Final Update File
- Submit the STP Final Update file to the ATO
- 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 elected at Payroll EOY

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 STP Final Submission to be sent. You will use the duplicate company to send your STP Final Submission. 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.

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

Remember, you cannot pay any Employee after 30th 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:

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End of Year Notes Payroll – After last Payrun

- Reconcile Accounts
- Print Reports
- End of Year Statutory Backup
- Set Final Indicator for STP
- Create STP Final Update File
- Submit STP Final Update File

Reconcile Accounts

Net Pay Clearing

The balance of Net Pay Clearing Account in the General Ledger for Year to Date at 30th June must be zero. Values in this account may reflect incomplete payroll adjustments and should be investigated.

PAYG Tax

Balance PAYG Withholding deducted with PAYG Withholding paid to ATO. Please make time to reconcile amounts that you have paid out to the Australian Tax Office for PAYG Withholding and the total PAYG Withholding deducted as detailed in the General Ledger control Accounts, with the total tax deducted for each Employee, as shown on the PAYG Payment Report. If you answer No to "Exclude Cents Rounding?", the report will print Gross Pay and Allowances with the cents removed so that you can balance those figures to the dollar. The PAYG Payment Report has five sections: All, Casual/Perm, Subcontractor only, Permanent and Casual.

A Rounding Issue: The ATO requires 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.

Unpaid Timesheet Clean-up

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.

Set Employees you want deleted to 'Printed Summary'

Set Employees to 'Terminated' then 'Printed Summary' for any employee that will not work for you next year that you want to delete. This can be at any time (before or after submitting your STP

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End of Year Notes Payroll – After last Payrun

Final update) but it must be done after the Employees final pay for the year & before completing Payroll End of Year. E.g. an employee you've not be paying since January can be changed now.

PAYG Payment Report

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" press 'Save' then change to "Printed Summary" and save again.

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 will not be deleted. Therefore you must set them to "Printed Summary" after setting them to "Terminated".

Print or Export Reports

Print or Export 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
- ⇒ **STP YTD Detail 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)

Single Touch Payroll Year to Date Detail Report

Export the Accounting -> Payroll -> Payroll Parameters -> Single Touch Payroll: YTD Detail Report

This report will contain all the Gross, tax and an allowance summary for all employees for the year reported through Single Touch Payroll.

This is the information used when generating the Single Touch Payroll 'Final' file.

You can compare:

- the 'Gross' columns to the Gross on the Payroll History Ledger or PAYG Payment report.
- The Tax Columns on this report with your PAYG withheld year to date.

Note allowances are accrued on this report transactionally, if you have changed an allowance definition throughout the year, the current definition should be true as YTD (i.e. adjustments are retroactively changed). If you require large adjustments support can also assist with this.

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End of Year Notes Payroll – After last Payrun

Single Touch Payroll Year to Date Detail Report for STP Phase 2

Since the inclusion of STP2 – a large volume of data needs to be prepared for this report, totalling transactions for this year. A 'Retry Yes/ No' message may appear if it is still processing the totals. You should always answer **Yes** to this message. With large data sets it can take a few minutes for this to complete (you can leave the Retry message and press Yes after some time. If you press Yes and the message doesn't re-appear then the process will be completed)

When matching totals to other WorkDESK Reports, note that some WorkDESK Allowance on this report may be in the 'Gross' sections, Allowance sections, Termination/ ETP or Lump Sum Areas. Every system is configured differently in these areas so it is important to keep this in mind and you may need to look at individual employees with any special payments (e.g. Lump Sums).

On the Report Columns AA to AI (Gross to Bonus& Commissions) are totalled for you in Column Z. Anything to the right of this is typically split allowance (e.g. Meals) and other payment types like Lump Sums.

	A	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	D
1	Code	Income Type	Country Code	Tax	Total Gross	Gross	Paid Leave - O	Paid Leave - C	Paid Leave - U	Paid Leave - P	Paid Leave - W	Paid Leave - A	Overtime	Bonus&Comm	D
2	ABRAJS	SAW		57	1350	1350	0	0	0	0	0	0	0		
3	ABRAJS	WHM	gb	194	1292	1292	0	0	0	0	0	0	0		
4	ADAMKR	SAW		20	1150	1150	0	0	0	0	0	0	0		
5	COLLCF	SAW		488	2471.98	2471.98	0	0	0	0	0	0	0		
6	COLLNS	SAW		378	2158	2158	0	0	0	0	0	0	0		
7	COLLSK	SAW		380	2160	2160	0	0	0	0	0	0	0		

Some employees can also appear twice on the report if they have been paid against more than one income stream. E.g., an existing Working Holiday Maker gets a resident visa and changes to SAW, then their payments as WHM would be on one line, and payments as SAW on another. However if you believe the employee should be reported under only one income type an adjustment would be required to move from one type to another.

It is always a good idea to identify and inspect any WHM employees if they were incorrectly identified as SAW and paid for any part of the year.

Statutory Backup

In previous years there was a requirement for a Total Environment backup of Tempsys, this is no longer required with STP. You are now only required to generate an **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. EOY2026.

We recommend this backup is also copied to external media or other location.

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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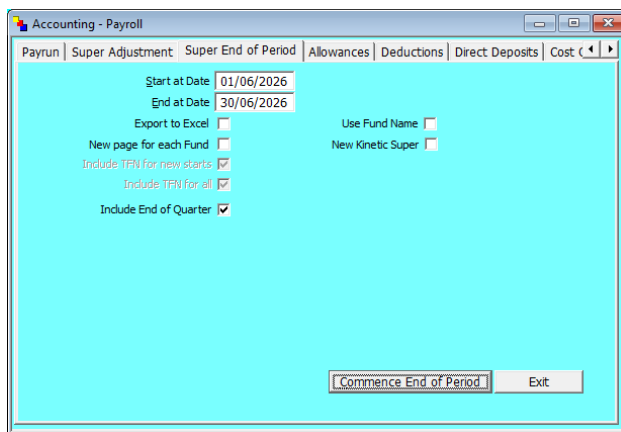
End of Year Notes Payroll – After last Payrun

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. These tabs will not be available to you after you complete payroll end of year – all super processing is done inside payrun in future.

The date you run Super End of Period for June is critical to the behaviour of the software. You **must use** the **Data Entry Date** on the Login screen and set this date to the 30th June 2026 to be able to complete the Super End of Period. The screen will not allow a July date as the Data Entry Date.

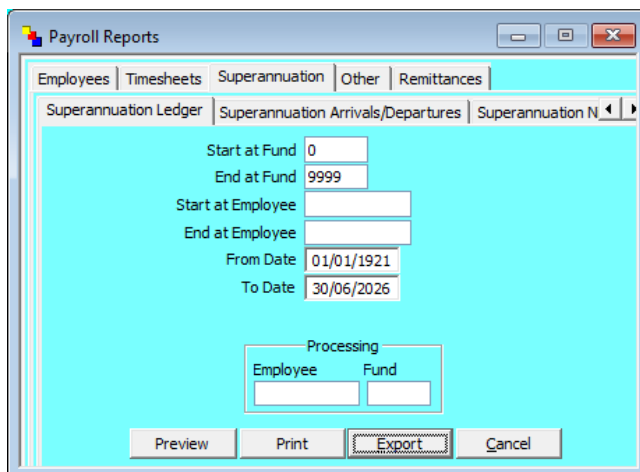
As June is the end of the superannuation quarter, you must select 'Include End of Quarter'.



