

WorkDESK
Single Touch Payroll

YOU REQUIRE SOFTWARE VERSION 12.5001 + or HIGHER TO USE THE
WORKDESK SINGLE TOUCH PAYROLL SOFTWARE

CHECK THE WORKDESK WEBSITE FOR THE LATEST SOFTWARE UPDATES
BEFORE CARRYING OUT AN EXPORT

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

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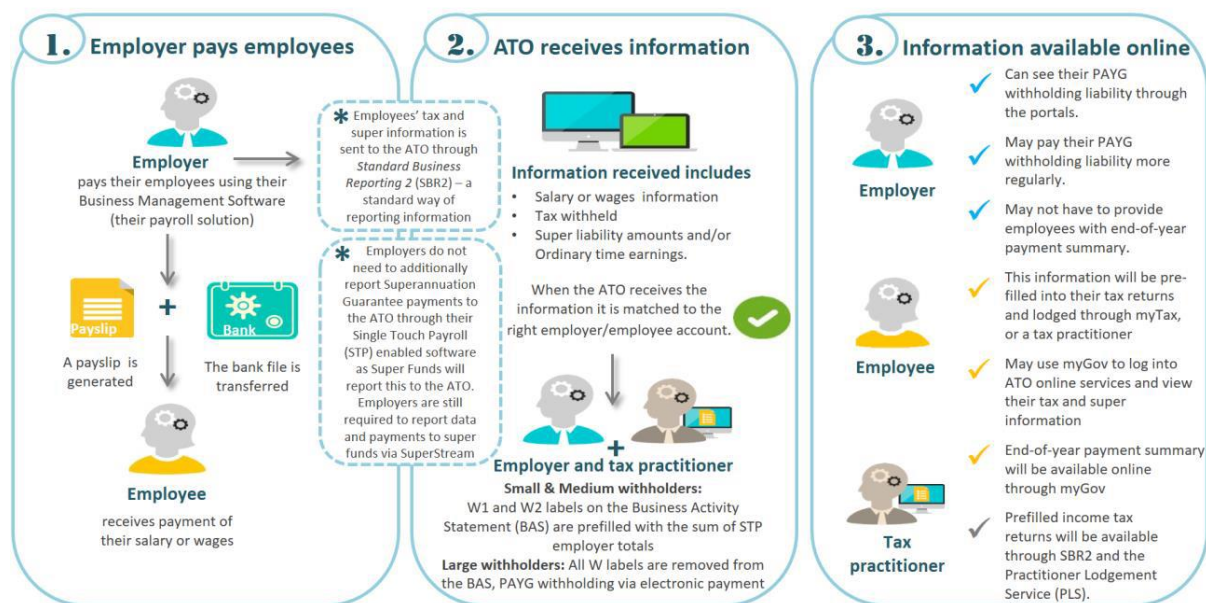
Introduction

The Australian Tax Office (ATO) introduced Single Touch Payroll (STP) to apply to all Australian Businesses with 20 or more employees from 1st July 2018. From 1st July 2019 STP will apply to all business regardless of the number of staff being employed.

From the moment that a business activates STP, an electronic submission to the ATO must be made on or before the day the employee is paid. This submission is called a PayEvent and comprises advice to the ATO of you total Gross Pay for the pay run and the total Tax withheld from employees. The second part of the submission is the total year to date values for Gross Pay, Tax, any Reportable Allowances/Deductions, SGC Super Contribution and Salary Sacrifice.

The PayEvent submission is electronically signed using the companies AUSkey. This can be either the owner of the AUSkey or key issued to an authorised employee. There is no provision for the submission to be signed by a Registered Agent.

The ATO published this picture in their STP Business Implementation Guide for Digital Service Providers which shows how Single Touch Payroll works:



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Software Upgrade and Requirements

When you install the WorkDESK Update 12.5001 or higher, it will install the software update together with a new folder **WDATO** in the tempsys folder. This folder contains the software required to electronically make your PayEvent submissions.

An internet connection is required when making a submission. All the actions required to make a submission are completed within WorkDESK screens – you do not need to access anything outside of the WorkDESK environment except for access to the AUSkey that will be used to sign the submission.

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Before Using STP

All WorkDESK Users will start reporting mid-financial year and will need to follow these steps:

- Review Allowances and select the correct reporting classification for Reportable Allowances. If your WorkDESK Database version is 12.2x, you will require Support Assistance to complete a Pre-STP step to make this information accessible
Confirm this under Help -> About WorkDESK from the top menu for 'Database version' in bottom section of this screen
- Review all Employee Earnings – Gross, Tax, Super, Reportable Allowances/Deductions. None of these items can contain a negative value. Negative values will result in ATO submission rejection.
- Review all Employee Address information. Each record must contain
 - Street
 - Suburb
 - Post Code
 - State (must be all capital letters)
- Review you ABN, Company address details. Check the State field is all capital letters.
- We recommend that you balance your Gross, Tax and Allowance/Deductions just as you would for Payroll End of Year.
- When you are ready to have STP switched on please contact WorkDESK Support

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Reportable Allowances

The following table prepared by the ATO may assist you in the classification of your Allowances that are Reportable. For more details please see:

<https://www.ato.gov.au/Business/PAYG-withholding/Payments-you-need-to-withhold-from/Payments-to-employees/Allowances-and-reimbursements/Withholding-for-allowances/>

Current treatment per withholding from allowances tables				STP pay event			STP Field	Part of OTE/ does SG apply?
Table reference	Examples of allowances	Are you required to withhold?	Include on payment summary? If so, how?	PAYEVNTEMP - include in GROSS PAYMENT?	PAYEVNTEMP - include in PAYGW for gross income type?	PAYEVNTEMP - Include in allowance tuple?		
Table 1 Allowances for non-deductible expenses	Motor vehicle for non-deductible travel – e.g. home to work, including cents per kilometre payments	Yes	Yes (include total allowance in gross payment)	YES	YES	NO	Gross PAYEVNTEMP47	Yes
Table 3	Award transport payments that are non-deductible transport expenses	Yes (from total payment)	Yes (include total allowance in gross payment)	YES	YES	NO	Gross PAYEVNTEMP47	Yes
Table 1 - Allowances For Deductible expenses	Tools	Yes	Yes (show total allowance separately in the allowance box with an explanation)	NO	YES	YES	PAYEVNTEMP7 = Other PAYEVNTEMP8 = Description of allowance	No
Table 1 - Allowances For Deductible expenses	Compulsory uniform or dry cleaning	Yes	Yes (show total allowance separately in the allowance box with an explanation)	NO	YES	YES	PAYEVNTEMP7 = Other PAYEVNTEMP8 = Description of allowance	No
Table 3	Award transport payments that are deductible transport expenses	No	Yes (show total allowance separately in allowance box with an explanation)	NO	NO	YES	PAYEVNTEMP7 = Transport	No
Table 6	Domestic or overseas travel allowance involving an overnight absence from employee's ordinary place of residence up to reasonable allowances amount	No	No	NO	NO	NO	N/A	No

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Classifying Reportable Allowances

Select Accounting → Payroll → Allowances. Select in turn, all Allowance Codes in the range A200 to A999. Where the allowance has been flagged **Print on PAYG Summ** you will need to select from the drop down box the correct ATO Classification from Car expense, Transport, Laundry, Meals, Travel. There is an additional type – Other – for items not in the named classifications. In cases where this is used you must supply a description. WorkDESK will default this description to the Allowance Description. You may alter this if required.

It is permissible to have multiple Allowance Codes that fall under the named classifications and if this case applies in employee reporting, the total will be reported to the ATO, not the individual detail.

Accounting - Payroll

Payroll | Super Adjustment | Super End of Period | **Allowances** | Deductions | Direct Deposits

Allowance Code: A200 | Meals | []

Short Name: Meal | []

Description: Meal Allowance | Car expense | []

Pay Advice Print Group: 1 | Transport | []

Pay / Deduct Basis: Amount | Laundry | []

Separate on PAYG Summ: Yes | Meals | [x]

Taxable?: No | Travel | []

Pay during Holidays?: No | Other | []

Add to OTE for Super?: No | []

General Ledger code: 110.00

G L code to Credit: []

Standard Pay Amount: 0.00

Standard Charge Amount: 0.00

Variable Amount: []

Save | Exit

When you have finished classifying your Allowances you should print the Allowance/Deduction Masterlist **after** Single Touch Payroll has been activated. The right hand column of this report contains the Classification.