The screenshot shows the 'Accounting - Payroll' window with the 'Super End of Period' tab selected. The 'Start at Date' is 01/06/2026 and the 'End at Date' is 30/06/2026. There are several checkboxes: 'Export to Excel' (unchecked), 'New page for each Fund' (unchecked), 'Include TPN for new starts' (checked), 'Include End of Quarter' (checked), 'Use Fund Name' (unchecked), and 'New Kinetic Super' (unchecked). At the bottom, there are 'Commence End of Period' and 'Exit' buttons.

Print or Export Superannuation Ledger for the year

You should complete this step prior to running Payroll End of Year but after you have completed Superannuation End of Period.



The screenshot shows the 'Payroll Reports' window with the 'Superannuation' tab selected and the 'Superannuation Ledger' sub-tab active. The 'Start at Fund' is 0 and the 'End at Fund' is 9999. The 'Start at Employee' and 'End at Employee' fields are empty. The 'From Date' is 01/01/1921 and the 'To Date' is 30/06/2026. There is a 'Processing' section with 'Employee' and 'Fund' labels and empty input boxes. At the bottom, there are 'Preview', 'Print', 'Export', and 'Cancel' buttons.

Select Reports → Payroll → Superannuation → Super Ledger. Use the date of your first Payrun for the year up to 30th June.

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End of Year Notes Payroll – After last Payrun

Deleting old Ledger Entries

A few months after End of Year, provided you have balanced the year's entries and made all payments AND PRINTED OUT a Super Ledger for the year reflecting all entries in all Employees ledgers, delete the Super Ledger entries for the previous Financial Year (ie 01/07/24 To 30/06/25).

If left without deleting, these records will build up to consume a large amount of the Database Disk Space.

Taking a backup of the data prior to running this procedure is mandatory. If the system encounters any damaged data & crashes during the delete, you will be required to recover to the last backup. Consider running overnight and check the results first thing prior to allowing users to log back in.

To delete these items do the following:

- take a backup of the data
- keep all users logged out
- Select System → File Deletions → Super Ledger Entries
- Enter the date. All entries in the System up to this date will be deleted.

Superannuation Ceiling on each Super Fund is now Annual MCB

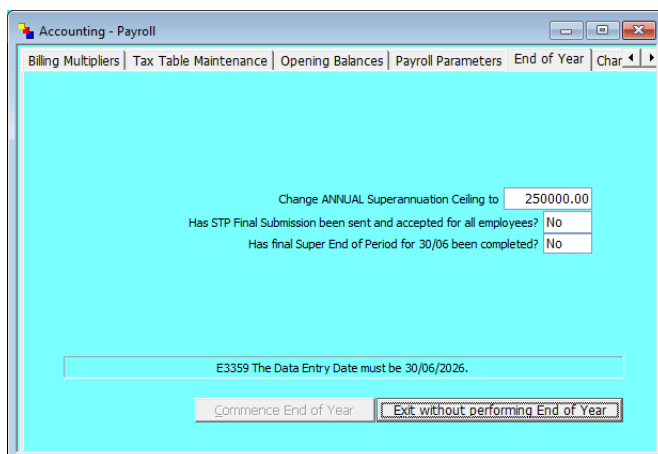
With the transition to Payday Super, the superannuation ceiling is now described by the ATO as being the Maximum Contribution Base, assessed as an annual cap. The WorkDESK software will now use this figure – not the Quarterly value used in the past.

At the time of writing the ATO still has not confirmed this value for 2026-2027, the current estimate by the ATO of this value is ~~\$250,000.00~~ \$270,830. The Superannuation Guarantee Charge remains at 12%.

The Monthly Ceiling for Superannuation Funds is indexed each year.

The Payroll End of Year screen will apply the value in the prompt "Change ANNUAL Superannuation Ceiling to" all super funds in your system, during the End of Year process. Enter the correct value as advised by the ATO.

During Payroll End of Year, it will also activate Payday Super, based on your settings you have applied for Qualifying Earnings. You MUST have the data entry date set to 30 June 2026 to complete this process.



For all active Payroll Groups, after doing EOY you can change the MCB by selecting each fund in turn if the value changed or was not correctly set. Select Accounting → Payroll → Super Funds.

WorkDESK

End of Year Notes Payroll – After last Payrun

The screenshot shows the 'Accounting - Payroll' window. The 'Fund Code' is S201, 'Short Name' is AusRet, and 'Description' is Australian Retirement. The 'Pay / Deduct Basis' is Super. The 'Superannuation' section is expanded, showing 'Accrual Basis' as Percentage, 'Default Accrual Rate' as 12.00, 'Monthly Threshold' as 0.00, and 'Annual QE Ceiling (MCB)' as 250000.00. Other fields include 'Pay during Holidays?' (No), 'General Ledger code' (012.02), and 'G L code to Credit' (784.00). Buttons for 'Fund Info', 'Save', and 'Exit' are at the bottom.

STP Final Submission Process

Prior to starting your Final Submission, you must ensure all previous payruns & updates are submitted and 'Done' (success results from the ATO) in Accounting -> Single Touch Payroll. If any are 'Outstanding' they must be sent prior to continuing the Final submission process. In 12.5116+ by default, all 'Done' items should be hidden. If you have no outstanding entries this screen should be blank. You can also tick 'Inc Done' to view all Done items.

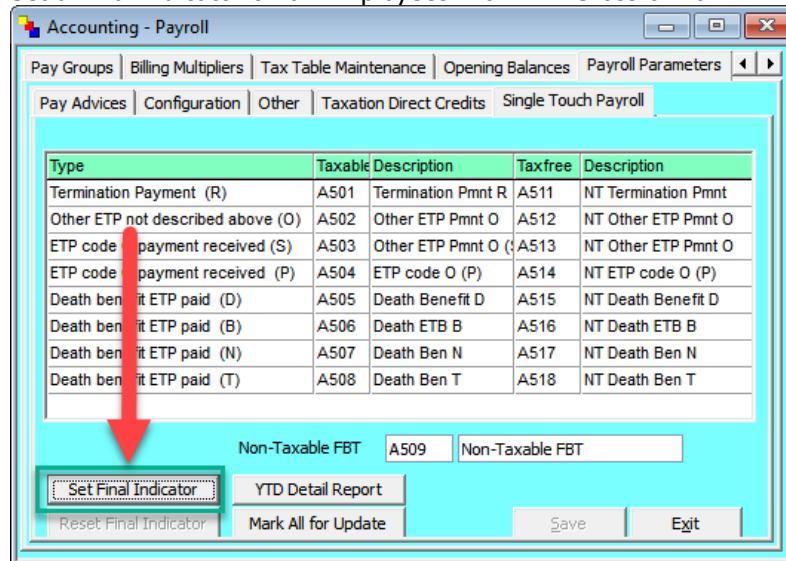
The screenshot shows the 'Single Touch Payroll' window with the 'Outstanding Submissions' tab selected. It displays a table of 'Outstanding Payruns' with columns for Date, File, Status, Approval, Approved By, and EFT Date. Below the table are buttons for 'Create Update File', 'STP2 Test M2M', 'Inc Done', 'Maintenance', 'Validate', 'Header', and 'Send'. A table below shows a row for 'BENTR' with status 'Outstanding'. At the bottom are buttons for 'Copy all to Clipboard', 'Copy errors to Clipboard', and 'Update'.