Terminal: 3 - User support (12.3252) page 1

Code	Grp	Description	Name	Type	Cert	Tax	Hols	Sup	GLedg	Pay	Charge	Fund	%	Thresh	Ceil	RSup	GL	Cr	SPIN	STP	Allow
A200	1	Meal Allowance	Meal	A	Y	N	N	N	110.00	0.0000	0.0000										Meals
A201	1	Freezer Allowance	FREEZE	W	N	Y	N	Y	110.00	0.0000	0.0000										
A202	1	Increment Temp allow	TEMP	D	N	Y	N	Y	110.00	0.0000	0.0000										
A203	1	Meal at Overtime	MealOT	A	Y	N	N	N	110.00	0.0000	0.0000										Meals
A205	1	Car Allowance	CarAll	A	Y	Y	N	N	215.00	0.0000	0.0000										Car
A207	1	Travel - Daily App	Travel	D	N	Y	N	Y	110.00	14.0000	0.0000										
A208	1	Travel - Time App	Travel	D	N	Y	N	Y	110.00	4.3000	0.0000										
A210	1	Mileage All - No Tax	Miles	A	Y	N	N	N	261.00	0.0000	0.0000										Transport

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Activate Single Touch Payroll

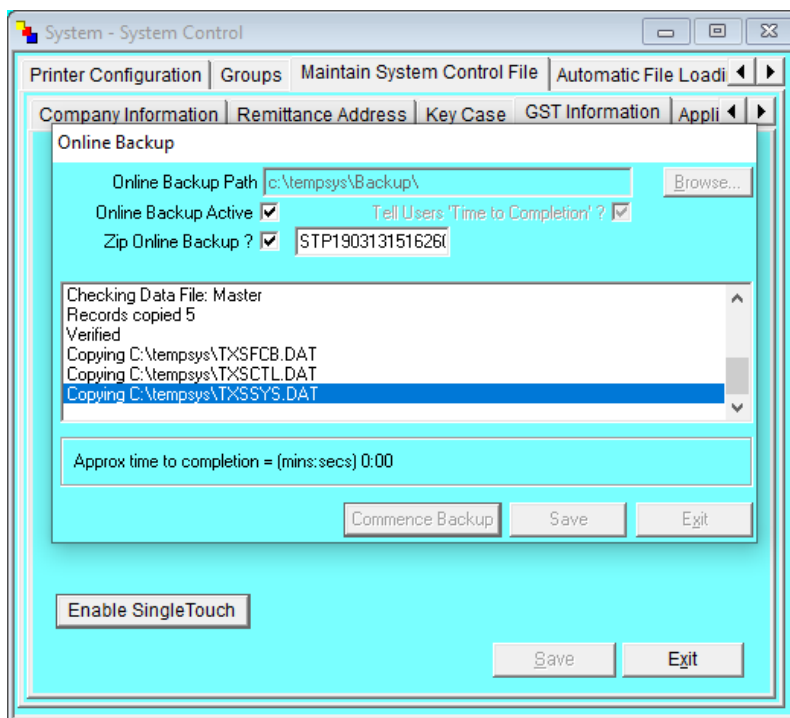
When you are ready to Activate Single Touch Payroll, please call WorkDESK Support. We will connect either to your Server or log in via TeamViewer.

If you have multiple Companies that are paying staff, it is possible to activate each company at a different time – they do not have to be done at the same time.

There must not be more than one database with the same ABN – if you have this combination please advise WorkDESK Support. The issue here is that during the activation of STP, the system allocates a unique identifier for each Employee. This is a one shot code generated at the time of activation. Because the ID is used by the ATO to uniquely identify the Employee, in combination with the Tax File Number, a conflict will be generated in the ATO files.

What happens when STP is Activated

- Online Backup **must** be active. At STP Activation, the system will perform an automatic online backup prior to activation.
- For future reference, any time prior to performing any STP step, an automatic online backup will be performed and logged

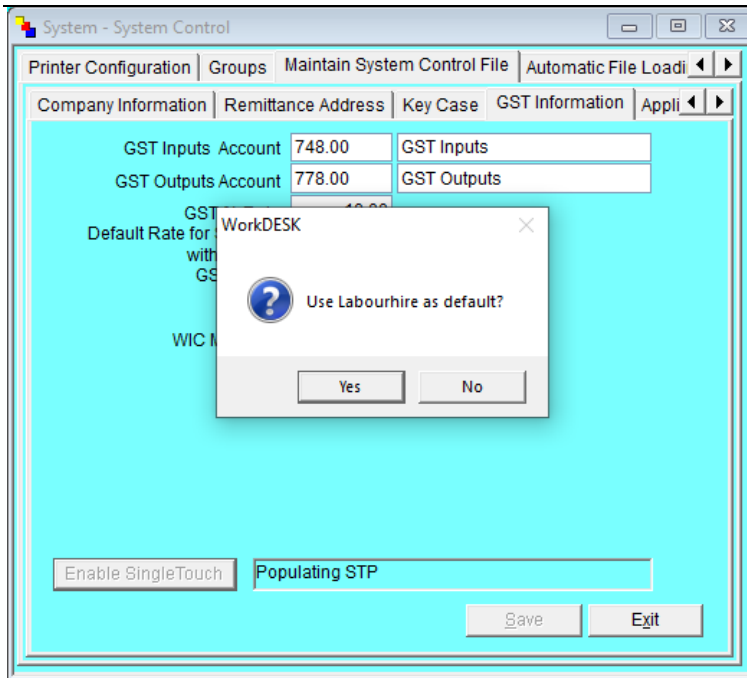


Labour Hire or Individual Non-Business

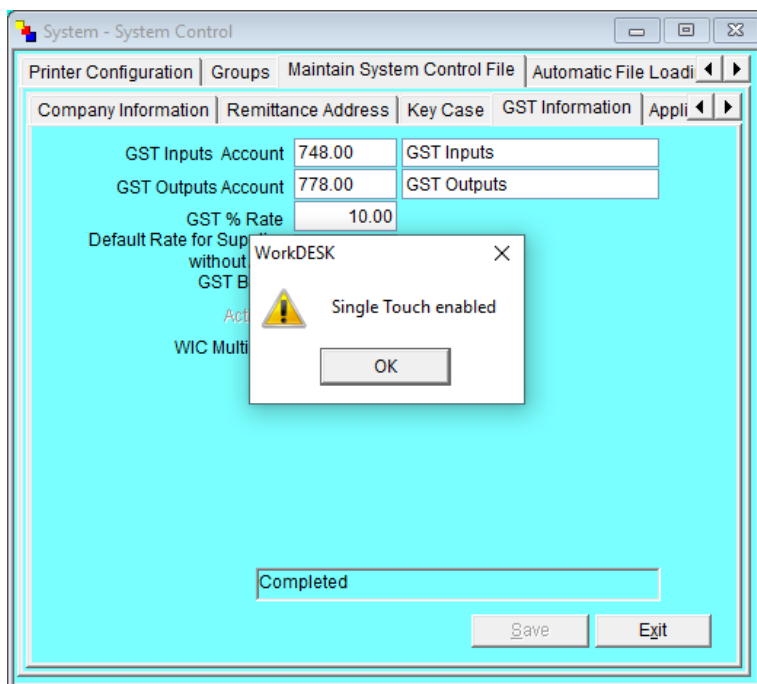
- The operator will be prompted to confirm **Use Labour Hire as the default?** This refers to the requirement of the ATO for you to designate Casual Employees that work for your Clients to use the Labour Hire form of the Payment Summary. Once Single Touch Payroll is activated, each pay values paid to staff are reported to the ATO, along with any Reportable Allowances. At year end, Employees when they go to the MyGov site will have all the information they need, including Reportable Allowances, for them to complete their Tax Return.

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- If you want to use Individual Non-Business answer No otherwise select Yes
- The System will update all Employee records to contain STP information



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Set up Operator/Consultant with AUSkey

Installing & configuring the AUSkey with the ATO

- Prior to setting up the AUSkey in WorkDESK you must have the AUSkey installed on the computer or session you are running WorkDESK from:
<https://abr.gov.au/AUSkey/Setting-up-your-AUSkey/>
- You can confirm if your AUSkey is installed by going to <https://abr.gov.au/AUSkey/>
Pressing 'Login' and the new login page should have your name in the 'Select' drop down menu

Login

Australian Business Register Credential Manager

You can use all supported credential types to login to this government online service

Select: Password:

[Advanced Search](#)

Can't see your AUSkey details? [Click here...](#)

- The ATO's Access Manager can be used to delegate AUSkey's to different staff for payroll in WorkDESK as a Standard AUSkey or Admin AUSkey
- The AUSkey used for WorkDESK must have permissions set to Lodge and View 'Payroll event form'.

An AUSkey admin manager must set/ delegate this through the AUSkey Access Manager Portal.

Log into: <https://am.ato.gov.au/>

Find 'My Business' in the left and click on 'Access and Permissions'

Click on the name for the person submitting the pays in WorkDESK to edit their permissions – (the new user may not show in Access Manager if they haven't signed in to the ABR with their AUSkey and can take over 24hrs to appear.)

Ensure the 2 tick boxes (lodge and view) for **"Payroll event form"** are ticked and save.

If they are unticked you may receive an error when submitting "CMN.ATO.AUTH.007 – You do not have the correct permission to submit this request or retrieve this file. This is an issue caused by the default AUSkey permissions set by the ATO."

- A 'device AUSkey' is not required nor are you required to contact the ATO regarding the connection between WorkDESK and your AUSkey

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Setup the AUSkey in WorkDESK

- Log out of WorkDESK.
- Login, using the correct User Name and Consultant Code for the operator that will be completing Payrun, and Signing the ATO Pay Event Submissions. This will require that you have access to the AUSkey for that Authorised person.
- Select System → Miscellaneous Maintenance → Consultant → Alter
- Enter the Consultant Code. When the information is loaded, click on the Single Touch tab and select the path to the operators AUSkey linked in the file **KeyStore.xml**
Note: the default path for Windows 10 users AUSkey installation is typically
C:\Users\%username%\Appdata\Roaming\AUSkey

The screenshot shows a software window titled "System - Miscellaneous Maintenance". It has a menu bar with "Skill Codes", "Consultant", "Industry", "Candidate Category", "Action Codes", "Client Attributes", "DocumentWriter", "Cash Book", and "File". Below the menu bar is a sub-menu bar with "Add", "Alter", "Delete", "Performance Targets", "Masterlist", "Diary Print", and "Single Touch". The "Single Touch" tab is active. The main area contains three fields: "Consultant" with the value "AH" and a text box showing "Andy Howard"; "Auskey Path" with the value "C:\0\Keystores\KeyStore.xml" and a browse button "..."; and "Auskey Person ID" with a dropdown menu showing "20080129 MARY-ANNE ACKLAND". At the bottom are "Save" and "Cancel" buttons.