Date	File	Status	Approval	Approved By	EFT Date
01/02/22 08:20:25	202202010820.xml	Outstanding			01/02/22
01/02/22 09:03:54	202202010903.xml	Outstanding			01/02/22
01/02/22 10:26:24	202202011026.xml	Outstanding			01/02/22
01/02/22 10:38:00	202202011036.xml	Outstanding			11/02/22
01/02/22 15:55:10	202202011555.xml	Outstanding			01/02/22
01/02/22 16:09:36	202202011609.xml	Outstanding			01/02/22
03/02/22 14:13:02	202202031413.xml	Outstanding			03/02/22
03/02/22 14:23:57	202202031423.xml	Outstanding			03/02/22

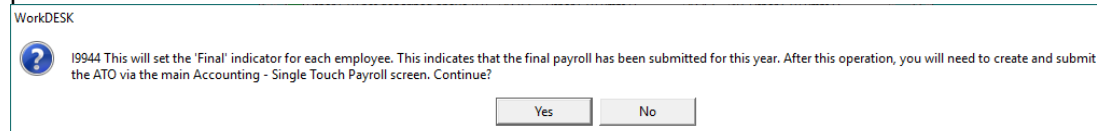
WorkDESK

End of Year Notes Payroll – After last Payrun

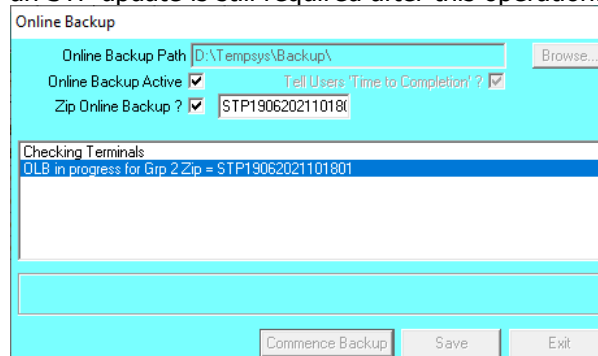
3) Set a Final indicator on all Employees with YTD Gross or Tax



In Accounting -> Payroll -> Payroll Parameters -> Single Touch Payroll press 'Set Final Indicator'.



An information message will appear to confirm to Continue & notify that an STP update is still required after this operation.



An automatic Online Backup will commence.

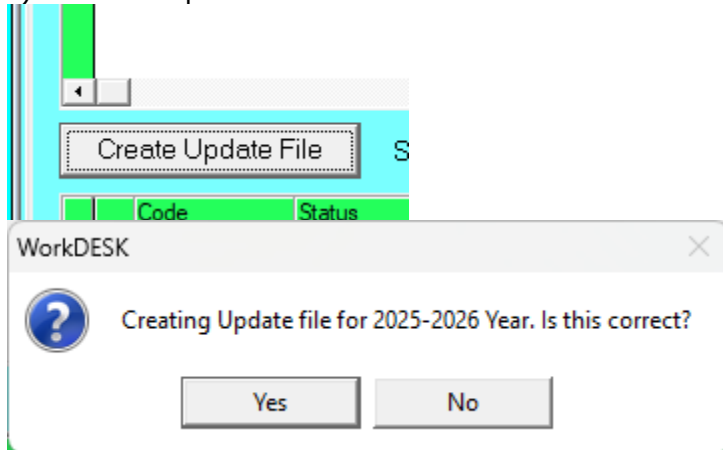


After the backup and Final Indicator process has finished 'Completed' should appear above the 'Save' button.
You can now press 'Exit'.

WorkDESK

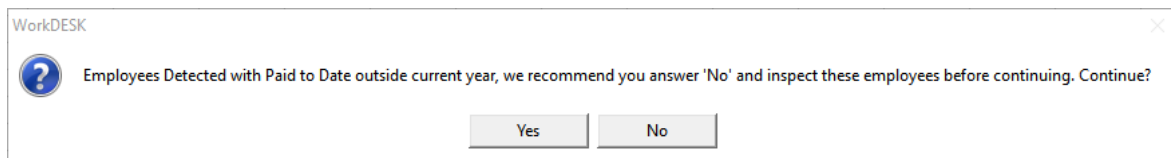
End of Year Notes Payroll – After last Payrun

2) Create an 'Update' Event to the ATO



Create: In Accounting -> Single Touch Payroll press 'Crate Update File'

You will be prompted for the financial year to be created for. If the wrong year displays, press 'No', log out and back in with the correct date for data entry.

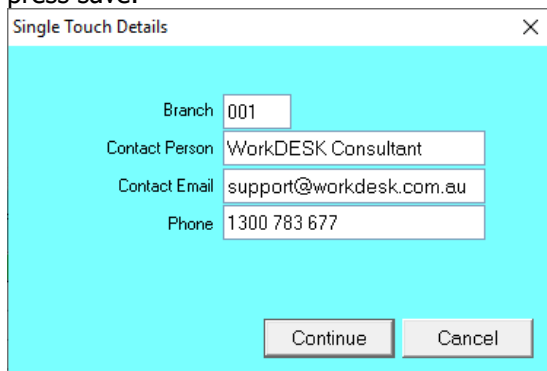


You may be prompted with this message regarding Employee's paid to dates.

We recommend you select NO and investigate each employee listed.

If the employee was paid this financial year (has a YTD Balance) Go into File -> Employee -> Maintain -> Other and change the paid to date to 01/07/25 or a date in the current year.

If the employee was not paid & you do not wish to include them in the report go into File -> Employee -> Maintain -> Single Touch Payroll: untick the box 'Changed since last upload' and press save.



Press 'Continue' to confirm the consultant you are logged in with to use the matching Machine Credential.

Since the inclusion of STP2 – a large volume of data needs to be prepared at this point a 'Retry Yes/ No' message can appear. You should always answer Yes to this message. With large data sets it can take a few minutes for this process to complete (you can leave the Retry message and press Yes after some time. If you press Yes and the message doesn't re-appear then the process will be completed)

WorkDESK

End of Year Notes Payroll – After last Payrun

	A	B	C	D	E	F	G	H	I	J	K
1	Code	Name	TFN	DOB	Address	Email	Pay Start	Pay End	Final	Pay Basis	Emp Start
2	ABRAJS	ABRAMS, J	1.52E+08	#####	8 Astor Av	john.b@w	#####	#####	TRUE	C	#####
3	ADAMKR	ADAMSON, M	1.52E+08	#####	59 Blamey	john.b@w	#####	#####	TRUE	C	#####
4	COLLCF	COLLINS, C	1.52E+08	#####	19 Beacon	john.b@w	#####	#####	TRUE	F	#####
5	COLLNS	COLLEN, M	1.52E+08	#####	23 Yellow	john.b@w	#####	#####	TRUE	F	#####
6	COLLSK	COLLEN, S	1.52E+08	#####	44 Station	john.b@w	#####	#####	TRUE	F	#####
7	CREWAR	CREWMAN, J	1.52E+08	#####	55 Hickory	john.b@w	#####	#####	TRUE	F	#####
8	CURTLE	CURTIS, L	1.52E+08	#####	12 Grand	john.b@w	#####	#####	TRUE	F	#####

An Excel spreadsheet of the Year to Date values for each employee should open.