- Repeat these steps for any Operator/Consultant that will have responsibility for signing the payroll information that is to be reported to the ATO.
- **Prior to performing your next Payrun, you must generate and send to the ATO your current Employee information.** This step is documented later in this document.

AUSkey Setup checklist:

- 1) Use the ATO's AUSkey Access Manager to delegate a new AUSkey (if required)
- 2) In the ATO's Access Manager ensure the new AUSkey has Lodge & View permissions for 'Payroll event form' in Access & Permissions screen.
- 3) Install the AUSkey on the users terminal (same location they access WorkDESK from).
- 4) Test logging into the ATO's site with the AUSkey <https://abr.gov.au/AUSkey/>
- 5) Configure the Consultant Code in WorkDESK to point to the AUSkey's installation path.

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Setup Additional Allowance Payment Types

A new Tab has been added to Accounting → Payroll → Payroll Parameters → Single Touch Payroll.

This screen records the Allowance Codes that you will define to record additional payment types not previously recorded in WorkDESK.

This topic is covered in more detail below.

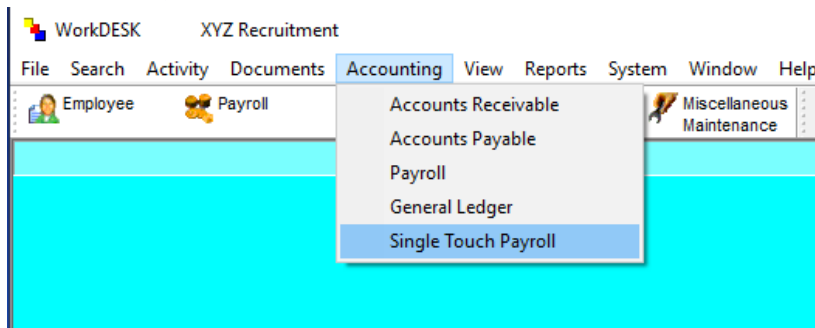
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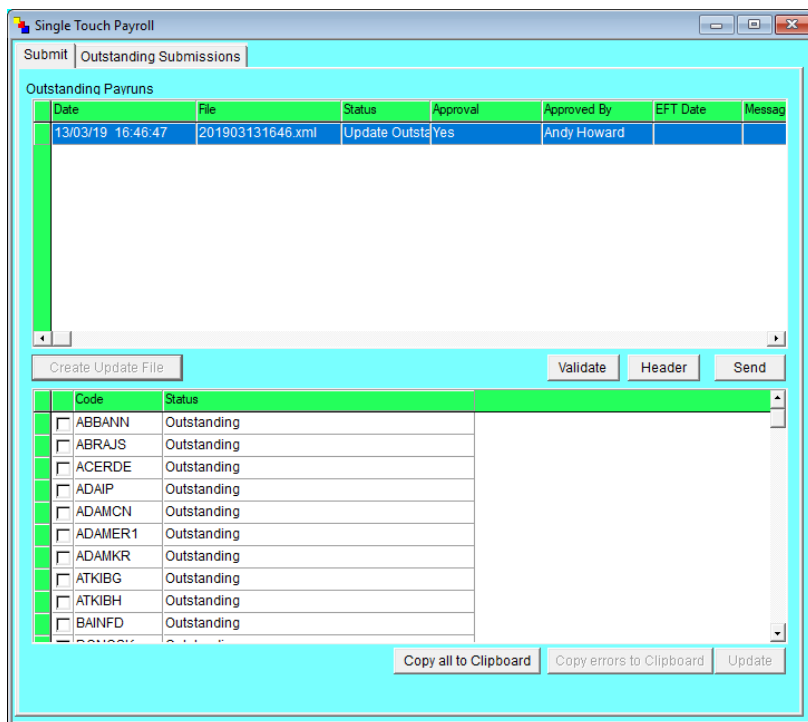
Changes to the system

After STP Activation you will see the Accounting Menu has a new entry

Accounting Menu



When selected this entry contains the screen used by the operator to transmit information to the ATO.



Payroll Parameters

A new Tab has been added to Accounting → Payroll → Payroll Parameters → Single Touch Payroll. This screen records the Allowance Codes that you will define to record additional payment types not previously recorded in WorkDESK. These types come under the ATO heading Employment Termination.

Employment Termination types

This document is not to be taken as Tax Advice. You must seek independent advice regarding all matters of Taxation. Some information is readily accessible from the ATO Website (at the time of publication) <https://www.ato.gov.au/Individuals/Working/Working-as-an-employee/Leaving-your-job/Employment-termination-payments/>

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Add new Allowance Codes for each of these types in the range A200 to A599. Select Accounting → Payroll → Allowance.

This is an example of the first code you will need to set up:

Accounting - Payroll

Payrun | Super Adjustment | Super End of Period | **Allowances** | Deductions | Direct Deposits

Allowance Code: A501

Short Name: ETP R

Description: Termination Pmnt R

Pay Advice Print Group:

Pay / Deduct Basis: Amount

Separate on PAYG Summ: No

Taxable?: Yes

Pay during Holidays?: No

Add to OTE for Super?: No

General Ledger code: 110.00

G L code to Credit:

Standard Pay Amount: 0.00

Standard Charge Amount: 0.00

Variable Amount: ☐

Exclude from Salary Sacrifice: ☐

Subject to Work Cover: ☒

Subject to Payroll Tax: ☒

Exempt Foreign Income: ☐

Include for portable LSL: ☐

Save Exit

After you have created the Allowance Codes enter the Allowance Codes in the table in Payroll Parameters → Single Touch Payroll.

Accounting - Payroll

Super Funds | Pay Groups | Billing Multipliers | Tax Table Maintenance | Opening Balances | **Payroll Parameters**

Pay Advices | Configuration | Other | Taxation Direct Credits | **Single Touch Payroll**

Type	Taxable	Description	Taxfree	Description
Termination Payment (R)	A501	Termination Pmnt R	A511	NT Termination Pmnt
Other ETP not described above (O)	A502	Other ETP Pmnt O	A512	NT Other ETP Pmnt O
ETP code O payment received (S)	A503	Other ETP Pmnt O (S)	A513	NT Oth ETP Pmnt O(S)
ETP code O payment received (P)	A504	ETP code O (P)	A514	NT ETP code O (P)
Death benefit ETP paid (D)	A505	Death Benefit D	A515	NT Death Benefit D
Death benefit ETP paid (B)	A506	Death ETB B	A516	NT Death ETB B
Death benefit ETP paid (N)	A507	Death Ben N	A517	NT Death Ben N
Death benefit ETP paid (T)	A508	Death Ben T	A518	NT Death Ben T

Non-Taxable FBT: A509 Non-Taxable FBT:

Set Single Touch Final indicator

YTD Detail Report

Save Exit

To pay a value of ETP to an Employee enter the Allowance in File → Employee → Enter/Alter Allowance/Deduction.

The following ATO notes have been extracted from the Single Touch Payroll information provided by the ATO. Create two sets of Allowances: Taxable and Tax-free.

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Calculation of ETP Tax requires careful reading and understanding of the Tax Rules and Regulations. If you are not familiar with this you must consult with your external Accountant or Tax Advisor to do the calculations for you. When entering the data in the appropriate Allowance Code, if there is a Taxable value being paid, you must enter into the Tax field the value of the tax that is to apply to this component.

Allowance/Deduction/Banking/Super

All/Ded code: A501 [Ann] [Pers] [Adj]

Type: Termination Pmnt R

Total Amount: 3,126.00

Tax: 1031.00

Date From: / /

Date To: / /

Banking Information

B/S/B Number:

Account Number:

Account Name:

Superannuation

Member Number:

Date Joined: / /

[Delete] [Save] [Exit]

Description	ATO note
Termination Payment (R)	ETP made because of one of the following: early retirement scheme, genuine redundancy, invalidity, or compensation for personal injury, unfair dismissal, harassment, or discrimination.
Other ETP not described above (in R)	Other ETP not described by R (for example: golden handshake, gratuity, payment in lieu of notice, payment for unused sick leave, or payment for unused rostered days off).
ETP code O payment received (S)	ETP code R payment received in the current year and received another ETP (code R or code O), or a transitional termination payment, in an earlier income year for the same termination of employment.
ETP code O payment received (P)	ETP code O payment received in the current year and received another ETP (code R or code O), or a transitional termination payment, in an earlier income year for the same termination of employment.
Death benefit ETP paid (D)	Death benefit ETP paid to a dependant of the deceased.
Death benefit ETP paid (B)	Death benefit ETP paid to a non-dependant of the deceased and a termination payment was made to the non-dependant in a previous income year for the same termination.
Death benefit ETP paid (N)	Death benefit ETP paid to a non-dependant of the deceased.
Death benefit ETP paid (T)	Death benefit ETP paid to a trustee of the deceased estate.
Non-Taxable FBT	This is the grossed up year to date exempt total of the fringe benefits provided to a payee by an exempt Payer in the fringe benefits tax (FBT) year (1 April to 31 March).

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Employee view

The Single Touch Payroll tab in the screen shows key information about the Employee STP information.

STP Main view

This screen reflects the ID of the Employee that will be used in STP submissions and date last changed (if any).

The image displays two screenshots of the WorkDESK Employee view interface. Both screenshots show the same form fields: Employee name (ABBANN, Ms ANNE-MARIE ABBOTT), STP ID (88a4495a-5bbe-4b05-9b21-74eb971d9091), a 'Holiday maker' checkbox, and a 'Last Changed' field. The top screenshot shows the 'Single Touch Payroll' tab selected, with a red arrow pointing to it. The bottom screenshot shows the 'Previous Years' tab selected, also with a red arrow pointing to it.

The Main screen will display the employees 'STP-ID', this is a unique ID for each employee file that is required when reporting to the ATO.

Holiday Maker field will be selected if employee is set to Working Holiday Maker (Tax Scale 15)

Details of the last WorkDESK user to change details on this Employees STP screens with date & time.

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STP Other view

Employee: ABBANN Ms ANNE-MARIE ABBOTT

Type	Date	Taxable	Taxfree	Withheld
------	------	---------	---------	----------

FBT Taxable: 3561.00 FBT Exempt: 0.00
Employer Contributions: 0.00 Reportable: 0.00
OTE: 0.00

Termination will display a line for any termination pays paid to this employee.

Year to date amounts will display underneath for FBT and Super (Super Guarantee, Salary Sacrifice as Reportable & Super OTE year to date).

STP Year to Date View

This screen reflects the STP component values.

Employee: ABBANN Ms ANNE-MARIE ABBOTT

	Gross	Taxwithheld
IndividualNonBusiness	0.00	0.00
LabourHireArrangement	17233.37	5964.00
PaymentToForeignRes	0.00	0.00
SpecifiedByRegulation	0.00	0.00
VoluntaryAgreement	0.00	0.00
WorkingHolidayMaker	0.00	0.00
Lump Sum A	0.00	
Lump Sum B	0.00	
Lump Sum E	0.00	

CDEP: 456.00
Exempt Foreign Income: 0.00
Withholding: 0.00
Lump Sum D: 0.00

STP Allowances view

Employee: ABBANN Ms ANNE-MARIE ABBOTT

YTD Car Allowance: 136.00 YTD Meal Allowance: 0.00
YTD Transport Allowance: 0.00 YTD Travel Allowance: 0.00
YTD Laundry Allowance: 0.00

Description	YTD
EBA Tool Allowance	135.70
Uniform Allowance	33.35
Site Allowance	3489.00

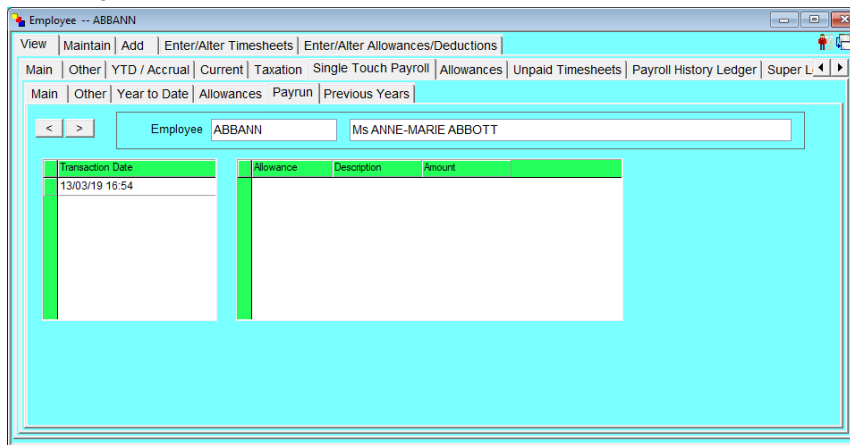
The top view will display a Year to date for all reportable allowance types for this employee.

The table will list a separate item for each 'other' type allowance code that doesn't fall into the above categories.

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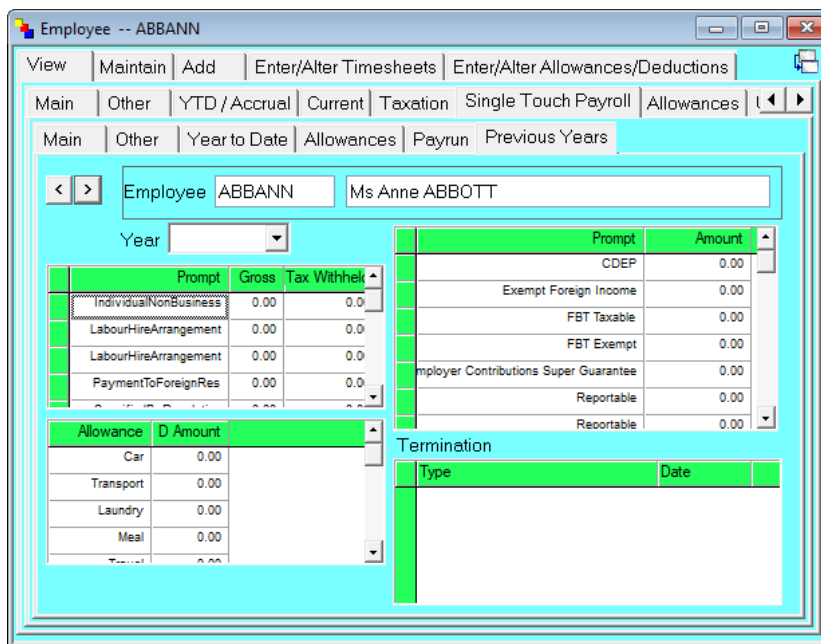
STP Payrun view



A line will display for each PayEvent the employee is involved in with allowance details for each when highlighted.

This is useful for tracking which allowances were paid to an employee in any payrun.

STP Previous Years



Prior year STP reportable figures can be viewed in this screen after a payroll end of year.

The 'Year' drop down box lets you select which Year Ending to view.

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Employee Maintain

STP Main

Employee -- ABBANN

View Maintain Add Enter/Alter Timesheets Enter/Alter Allowances/Deductions

Main Other Single Touch Payroll Taxation

Main Other Year to Date Allowances

☐ Holiday maker ☐ Changed since last upload

Last Changed

John 09/05/19 16:07

Save Exit

You can change the Holiday maker status

'Changed since last upload' is a flag to include the employee in the next PayEvent & update their information with the ATO, this should only be changed if you need to include/ exclude the employee in the next submission.

The system will automatically handle if changes were made to the employee that require an update to the ATO (e.g. you process a super adjustment, change an allowance type, change their YTD's, etc).

STP Other

Employee -- ABBANN

View Maintain Add Enter/Alter Timesheets Enter/Alter Allowances/Deductions

Main Other Single Touch Payroll Taxation

Main Other Year to Date Allowances

FBT Taxable 0.00 FBT Exempt 0.00

Employer Cont Super Guarantee 258.57 Reportable 900.00

OTE 1660.00

Save Exit

FBT and Super YTD values can be changed here, however super changes here will not show on the Super Ledger and other super report (only on the information sent to the ATO).

You should continue to only make super changes via a Super Adjustment in Accounting -> Payroll as this will reflect on the employee super ledger and this STP YTD screen.

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STP Year to Date

	Gross	Taxwithheld		
IndividualNonBusiness	1590.00	90.00	CDEP	0.00
			Exempt Foreign Income	0.00
LabourHireArrangement	0.00	0.00		
PaymentToForeignRes	0.00	0.00	Withholding	0.00
SpecifiedByRegulation	0.00	0.00		
VoluntaryAgreement	0.00	0.00		
WorkingHolidayMaker	0.00	0.00		
Lump Sum A	0.00		Type	
Lump Sum B	0.00		Lump Sum D	0.00
Lump Sum E	0.00			

Other Employee YTD totals can be adjusted here

STP Allowances

	YTD		
YTD Car	0.00	YTD Meal	0.00
YTD Transport	1476.67	YTD Travel	0.00
YTD Laundry	0.00		

Employee Allowance related YTD totals can be adjusted here if required (similar to Opening Balances facility).

WorkDESK

Single Touch Payroll Manual

Tax File Number

If an Employee record is sent in a transmission that does not have a Tax File Number, the Employee record will be rejected. If you did not receive a TFN from the Employee via Tax File Number Declaration you must use one of the following TFN's:

TFN	ATO Description
000000000	Where the payee has not completed a TFN declaration, the payee has completed a TFN declaration and chooses not to quote a TFN, the payee has indicated that they applied or enquired about a TFN with the ATO and failed to provide a TFN within 28 days.
111111111	Where the payee has not provided a TFN but they indicate on the TFN declaration that they have applied or enquired about a TFN with the ATO.
333333333	Where the payee is under the age of eighteen and earns \$350 or less weekly, earns \$700 or less fortnightly or earns \$1517 or less monthly.
444444444	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.
987654321	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.

For employment termination payments, in the event the payment is due to the death of an employee, show either the TFN of the trustee for the deceased estate or the TFN of the dependant or non-dependant of the deceased employee, whichever is applicable.

Payroll Reports

During the payrun you will notice some new reports Exporting to Excel. These reports are to assist you with checking and balancing your current payrun to the Year to Date figures that are being reported to the ATO.

The reports also include some ATO terminology which should help you track where some of the information comes from should your submission or any part of it be rejected by the ATO.

Allowance/Accrual Inconsistencies

During the start of the payrun WorkDESK will try to detect if any mandatory fields are missing for STP reporting (e.g. invalid TFN, missing address, etc).

08/02/2019 3:07:24 pm Terminal 3 - User John (12.3292)			AU Training(TXB) Allowance/Accrual Inconsistencies
Allowance	Employee	Comment	
	BANKKJ	STP validation error - Employee 'BANKKJ' - State is mandatory	
There are INCONSISTENCIES in ALLOWANCE/DEDUCT or ACCRUAL definition			*** READ MANUAL ***

It will report which items are incorrect for which employees.

In this example employee BANKKJ has a state missing on their address which is required by the ATO for STP reporting. The state field must be updated on this employee before the payrun can continue.