Confirm all employee's are showing as 'TRUE' in the Final column.

Also confirm these details are correct before signing and continuing. These details should match the Single Touch Payroll YTD Detail report prepared earlier.

If any details are incorrect, cancel and make the requirement amendments.

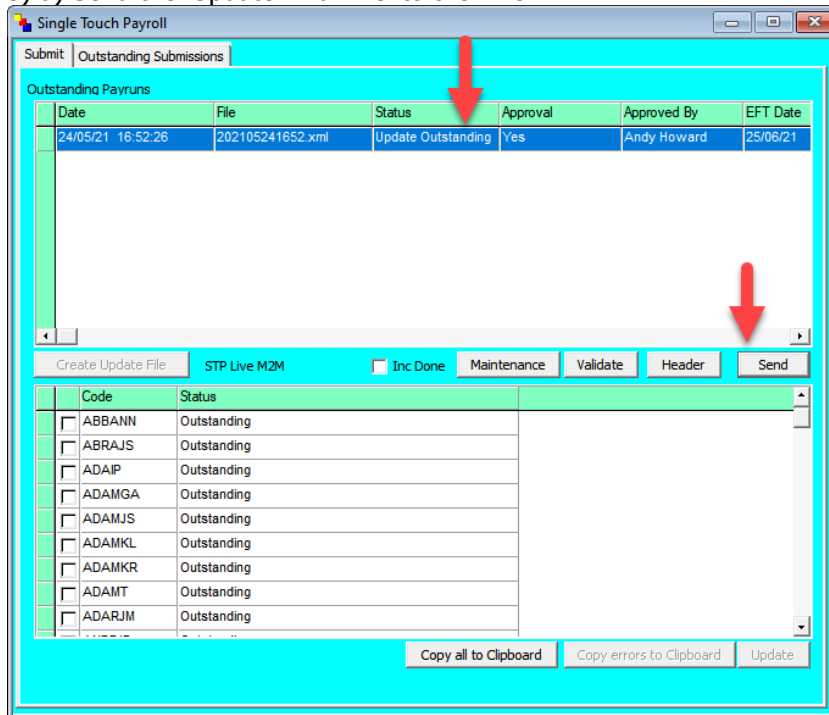
After reviewing the spreadsheet and confirming the report data i.e. compare the Number of Employees, you can sign the declaration to complete the update file creation.

An automatic backup will commence immediately before the file is created.

WorkDESK

End of Year Notes Payroll – After last Payrun

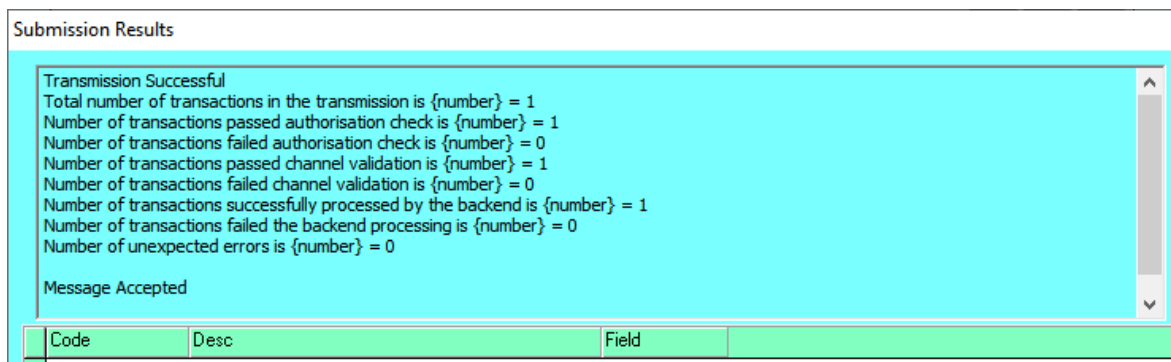
3) a) Send the 'Update Final File' to the ATO:



Find and highlight the newly created Update File, which should be at the top unless there are other outstanding entries.

And press 'Send'.

An automatic online backup will commence.



If the file is accepted by the ATO you should receive the 'Transmission Successful' message window and you can continue on with Payroll End of Year.

If any part of the submission is rejected by the ATO you can make further changes and resubmit 'final' for the amended employees separately before continuing with Payroll End of Year.

The Update 'Final' submission must be sent and fully accepted by the ATO before processing End of Year. This will display as 'Update Done' in the WorkDESK Submit Status column.

Do not re-send the submission unless you are sure you are required to. Additional charges from Ozedi may occur if you re-send when you may not be required to.

WorkDESK

End of Year Notes Payroll – After last Payrun

You can also log into the Business Portal to check the submission was received by the ATO. Notes for this are at the end of this document.

3) b) If you have a 'Transmission Partial' after sending to the ATO.

Submission Results

Transmission Partial
 Total number of transactions in the transmission is {number} = 1
 Number of transactions passed authorisation check is {number} = 1
 Number of transactions failed authorisation check is {number} = 0
 Number of transactions passed channel validation is {number} = 0
 Number of transactions failed channel validation is {number} = 1
 Number of transactions successfully processed by the backend is {number} = 1
 Number of transactions failed the backend processing is {number} = 0
 Number of unexpected errors is {number} = 0

Code	Desc	Field
ADAIP	CMN.ATO.PAYEVNTEMP.000179 - Error -	
ADAMGA	CMN.ATO.PAYEVNTEMP.000179 - Error -	
ADAMJS	CMN.ATO.PAYEVNTEMP.000179 - Error -	
ADAMKR	CMN.ATO.PAYEVNTEMP.000179 - Error -	
ADAMT	CMN.ATO.PAYEVNTEMP.000179 - Error -	
LARSJ	CMN.ATO.PAYEVNTEMP.000179 - Error -	
WARRTM	CMN.ATO.PAYEVNTEMP.000179 - Error -	

A Partial Failure would appear similar to the above. Only the employees that have not been sent will show. You can double click each line to view the reason for the rejection for each employee.

WorkDESK

```

<EventRet>
<Code>CMN.ATO.PAYEVNTEMP.000179</Code>
<Type>Error</Type>
<Desc>The Period Start Date must be within the same financial year as the
Pay Update Date</Desc>
<LongDesc />
<Params />
<Param>
<ID>RuleIdentifier</ID>
<Text>VR.ATO.PAYEVNTEMP.000179</Text>
</Param>
<Param>
<ID>PAYEVN69</ID>
<Text>20/06/2019 12:00:00 AM</Text>
</Param>
<Param>
<ID>PAYEVNTEMP29</ID>
    
```

Close

Or you can return to STP Submit screen, highlight the run in the top table and double click on each employee with 'Error' Status line to view the details again.