WorkDESK

Single Touch Payroll Manual

Employee STP Payroll Event Details - Report

Employee STP Payroll Event Details									
Company: AU Training (TXB)									
67094544519								Report:	STPEEVDET01
1								Date/Time	08/02/2019 12:02
125b8925-9a97-4178-8dee-78d3f6								Payroll Area	Weekly
Field Name	Sub-Field	Payroll ID	Payroll ID GUID	Surname	First Name	Pay Code Description	Period Amount	YTD Amount	
Payee Gross Payments		ABRAJS	e4848dc6-8a74-40f-ABRAMS	Jennifer Susan	Jennifer Susan	Ordinary Pay	374.40	1872.40	
Payee Total INB PAYGW Amount		ABRAJS	e4848dc6-8a74-40f-ABRAMS	Jennifer Susan	Jennifer Susan	Tax	8.00	40.00	
Super Liability Amount		ABRAJS	e4848dc6-8a74-40f-ABRAMS	Jennifer Susan	Jennifer Susan	Employer Contrib	39.52	197.60	
Reportable Employer Super Contril	Salary Sacrifice	ABRAJS	e4848dc6-8a74-40f-ABRAMS	Jennifer Susan	Jennifer Susan	Reportable Employer Super Cc	41.60	208.00	
Payee Gross Payments		ADAIP	dce831f5-e9fa-4c6c-ADAI	Pieta	Pieta	Ordinary Pay	367.00	1835.00	
Payee Total INB PAYGW Amount		ADAIP	dce831f5-e9fa-4c6c-ADAI	Pieta	Pieta	Tax	7.00	35.00	
Super Liability Amount		ADAIP	dce831f5-e9fa-4c6c-ADAI	Pieta	Pieta	Employer Contrib	44.37	221.85	
Reportable Employer Super Contril	Salary Sacrifice	ADAIP	dce831f5-e9fa-4c6c-ADAI	Pieta	Pieta	Reportable Employer Super Cc	100.00	500.00	
Payee Gross Payments		ADAMGA	8fcd438-64d4-445-ADAMS	Geoffrey Albert	Geoffrey Albert	Ordinary Pay	468.00	2290.00	
Payee Total INB PAYGW Amount		ADAMGA	8fcd438-64d4-445-ADAMS	Geoffrey Albert	Geoffrey Albert	Tax	22.00	110.00	
Super Liability Amount		ADAMGA	8fcd438-64d4-445-ADAMS	Geoffrey Albert	Geoffrey Albert	Employer Contrib	44.46	222.30	
Payee Gross Payments		ADAMJS	cf3076c5-5129-4e9-ADAMS	Jane Susan	Jane Susan	Ordinary Pay	519.00	2610.00	
Payee Total INB PAYGW Amount		ADAMJS	cf3076c5-5129-4e9-ADAMS	Jane Susan	Jane Susan	Tax	32.00	160.00	
Super Liability Amount		ADAMJS	cf3076c5-5129-4e9-ADAMS	Jane Susan	Jane Susan	Employer Contrib	49.31	246.55	
Payee Gross Payments		ADAMKL	21247d6f-319a-42e-ADAMIK	Kelly Leigh	Kelly Leigh	Ordinary Pay	520.00	2600.00	
Payee Total INB PAYGW Amount		ADAMKL	21247d6f-319a-42e-ADAMIK	Kelly Leigh	Kelly Leigh	Tax	32.00	160.00	
Super Liability Amount		ADAMKL	21247d6f-319a-42e-ADAMIK	Kelly Leigh	Kelly Leigh	Employer Contrib	49.40	247.00	

This report will export to Excel in a new window at the beginning of each payrun and after the payrun is updated it will be saved into Admin Manager under the Payrun 'Audit' button.

This report is structured in a similar way to the data that is sent to the ATO via the STP transmission. It is useful to help see how the WorkDESK fields translates to the ATO's fields, and can be used to help balance against other WorkDESK reports or as an initial check at the start of the payrun. If anything is incorrect on this report you can easily cancel the payrun and make amendments before re-running the pays.

STP Audit File

During the payrun, after the pay advices print and before you can first sign off on the payrun, another Excel report will appear which will be formatted with one line per employee, which contains all the information being reported to the ATO.

Code	Name	TFN	DOB	Address	Email	Start Date	End Date	Final	Ind Gross	Ind CDEP	Ind Tax	Ind Foreign Volur
ABBANN	ABBOTT, A	3.24E+08	17/02/1976	50 Mariett	john@wo	30/07/2018	5/08/2018	FALSE	1325		75	
ABRAJS	ABRAMS, J	3.24E+08	7/12/1970	8 Astor Av	john@wo	30/07/2018	5/08/2018	FALSE	1872.4		40	
ADAIP	ADAI, P	3.24E+08	17/02/1974	325 Park S	john@wo	30/07/2018	5/08/2018	FALSE	1835		35	
ADAMGA	ADAMS, G	3.24E+08	22/12/1961	98 Bass St	john@wo	30/07/2018	5/08/2018	FALSE	2290		110	
ADAMJS	ADAMS, J	3.24E+08	22/08/1956	82 Ferry R	john@wo	30/07/2018	5/08/2018	FALSE	2610		160	
ADAMKL	ADAMIK, K	3.24E+08	8/12/1967	75 Chase F	john@wo	30/07/2018	5/08/2018	FALSE	2600		160	

This report is intended to be a check list for you to view that all the employee's details and pay items are correct before signing/ declaring to the ATO that this information is correct.

If anything is incorrect or requires adjusting you can cancel the payrun at this point and make any amendments required.

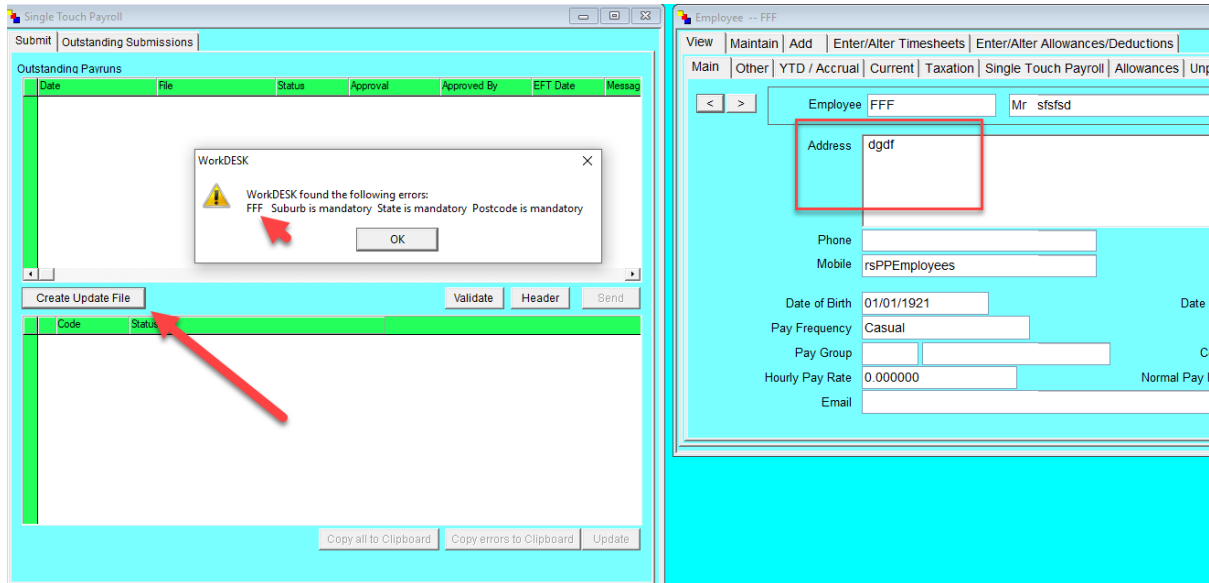
WorkDESK

Single Touch Payroll Manual

Create Update file

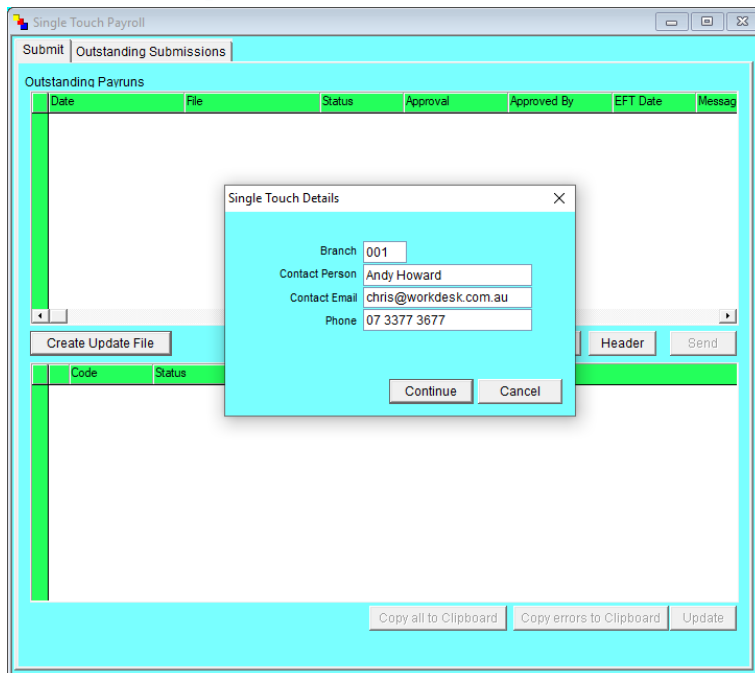
Found in Accounting → Single Touch Payroll screen at any time you need to produce a file containing all employees information click the button indicated in the left hand screen.

If any condition in any employee file exists that will generate an error if sent to the ATO, a popup message will alert you to the Employee, and indicate the reason for the process stopping. Note the details, close message box and select File → Employee and correct the issue. In this case the Employee does not contain a correct address.