Single Touch Payroll

Submit Outstanding Submissions

Date	File	Status	Approval	Approved By	DTL Date	Message ID	Rs
20/06/19 21:51:28	20190620191.xml	Upload Partial	Yes	WorkDESK Consultant	14/06/19	A1261032129189_20191201	
14/06/19 16:17:10	201906141617.xml	Done	Yes	WorkDESK Consultant	14/06/19	A1261030995377_91534201	

Create Update File STP Test Outstanding Validate Header Send

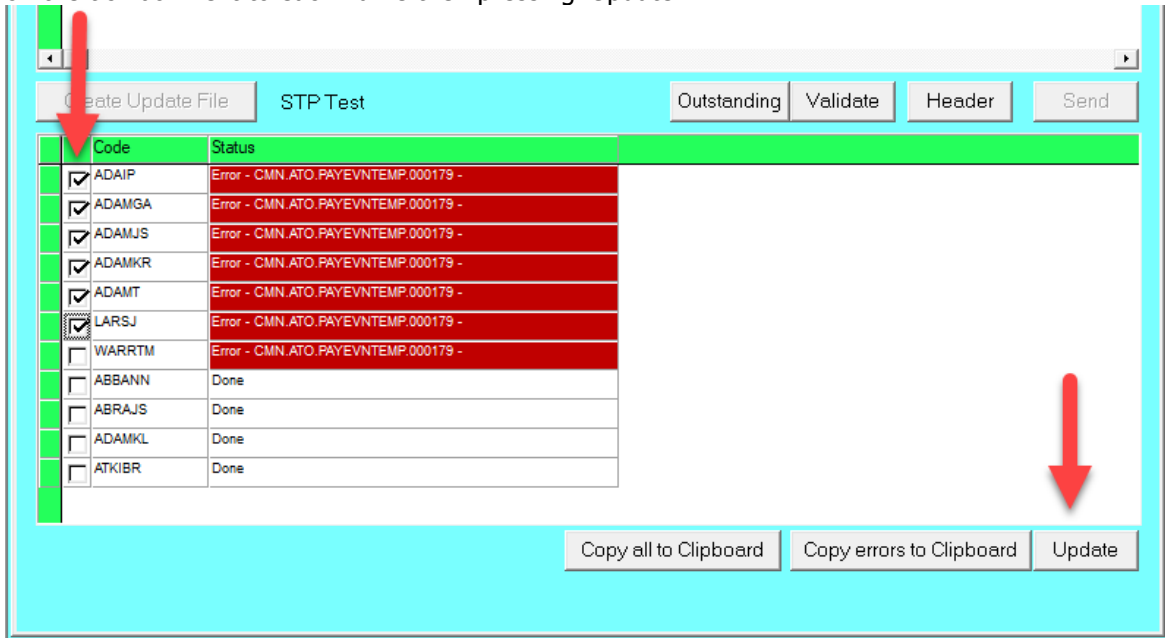
Code	Status
ADAIP	Error - CMN.ATO.PAYEVNTEMP.000179 -
ADAMGA	Error - CMN.ATO.PAYEVNTEMP.000179 -
ADAMJS	Error - CMN.ATO.PAYEVNTEMP.000179 -
ADAMKR	Error - CMN.ATO.PAYEVNTEMP.000179 -
ADAMT	Error - CMN.ATO.PAYEVNTEMP.000179 -
LARSJ	Error - CMN.ATO.PAYEVNTEMP.000179 -
WARRTM	Error - CMN.ATO.PAYEVNTEMP.000179 -
ABBANN	Done
ABRAJS	Done
ADAMKL	Done
ATKIBR	Done

Copy all to Clipboard Copy errors to Clipboard Update

WorkDESK

End of Year Notes Payroll – After last Payrun

After amending the employee records, you can re-submit each individual entry by double clicking on the tick box next to each name then pressing 'Update'



This will attempt to re-send for these employees only, and it will include any changes you have made to their employee file details automatically.

Please refer to the separate "Single Touch Payroll.pdf" manual if further information is required for making amendments.

All employee errors must be resolved and flagged as done before processing Payroll End of Year.

If an employee has an error but was not paid for the financial year you can skip amendments for these 0 YTD employees. If only 0 YTD employees show with errors you can use the "Maintenance" button, find the Update file with the error, right click on it and select "Mark as Done".

WorkDESK

End of Year Notes Payroll – After last Payrun

Payroll End of Year

If you fail to do this step prior to running the first pay after 30th June, the Employee earnings will merge for 2026 and 2027 financial year's. It is expensive to fix this (unless you are prepared to recover to 30th June and reprocess all payrolls) so take care and save yourself some money.

If you do Payroll End of Year **after** 30th June, you must be logged into WorkDESK with the **Data Entry Date** of 30th June to complete this step. If you do Payroll End of Year **before** 30th of June, **do not forward date your data entry date to June 30th.**

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 30th 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 2025. 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.

Your STP Final Submission must be done before proceeding Payroll End of Year.

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 30th June or less.

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

Accounting - Payroll

Billing Multipliers | Tax Table Maintenance | Opening Balances | Payroll Parameters | End of Year | Char

Change ANNUAL Superannuation Ceiling to 250000.00

Has STP Final Submission been sent and accepted for all employees? No

Has final Super End of Period for 30/06 been completed? No

E3359 The Data Entry Date must be 30/06/2026.

Commence End of Year Exit without performing End of Year

Annual Super Ceiling. At the time of writing the ATO still has not confirmed this value for 2026-2027, the current estimate by the ATO of this value is ~~\$250,000.00~~.

The ATO has now set the annual Super Ceiling, (Maximum Contribution Base) at \$270,830 for 2026-2027.

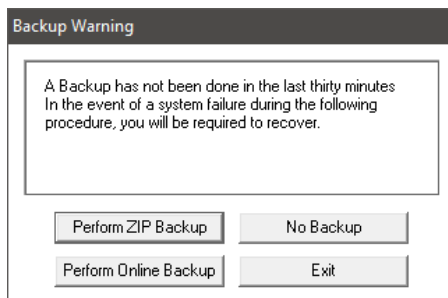
WorkDESK

End of Year Notes Payroll – After last Payrun

Confirm that STP Final Submission has been sent and accepted by the ATO. Confirm you have completed Super end of Period. You will not be able to continue with EOY unless you have completed these steps.

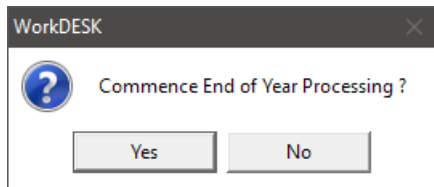
Backup Warning

If a Backup has not been done recently, you are reminded that it is a mandatory step (see warnings at the beginning of this section).