If there are no validation errors, the system will display a screen identifying the person making the file.

Identify the operator who will submit the file



WorkDESK

Single Touch Payroll Manual

Signing the file

- The operator must read and confirm the details about to be prepared to send to the ATO are correct. To assist with this approval, an Excel Spreadsheet will be generated contain the full information that is to be approved. We recommend you save the file.

Single Touch Details

Branch 001 Contact Person Andy Howard Contact Email chris@workdesk.com.au
Use Business and Personal form for Casuals Phone 07 3377 3677

Employer
Total Gross
Total Tax

Number of Employees 015

Use current login
I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration
Tick this box and enter your Auskey password to sign this declaration with the credentials you used to login and your AUSkey associated with your login. ☒
Auskey ABRP:67094544519_2008012 Auskey Pwd *****

Use different credentials
I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration
Enter valid login details for different user details below. Tick this box and enter your Auskey password to sign this declaration with the credentials you used to login and your AUSkey associated with the below login. ☐
Username Password Consultant
Auskey Auskey Pwd

Continue Cancel Submit

- Enter the password authorising you to use the selected AUSKey and select the statement to acknowledge you agree that you are making the declaration.
- Or use the second part of the form to sign the file with different credentials than the currently signed in Operator/Consultant.
- Click Continue to move to the next step in the process.
- The system will verify that the password matches the AUSKey and if approved will then commence an automatic backup of the data.
- The file is prepared at this point and the following screen presents this (and any other) file waiting for transmission to the ATO.

Single Touch Payroll

Submit Outstanding Submissions

Outstanding Payruns

Date	File	Status	Approval	Approved By	EFT Date	Message
13/03/19 16:46:47	201903131646.xml	Update Outsta	Yes	Andy Howard		

Create Update File Validate Header Send

Code	Status
ABBANN	Outstanding
ABRAJS	Outstanding
ACERDE	Outstanding
ADAIP	Outstanding
ADAMCN	Outstanding
ADAMER1	Outstanding
ADAMKR	Outstanding
ATKIBG	Outstanding
ATKIBH	Outstanding
BAINFD	Outstanding

Copy all to Clipboard Copy errors to Clipboard Update

WorkDESK

Single Touch Payroll Manual

Send a file to the ATO

- Select Accounting → Single Touch Payroll.
- Files **must** be sent to the ATO in the order they were generated.

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, EFT Date, and Message. Below this is a section for 'Create Update File' with buttons for 'Validate', 'Header', and 'Send'. At the bottom, there is a table of Employee Codes and their Status, and buttons for 'Copy all to Clipboard', 'Copy errors to Clipboard', and 'Update'.

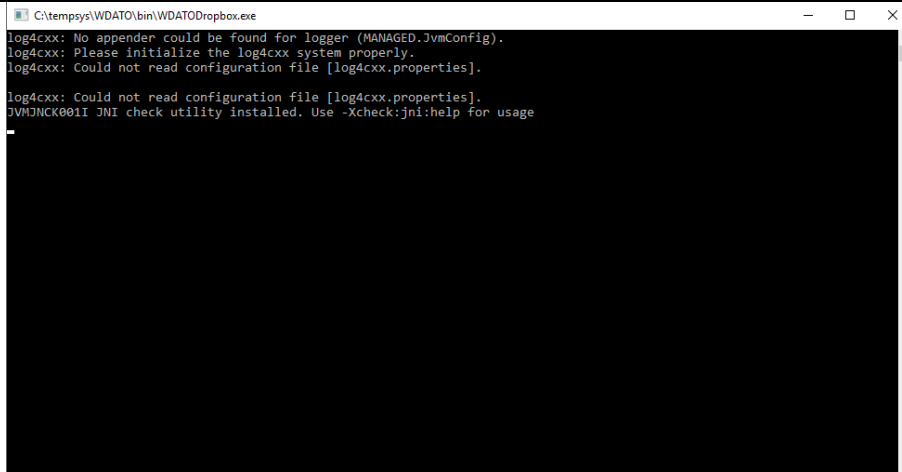
Date	File	Status	Approval	Approved By	EFT Date	Message
22/03/19 13:29:17	201903221329.xml	Outstanding	Yes	Andy Howard	22/03/19	A1552:
22/03/19 13:32:01	201903221332.xml	Outstanding	Yes	Andy Howard	22/03/19	A1552:
22/03/19 14:49:49	201903221449.xml	Outstanding	Yes	Andy Howard	22/03/19	A1552:
13/03/19 16:46:47	201903131646.xml	Update Done	Yes	Andy Howard		A1552:
19/03/19 15:56:38	201903191556.xml	Done	Yes	Andy Howard	19/03/19	A1552:
22/03/19 12:56:07	201903221256.xml	Done	Yes	Andy Howard	22/03/19	A1553:
22/03/19 13:26:51	201903221326.xml	Update Done	Yes	Andy Howard	22/03/19	A1553:

Code	Status
<input type="checkbox"/> ADAMER1	Outstanding
<input type="checkbox"/> SIMPAC	Outstanding
<input type="checkbox"/> WALKHA	Outstanding
<input type="checkbox"/> ZANGR	Outstanding

- Note in the example above, the date/time for the second and third entries background is in a highlight colour. You will not be able to send either of these items until the first one has been successfully transmitted.
- If you select an item that is not permitted to be sent, the Send button is deselected.
- Select the file at the top of the screen.
- Information will display in the lower half of the screen, showing Employee Code and Status of the record. "Outstanding" indicates the record has not been submitted.
- Click Send
- An automatic Online Backup will be performed. When completed the system will commence transmission. Internet connection is required.

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Single Touch Payroll Manual



```
C:\temp\sys\WDATO\bin\WDATODropbox.exe
log4cxx: No appender could be found for logger (MANAGED.JvmConfig).
log4cxx: Please initialize the log4cxx system properly.
log4cxx: Could not read configuration file [log4cxx.properties].

log4cxx: Could not read configuration file [log4cxx.properties].
JVMCK001I JNI check utility installed. Use -Xcheck:jni:help for usage
```

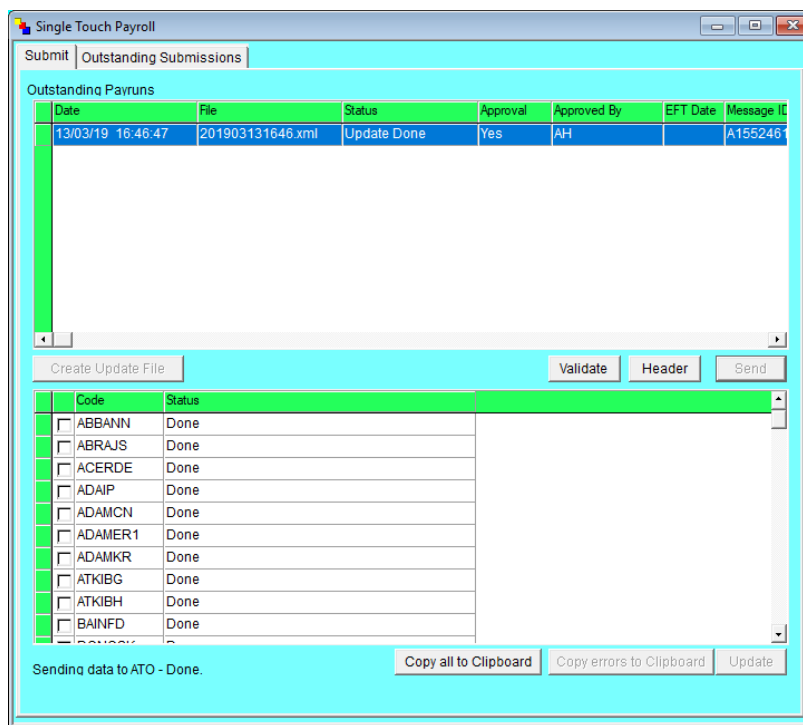
- Messages will display on the command window. These messages may show the word 'error' and the system will take varying amounts of time to make the submission depending on the status of the internet, the size of the file the status of the ATO Systems.
- **This may take up to 10 minutes to receive a response from the ATO – you must keep this window opened until the process has finished. Do not minimize the WorkDESK screen or click away to another screen until the submission completes.**
- **You must process only one Submission from your office at a time**



- Read the Submission Results. If you get Transmission Successful, click Close. Please consult the section Transmission Errors if the transmission was not successful.
- The screen will change indicating those records that are now 'Done' or updated to the ATO. Rejections for any reason will require investigating.

WorkDESK

Single Touch Payroll Manual

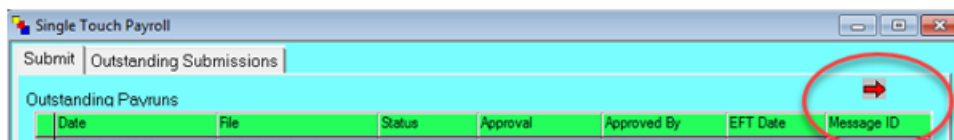


Transmission Unsuccessful – No Transmission Result

In this case the entry is moved from the Submit to Outstanding Submissions screen.

- This can happen if the ATO Server is taking too long to respond.
- The task of transmitting your PayEvent to the ATO is not complete until the ATO give back their result of your submission.