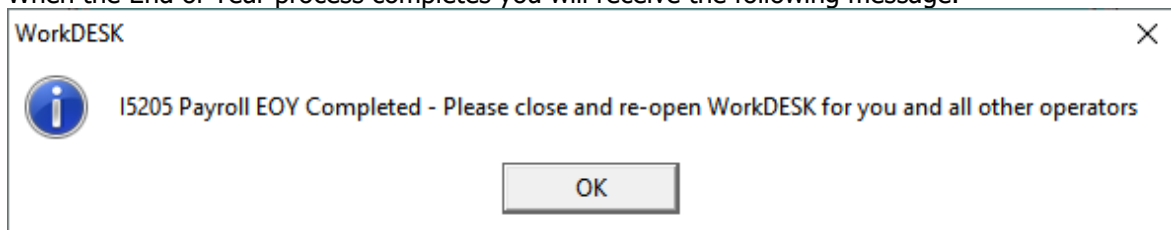
Commence End of Year

If you are now ready to perform the End of Year processing, press Yes.



You must report any errors to WorkDESK Support.

When the End of Year process completes you will receive the following message.



You must log out of WorkDESK, as well as any other users, before starting any payroll for 2026 - 2027

Check Super Changes

Preview or Print off the Allowance/Deduction Masterlist report and check that the Ceiling has been changed for each required Super Fund. This must be checked/done before the first payrun in the new tax year.

WorkDESK

End of Year Notes Payroll – After last Payrun

Update Tax Tables

Most of the major Tables that have changed for 2026-2027.

Prior to running the first pay for the new financial year you must also change the Tax Tables in WorkDESK. If you pay Employees in more than one Group, you must update the Tax Tables in each Group.

Commencing on Page 30 are the commonly used WorkDESK Tax Tables.

ATO NAT Tax Table numbers

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

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

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

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

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

WorkDESK

End of Year Notes Payroll – After last Payrun

TAXTABLE.csv

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

The 'TAXTABLE.csv' is automatically included in the 12.5116+ upgrade – if you've installed this upgrade then the tax table file will be ready to import.

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

Tax Table NAT 1024 - Tax table for daily and casual workers has also been published by the ATO again this year and this table is numerically the same as Tax Scale 2 in the NAT 1004 - Statement of formulas for calculating amounts to be withheld. There is no requirement for a 'Daily Rate' table.

You must upgrade your WorkDESK Software to 12.5116 and upload or edit the Tax Tables in each WorkDESK Database prior to the first payrun after 30th June 2026.

WorkDESK

End of Year Notes Payroll – After last Payrun

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

Weekly Earnings (X) Less Than \$	A \$	B \$
188	0.1500	0.1500
371	0.2084	11.0185
515	0.1790	0.1066
932	0.3227	74.1674
2246	0.3200	71.6508
3303	0.3900	228.8816
999999	0.4700	493.1893

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

Weekly Earnings (X) Less Than \$	A \$	B \$
362	0.0000	0.0000
538	0.1500	54.3462
673	0.2500	108.2135
721	0.1700	54.3473
865	0.1790	60.8377
1282	0.3227	185.1935
2596	0.3200	181.7319
3653	0.3900	363.4627
999999	0.4700	655.7704

Scale 3: Foreign residents

Weekly Earnings (X) Less Than \$	A \$	B \$
2596	0.3000	0.3000
3653	0.3700	181.7308
999999	0.4500	474.0385

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

NOTE 1

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

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

SEE NOTE 1

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

WorkDESK

End of Year Notes Payroll – After last Payrun

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

Weekly Earnings (X) Less Than \$	A \$	B \$
362	0.0000	0.0000
721	0.1500	54.3462
865	0.1590	60.8365
1282	0.3027	185.1923
2596	0.3000	181.7308
3653	0.3700	363.4615
999999	0.4500	655.7692

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

Weekly Earnings (X) Less Than \$	A \$	B \$
362	0.0000	0.0000
721	0.1500	54.3462
865	0.1590	60.8365
908	0.3027	185.1923
1135	0.3527	230.6135
1282	0.3127	185.1923
2596	0.3100	181.7308
3653	0.3800	363.4615
999999	0.4600	655.7692

Scale 15: Working Holiday Maker (Backpacker tax)

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

Weekly Earnings (X) Less Than \$	A \$	B \$
45001	0.1500	0.0000
135001	0.3000	0.0000
190001	0.3700	0.0000
9999999	0.4500	0.0000

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

WorkDESK

End of Year Notes Payroll – After last Payrun

STSL

HELP and SFSS has been renamed 'STSL' by the ATO. **STSL** is entered into WorkDESK Tax Table 98 and 99. Do not select the check box "Incorporates STSL" on the Tax Table Maintenance Screen.

Scale 98: NO Tax Free Threshold claimed.

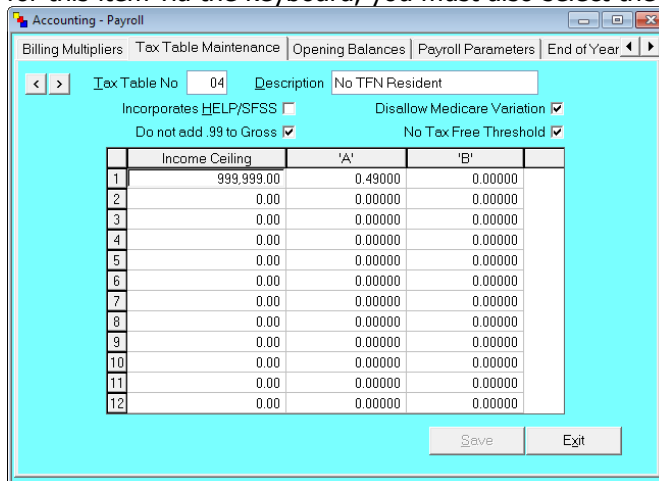
Weekly Earnings (X) Less Than \$	A \$	B \$
987	0	0
2144	0.1500	148.0615
2727	0.1700	190.9527
9999999	0.1000	0

Scale 99: Tax Free Threshold claimed.

Weekly Earnings (X) Less Than \$	A \$	B \$
1337	0	0
2494	0.1500	200.5615
3577	0.1700	250.4527
9999999	0.1000	0

NOTE 1

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



WorkDESK

End of Year Notes Payroll – After last Payrun

	Income Ceiling	'A'	'B'
1	999,999.00	0.47000	0.00000
2	0.00	0.00000	0.00000
3	0.00	0.00000	0.00000
4	0.00	0.00000	0.00000
5	0.00	0.00000	0.00000
6	0.00	0.00000	0.00000
7	0.00	0.00000	0.00000
8	0.00	0.00000	0.00000
9	0.00	0.00000	0.00000
10	0.00	0.00000	0.00000
11	0.00	0.00000	0.00000
12	0.00	0.00000	0.00000

Senior Australians

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

Updating using Autofile Load

- If you use this facility, you must not have modified the meaning of any of the tables - discuss with Support if you have any doubts.
 - Table changes must be made to every Group/Company database in your system
 - After installing the file, **you are required** to manually compare the tables printed here to those that appear in WorkDESK (see Accounting → Payroll → Tax Table Maintenance)
 - New tables must be used for any pay after 30th June 2026. You must be using WorkDESK Version **12.5116** or greater.
 - TAXTABLE.CSV is included in the **12.5116+** upgrade installation. If a newer version of the file is required a separate notice would be emailed to all users including an updated version of these End of Year notes.
-
- Have all Users logout and take a backup
 - Select System → System Control → Automatic File Loading and select "Tax Table Maintenance". Leave all other items not selected and click Install.
 - You must now check all tables to those printed in the End of Year Notes (page30). When satisfied that all tables are correct, backup again and allow all Users to login.
 - Repeat for all active groups.
 - **Do not open the file in Microsoft Excel – this will corrupt the file.**

WorkDESK

End of Year Notes Payroll – After last Payrun

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'. Other fields include 'TFN Dec Received?' (Yes), 'Accumulated HELP Debt?' (Yes), 'Student Financial Supplement Scheme?' (Yes), 'Dependant Rebate' (0), 'Tax Deduction Period' (Weekly), 'Increased Tax Withholding?' (No), 'Percent/Amount' (0.00), 'Salary Sacrifice?' (No), 'Sacrifice % / Amount' (0.00), 'Child Support Amount' (0.00), 'Child Support Section 72A?' (No), 'Remote Areas' (Tax Zone, Zone, Allowance Amount 0.00), 'Spouse Claimed?' (No), and 'Number of Children' (0). 'Save' and 'Exit' buttons are at the bottom.