The top of the submit screen will now include the following icon:

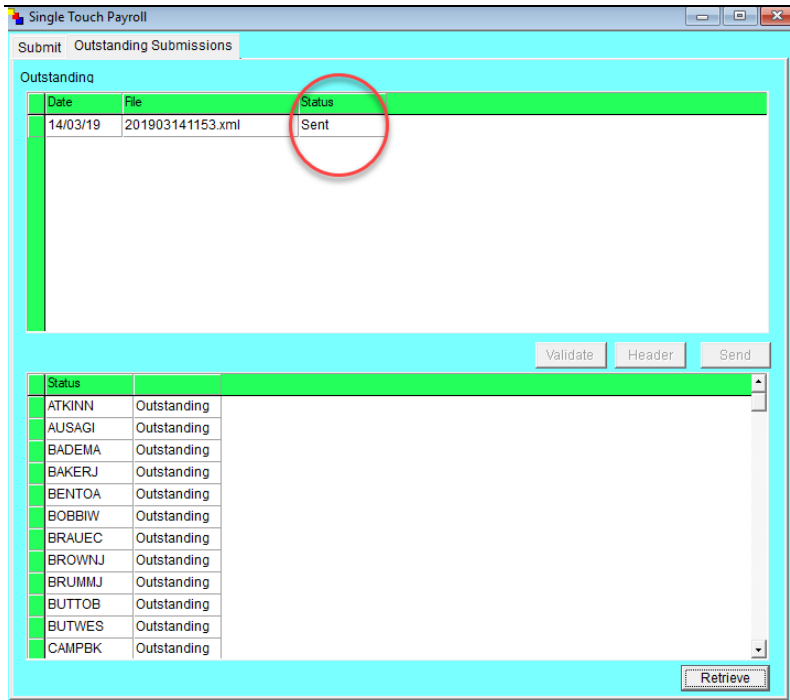


Outstanding Submissions

Open the Outstanding Submission screen. We recommend that you check this screen at least once a week and make sure all submissions have been successfully processed.

WorkDESK

Single Touch Payroll Manual



- Observe the Status of the item is showing 'Sent'.
- Click on the Date in the top grid and click Retrieve button
- After the automatic backup is complete the system will attempt to retrieve the status from the original submission.
- If this is still unsuccessful the package will remain in the Outstanding Submission screen. Try again after waiting – suggest 30 minutes for the second retry. Keep retrying until successful.
- When the result packet is retrieved, the Pay Event item will be moved back to the Submit tab.

WorkDESK

Single Touch Payroll Manual

Transmission Result – Partial

If the PayEvent was partially successful, the ATO will accept the employee sections that were correct and reject the remainder. The transmission result screen will show:

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
ADAMER1	CMN.ATO.GEN.XML03 - Error - The value specified for an item does not match the item type (value = "",	Line1T
SIMPAC	CMN.ATO.GEN.XML03 - Error - The value specified for an item does not match the item type (value = "1"	TaxFileNumberId

Close

- In the above example, the information of the two employee records that were rejected show in the bottom section of the screen.
- It is possible to double click on each of these entries in turn and read the full information packet returned by the ATO, we recommend that you click the Close Button to return to the main STP transmission screen.
- This is an example of what you will see:

Single Touch Payroll

Submit | Outstanding Submissions

Outstanding Payruns

Date	File	Status	Approval	Approved By	EFT Date	Message
22/03/19 14:49:49	201903221449.xml	Partial	Yes	Andy Howard	22/03/19	A1553
13/03/19 16:46:47	201903131646.xml	Update Done	Yes	Andy Howard		A1552
19/03/19 15:56:38	201903191556.xml	Done	Yes	Andy Howard	19/03/19	A1552
22/03/19 12:56:07	201903221256.xml	Done	Yes	Andy Howard	22/03/19	A1553
22/03/19 13:26:51	201903221326.xml	Update Done	Yes	Andy Howard	22/03/19	A1553
22/03/19 13:29:17	201903221329.xml	Done	Yes	Andy Howard	22/03/19	A1553
22/03/19 13:32:01	201903221332.xml	Done	Yes	Andy Howard	22/03/19	A1553

Create Update File | Validate | Header | Send

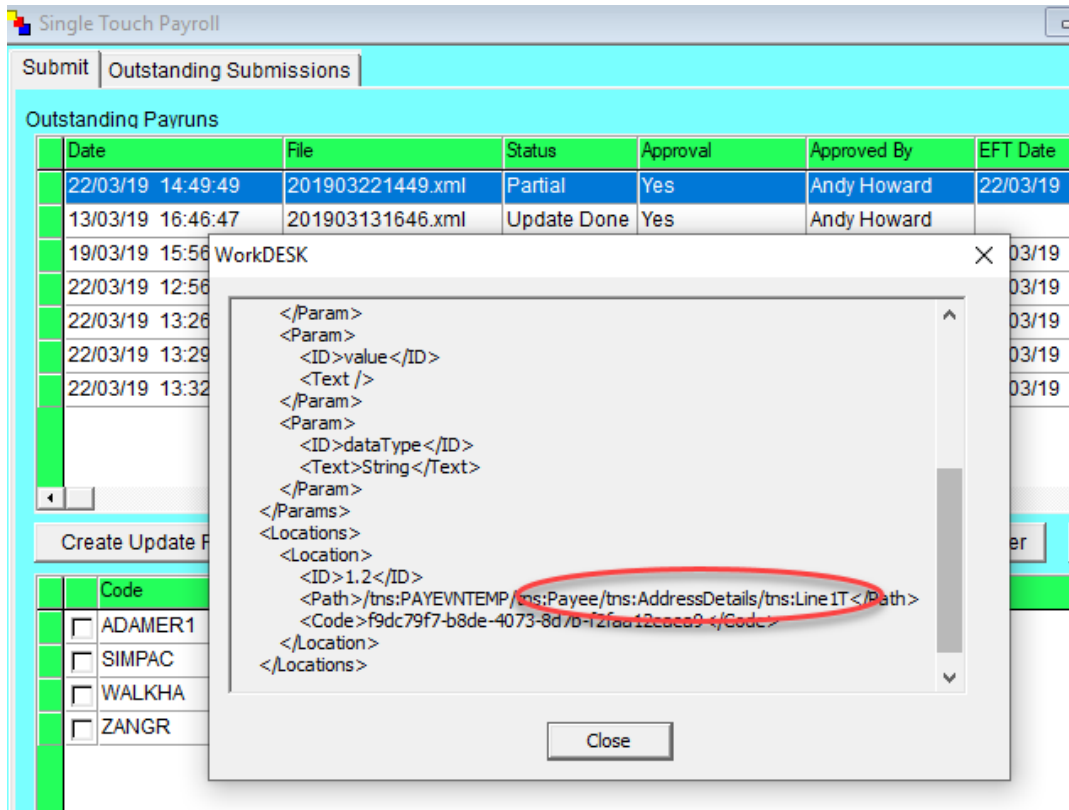
Code	Status
ADAMER1	Line1T - Error - CMN.ATO.GEN.XML03
SIMPAC	TaxFileNumberId - Error - CMN.ATO.GEN.XML03
WALKHA	Done
ZANGR	Done

Sending data to ATO - Done. | Copy all to Clipboard | Copy errors to Clipboard | Update

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Single Touch Payroll Manual

- If you double click on the Status message of the first record you will see all of the text in the message returned from the ATO. Here is this example where address line 1 of the employee is blank



- Close the message screen. Now place the cursor on the employee code and double click and select Maintain. Address line 1 is blank. Correct the address and save. When you Exit you will return to the Transmission screen.

The screenshot shows the 'Employee -- ADAMER1' form. The form has tabs for 'View', 'Maintain', 'Add', 'Enter/Alter Timesheets', and 'Enter/Alter Allowances/Deductions'. The 'Maintain' tab is selected. The form contains various fields for employee information, including 'Employee' (ADAMER1), 'Last Name' (ADAMS), 'Other Names' (Elizabeth Roberta), 'Title' (Mrs), 'Suburb' (INDOOROPILLY), 'Country', 'State' (QLD), 'Post Code' (4068), 'Date of Birth' (31/12/1967), 'Date Commenced' (15/01/2007), 'Pay Frequency' (Weekly), 'Pay Method' (Direct Deposit), 'Pay Group', 'Cost Category' (A), 'North Temp Office', 'Hourly Pay Rate' (32.025000), and 'Normal Pay Period Hours' (40.00). A red oval highlights the 'Other Names' field. The form also has 'Save' and 'Exit' buttons at the bottom right.

- As we have now rectified the fault with the data that caused the rejection of the employee record, we can now click in the square beside the code signifying that this record is now ready for another transmission.

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Single Touch Payroll Manual

Single Touch Payroll

Submit Outstanding Submissions

Outstanding Payruns

Date	File	Status	Approval	Approved By	EFT Date	Message
22/03/19 14:49:49	201903221449.xml	Partial	Yes	Andy Howard	22/03/19	A1553
13/03/19 16:46:47	201903131646.xml	Update Done	Yes	Andy Howard		A1552
19/03/19 15:56:38	201903191556.xml	Done	Yes	Andy Howard	19/03/19	A1552
22/03/19 12:56:07	201903221256.xml	Done	Yes	Andy Howard	22/03/19	A1553
22/03/19 13:26:51	201903221326.xml	Update Done	Yes	Andy Howard	22/03/19	A1553
22/03/19 13:29:17	201903221329.xml	Done	Yes	Andy Howard	22/03/19	A1553
22/03/19 13:32:01	201903221332.xml	Done	Yes	Andy Howard	22/03/19	A1553

Create Update File Validate Header Send

Code	Status
<input checked="" type="checkbox"/> ADAMER1	Line1T - Error - CMN.ATO.GEN.XML03
<input type="checkbox"/> SIMPAC	TaxFileNumberId - Error - CMN.ATO.GEN.XML03
<input type="checkbox"/> WALKHA	Done
<input type="checkbox"/> ZANGR	Done

Sending data to ATO - Done. Copy all to Clipboard Copy errors to Clipboard Update

- The second rejection in our example has a problem with the Tax File Number.
- Fix all errors, clicking beside the code to record the item has been fixed. Your screen will look similar to this.