Tax Scale and Medicare Variation options are shown above.

WorkDESK

End of Year Notes Payroll – First Payrun checks

First Payrun checklist

- Submitted STP Final Update
- Completed Payroll End of Year Process
- Imported or Updated Tax Tables
- Check Super Ceiling Updated 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 sent your STP Final Update?
- Have you completed the Payroll End of Year process, and was the Data Entry Date 30th June (or a June 2026 date)?
- Have you updated the Tax Tables and verified them against the printed copy in the End of Year Notes?
- Have you checked or updated the Super Ceiling on every one of the Fund Codes?
- Have you reviewed the Qualifying Earnings settings on all Billing Multipliers, Allowances and Rate Books?

Qualifying Earnings, Super Funds and MVR

Prior to your first Pay in July, you must have reviewed the following for all records in Billing Multipliers, Allowances, Rate Books and Super Funds – Fund Info.

The screenshot shows the 'Accounting - Payroll' window with the 'Billing Multipliers' tab selected. The main form displays the following fields:

- Billing Multiplier: B001
- Award: 1
- Description: Ordinary Time
- Short Name: OrdTim
- Pay/Charge Multipliers section:
 - Cost Multiplier: 1.000000
 - Charge Multiplier: 1.000000
 - Add to OTE for Super?: Yes
 - Add to Qualified Earnings?: Yes (highlighted with a red box)
 - STP Payment Type: Gross

At the bottom of the window, there are 'Save' and 'Exit' buttons.

WorkDESK

End of Year Notes Payroll – First Payrun checks

Accounting - Payroll

Allowances | Deductions | Direct Deposits | Cost Categories | Super Funds | Pay Groups | Billing Multip

Allowance Code: A205 KN Tasks

Short Name: FstAid Exclude from Salary Sacrifice:

Description: First Aid Officer Subject to Work Cover:

Pay Advice Print Group: Subject to Payroll Tax:

Pay / Deduct Basis: Amount Exempt Foreign Income:

Reportable Allowance: Yes Include for portable LSL:

Taxable?: Yes STP Payment Type:

Pay during Holidays?: No

Add to OTE for Super?: Yes

Add to Qualified Earnings?: Yes

General Ledger code: 115.00

GL code to Credit: .-

Standard Pay Amount: 0.00

Standard Charge Amount: 0.00

Variable Amount:

Save Exit

System - Miscellaneous Maintenance

Candidate Category | Action Codes | Client Attributes | DocumentWriter | Cash Book | Filing Cabinet | Overhead Accrual | Rate Book Template

Add Alter Delete

Rate code: FITTER Overhead Basis: Job Order %

Description: Fitter Cost Plus Charge Method:

Pay/Charge Basis: Amount Use for Statistics:

Default Pay: 0.0000 Default Min Charge: 0.0000

Cost Category: C

Rate	Rate Description	PAY	Charge	Overhead	OTE?	OE?	OhAcc	Type	STP Payment Typ
1	Normal Time	23.0000	34.0000	19.0000	Ord only	Ord only	yes	Gross	
2	Time and Half	42.9800	54.8600	10.0000	No	Industrial	yes	Overtime	
3	Double Time	46.0000	68.0000	10.0000	No	No	yes	Overtime	
4	Public Holiday	28.0000	41.0000	10.0000	Ord only	Ord only	No	Gross	
5	Night Shift	44.8600	54.6900	10.0000	Ord only	Ord only	No	Gross	
6	Evening Shift	45.9700	75.8700	10.0000	Ord only	Ord only	yes	Gross	
7	Saturday	45.9800	90.2900	10.0000	Ord only	Ord only	yes	Gross	
8	Sunday	52.6700	106.8753	10.0000	Ord only	Ord only	yes	Gross	
9	Supervisor Allow	2.5300	4.9865	0.0000	Yes	Yes	yes	Per Hour	AD (Award Tr
10	Meal All	12.3500	14.3500	0.0000	No	No	No	Per Day	Bonuses and C

Save Exit

WorkDESK

End of Year Notes Payroll – First Payrun checks

And – don't forget Super Funds must be correctly populated with USI and ABN for APRA funds.

The screenshot shows the 'Accounting - Payroll' window with the 'Super Funds' tab selected. The main window displays the following information:

- Fund Code: S201
- Short Name: AusRet
- Description: Australian Retirement
- Subject to Work Cover:
- Subject to Payroll Tax:
- Pay Advice Print Group:
- Pay / Deduct Basis: Super
- Superannuation: Percentage
- Accrual Basis: Percentage
- Default Accrual Rate: 12.00

The 'Fund Info' dialog box is open, showing the following details:

- Allowance: S201 Australian Retirement
- Name: Australian Retirement Trust
- Fund Title:
- Address 1:
- Address 2:
- Address 3:
- Post Code: OTH
- Phone:
- Fax:
- Web:
- Fund Employer ID:
- Fund Type: APRA
- USI Code: 60905115063003
- ABN: 60905115063
- SPIN Code:
- Contact:
- Contact Email:
- Electronic Service Address:
- B/S/B:
- Acc No:
- Acc Name:

If the Employee Fund is a Self Managed Super Fund (SMSF) you need the following:

The screenshot shows the 'Accounting - Payroll' window with the 'Super Funds' tab selected. The main window displays the following information:

- Fund Code: S300
- Short Name: MySup
- Description: MySuperFund
- Subject to Work Cover:
- Subject to Payroll Tax:
- Pay Advice Print Group:
- Pay / Deduct Basis: Super
- Superannuation: Percentage
- Accrual Basis: Percentage
- Default Accrual Rate: 12.00

The 'Fund Info' dialog box is open, showing the following details:

- Allowance: S300 MySuperFund
- Name: MySuperFund
- Fund Title: My Personal Super Fund
- Address 1:
- Address 2:
- Address 3:
- Post Code: OTH
- Phone:
- Fax:
- Web:
- Fund Employer ID:
- Fund Type: SMSF
- USI Code:
- ABN: 96575479973
- SPIN Code:
- Contact:
- Contact Email:
- Electronic Service Address: MACQUARIESMSF
- B/S/B: 084424
- Acc No: 57063627_
- Acc Name: MySuperFundAcc

And, each employee Super Allowance record MUST contain a valid Member Number and be Verified otherwise you will not be permitted to pay the employee in a post 30 June 2026 Payrun!

WorkDESK

End of Year Notes Payroll – First Payrun checks

Employee: ABBANN Ms Anne-Marie ABBOTT

All/Ded C	Description	Amount	Tax	YearTD	Certificate?	Leave Type	Comment	From	To
D210	Social Club	2.67	0.00	0.00					
D610	Union Fees	2.99	0.00	3.34					
D666	Super Contribution	0.00	0.00	0.00					
D671	Workplace Giving	27.00	0.00	54.00					
D992	Child Support	0.00	0.00	252.38					
S800	AustralianSuper	12.00	0.00	451.20					
S900	Homeless Super Allow	0.00	0.00	252.00					

Allowance/Deduction/Banking/Super

All/Ded code: S800 Ann Pers Adj

Type: AustralianSuper

Percentage: 12.00

Tax: 0.00

Verified:

Date From: / /

Date To: / /

Banking Information

B/S/B Number: _____

Account Number: _____

Account Name: _____

Superannuation

Member Number: 5Super12388

Date Joined: 14/05/2015

Buttons: Delete, Save, Exit

If these conditions are not satisfied, when you attempt to pay the employee after 30 June 2026 the employee will appear in the Payroll Alerts Report and the payrun will abort.

10/06/2026 1:02:29 pm (30/06/2026)		XYZ Recruitment
Terminal 3 - User Chris (12.5116)		Payroll Alerts
Allowance	Employee	Comment
	ADAIP	Employee 'ADAIP' - Super Allowance 'S900' Membership not verified
	ADAMER1	Employee 'ADAMER1' - Super Allowance 'S900' Membership not verified
	BAINFD	Employee 'BAINFD' - Super Allowance 'S900' Membership not verified
	BAINLP	Employee 'BAINLP' - Super Allowance 'S201' Membership not verified
	BALLBD	Employee 'BALLBD' has no Super Allowance
	BAMEJX	Employee 'BAMEJX' - Super Allowance 'S201' has no Member Number
	BEN29	Employee 'BEN29' - Super Allowance 'S201' has no Member Number
	BEN44A	Employee 'BEN44A' - Super Allowance 'S201' has no Member Number
	BEN44B	Employee 'BEN44B' - Super Allowance 'S201' has no Member Number
	BENAD	Employee 'BENAD' - Super Allowance 'S201' has no Member Number

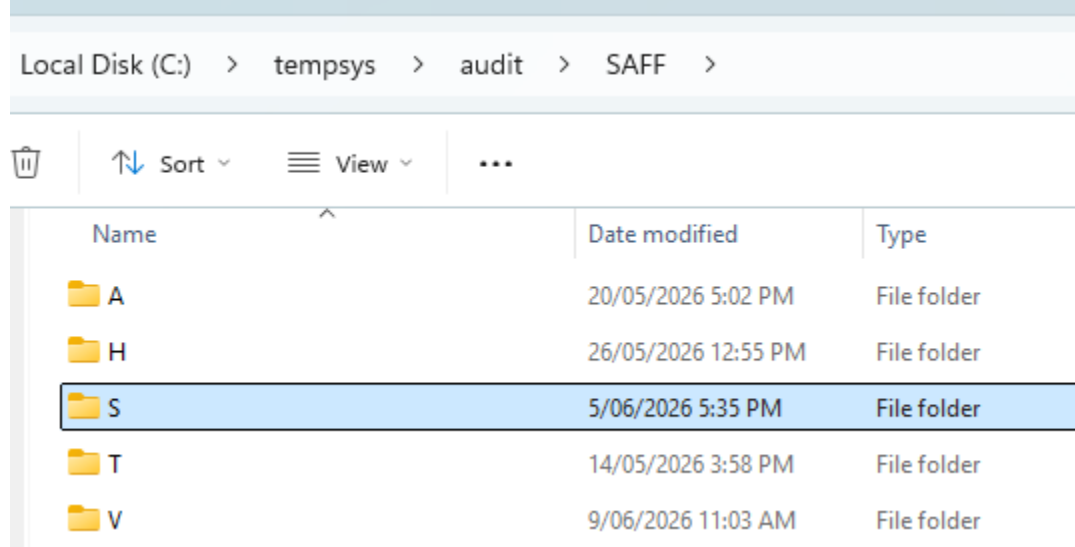
You must verify the employee Super Fund Status via a Member Verification Request as per the ATO requirements. If this is not done by payday, you cannot pay the employee. Your course of action is to set the employee to Pay Required = 'No' and pay the remaining qualified employees.

WorkDESK

End of Year Notes Payroll – First Payrun checks

Payday Super SAFF

For each payrun you complete after installing version 12.5116, a SAFF file will be created and can be found in the tempsys\Audit\SAFF folder for each Group filed under the Company Prefix letter.



The file is a mandated ATO requirement for reporting your Payday Super to your Super Clearing House. You Must confirm with your Clearing House prior to 30 June that they will accept your SAFF file as the method of advising them of your employee contributions. There are no variations to this report layout possible, so if they cannot accept it you need a different clearing house.

As stated earlier, you cannot perform another payrun without having submitted, or had your clearing house verify the SAFF file for your last payrun. The only solution to fixing a SAFF issue is Recover to pre-payrun backup, correct your data fixing the SAFF Clearing House submission issue and then re-process the payrun. Any attempt to 'fix' the SAFF file destroys the integrity of the file.

DO NOT OPEN a SAFF file in Excel – it corrupts the file and cannot be submitted.

WorkDESK

End of Year Notes Payroll – First Payrun checks

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 1st 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 – Check the Business Portal

Verifying STP Submission

Confirm your Submission was received by the ATO on the Online Services for business Portal or your Ozedi message status for your final submission

If you have any concerns if your submission was received by the ATO, you check your STP final submission has made it to the ATO by logging into the Business Portal

<https://onlineservices.ato.gov.au/business/BusinessLogin.html>

You will need to sign in with a valid myID that has permission to view these items for your company.

After logging in, from the left hand side select 'Manage Employees'

Once the new page loads select 'STP Reporting' in the middle of the page.

From here you should see a list of the most recent STP submission made.

For more details see here: <https://www.ato.gov.au/online-services/businesses-and-organisations-online-services/employees-in-online-services-for-business#ato-SingleTouchPayroll>

Please note with the high volume of traffic, STP Submissions could take up to a day during busy periods to process & display in the business Portal.

Ozedi Confirmation

Do not resend your full final submission unless you are sure you are required to re-send. A resubmission could incur additional charges.

You should receive an email message from Ozedi whether a submission is successful or not.

Also check here: <https://dashboard-stp.ozedi.com.au/login>

Under: Manage Service then Messaging

Help

Help...

WHEN YOU NEED TO MAKE A SUPPORT CALL

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

AFTER HOURS SUPPORT COSTS

In prior year's we've opened on the first Saturday after June 30, based on demand. If this is made available and you place a call during this time (on Saturday), your usual rate per six minute time unit will be charged plus a 30 minute after hour call charge for each Support Call.

WorkDESK
1300 783 677

support@workdesk.com.au