Single Touch Payroll

Submit Outstanding Submissions

Outstanding Payruns

Date	File	Status	Approval	Approved By	EFT Date	Message
22/03/19 14:49:49	201903221449.xml	Partial	Yes	Andy Howard	22/03/19	A1553
13/03/19 16:46:47	201903131646.xml	Update Done	Yes	Andy Howard		A1552
19/03/19 15:56:38	201903191556.xml	Done	Yes	Andy Howard	19/03/19	A1552
22/03/19 12:56:07	201903221256.xml	Done	Yes	Andy Howard	22/03/19	A1553
22/03/19 13:26:51	201903221326.xml	Update Done	Yes	Andy Howard	22/03/19	A1553
22/03/19 13:29:17	201903221329.xml	Done	Yes	Andy Howard	22/03/19	A1553
22/03/19 13:32:01	201903221332.xml	Done	Yes	Andy Howard	22/03/19	A1553

Create Update File Validate Header Send

Code	Status
<input checked="" type="checkbox"/> ADAMER1	Line1T - Error - CMN.ATO.GEN.XML03
<input checked="" type="checkbox"/> SIMPAC	TaxFileNumberId - Error - CMN.ATO.GEN.XML03
<input type="checkbox"/> WALKHA	Done
<input type="checkbox"/> ZANGR	Done

Sending data to ATO - Done. Copy all to Clipboard Copy errors to Clipboard Update

- Now click Update.
- A spreadsheet containing the information that is about to be submitted will be generated permitting the holder of the AUSKey to verify the information that is about to be submitted.

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- You will be presented with the Signature screen and once the password has been verified an automatic backup will commence followed by the transmission to the ATO, followed by the Transmission Result screen.

The screenshot shows the 'Single Touch Details' window. At the top, there are fields for Branch (001), Contact Person (Andy Howard), Contact Email (chris@workdesk.com.au), and Phone (07 3377 3677). Below these is a section for 'Employer' with fields for Total Gross, Total Tax, and Number of Employees (002). The form is divided into two main sections: 'Use current login' and 'Use different credentials'. The 'Use current login' section is selected, showing a declaration checkbox (checked) and fields for AUSKey (ABRP:67094544519_2008012) and AUSKey Pwd (*****). The 'Use different credentials' section is unselected, showing a declaration checkbox (unchecked) and fields for Username, Password, Consultant, AUSKey, and AUSKey Pwd. At the bottom right, there are 'Continue' and 'Cancel Submit' buttons.

Single Touch Details

Branch 001 Contact Person Andy Howard Contact Email chris@workdesk.com.au
Use Business and Personal form for Casuals Phone 07 3377 3677

Employer
Total Gross
Total Tax
Number of Employees 002

Use current login
I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration
Tick this box and enter your AUSKey password to sign this declaration with the credentials you used to login and your AUSKey associated with your login. ☒
AUSKey ABRP:67094544519_2008012 AUSKey Pwd *****

Use different credentials
I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration
Enter valid login details for different user details below. Tick this box and enter your AUSKey password to sign this declaration with the credentials you used to login and your AUSKey associated with the below login. ☐
Username Password Consultant
AUSKey AUSKey Pwd

Continue Cancel Submit

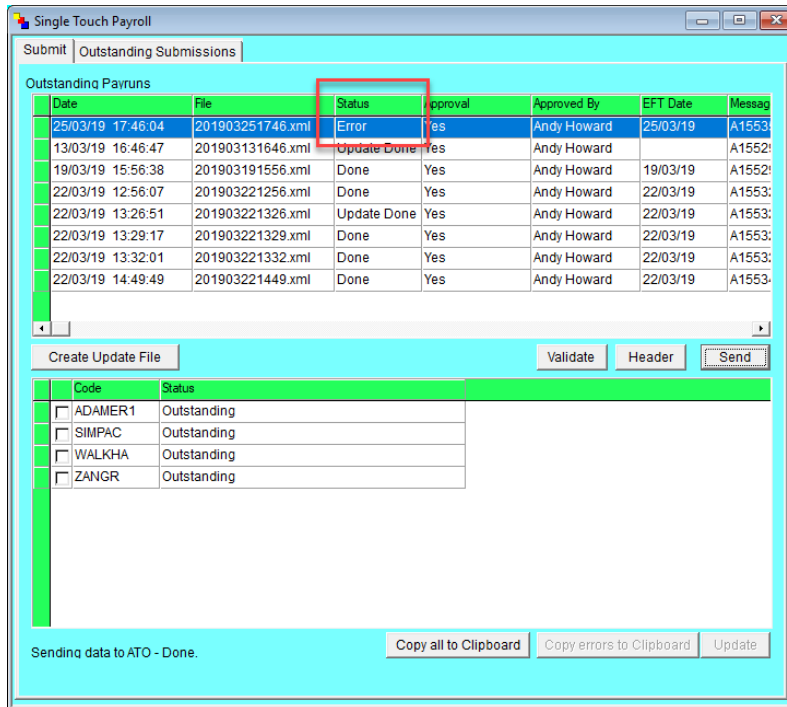
WorkDESK

Single Touch Payroll Manual

Transmission Result – Rejected

In a PayEvent, the first section of the information sent to the ATO is the PayEvent, followed by the PayEventEmp, or Employee sections, one for each employee included in the Payrun.

In the event there is an error in the first packet the complete transmission will be rejected.



Stop all processing if this condition is encountered. Report the circumstances to WorkDESK Support for detailed investigation.

Terminating and Re-Hire

If you have terminated an employee and they return for employment (re-hired) you must change their employee's 'Date Commenced' in File -> Employee -> Maintain -> Main: 'Date Commenced' to the re-hire date.

If you have terminated an employee and missed a payment, adjusting a payment or processing any payment after termination and not 're-hiring' the employee you do not need to change their 'Date Commenced'.

WorkDESK

Single Touch Payroll Manual

Correcting Payroll mistakes

The ATO publishes a guideline on this web page:

https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-employer-reporting-guidelines/?page=6#Correcting_a_pay_event_report

For your convenience, this section contains the information from the web site at the time we created this manual.

Correcting a pay event report

You have a period of time to correct information reported in a pay event without being liable to a penalty for making a false or misleading statement. We call this correction a 'fix'.

If you do not make a fix within the required period, you may be liable to a penalty.

Correcting employee information

If the employee year-to-date information you last reported to us does not reflect the information in your payroll system, you should submit the updated information to us either:

- within 14 days of the need for a correction being identified
- in the next regular pay event where the affected employee(s) have continuity of employment.

If we send an error message to you relating to the employee data you have reported the same 'fix' rules apply to correcting those errors as above.

Overpayment identified within the same financial year

Where an overpayment is identified in the same financial year it was paid, the employee will only need to repay the net amount of the overpayment. The net amount is the amount received by the employee.

You will need to ensure we have the correct amounts recorded (the employee's year-to-date values do not include details of the overpayment). You can make these fixes in either:

- the next regular pay cycle report for the employee (by reducing the employee's year-to-date figures and your employer-level gross payment and withholding figures)
- an update event, within 14 days of the overpayment being identified.

Misclassification with no additional payment

A misclassification is when information has previously been reported under an incorrect item. For example, a payment was reported as salary or wages instead of as an allowance, and no additional payment is made to the employee.

You can make this fix in the next pay event or use an update event.

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Reporting under an incorrect ABN or PAYG withholding branch

You must correct your employees reported under an incorrect Australian business number (ABN) or PAYG withholding branch. To fix this, you should report your employee under the correct ABN or PAYG withholding branch from the point you discovered the error and adjust any incorrectly reported amounts from the incorrect ABN or PAYG branch.

You can make these adjustments in the next pay event or using an update event. If the adjustment moves PAYG withholding amounts between ABNs or branches you may need to revise activity statements.

Note: If you are a large withholder, follow your existing process. (A 'large withholder' is an individual or business that withheld amounts totalling more than \$1 million in a previous financial year, or is part of a company group that has withheld more than \$1 million in a previous financial year.)

Full file replacement

A full file replacement gives you the ability to completely replace the latest pay event file you sent to us in error, or which contained significant corrupt data.

You shouldn't use a full file replacement for corrections.

A full file replacement:

- may only be used to replace the latest pay event
- must contain the submission identifier of the pay event to be replaced
- cannot be submitted if any employee information has subsequently been changed in a payroll or update event
- cannot replace an update event – a new update event should be submitted.

Out of year fixes

This section is due to be updated in the next release.

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STP Standard Payroll Procedures

After activating STP and setting up WorkDESK for STP there are some new procedures you're required to follow each time you process a payrun in WorkDESK. E.g. viewing reports, signing the payrun declaration that the figures are correct, submitting it to the ATO, etc.

These items will be in addition to the other payroll procedures you follow in your system and should ensure you're always submitting the most up to date and correct information to the ATO.

You should follow these steps for every payrun once you've activated STP and add these steps to any existing internal processing documentation you may have for processing payroll.

1) Payrun Report Pre-Check

When the payrun first starts you should receive a report exported to Excel giving you a list of all the employees and their pay items that are linked to Single Touch Payroll.

Employee STP Payroll Event Details								
Company: AU Training (TXB)								
67094544519							Report:	STPEEVD01
1							Date/Time	08/02/2019 12:0
125b8925-9a97-4178-8dee-78d3f							Payroll Area	Weekly
Field Name	Sub-Field	Payroll ID	Payroll ID GUID	Surname	First Name	Pay Code Description	Period Amount	YTD Amount
Payee Gross Payments		ABRAJS	e4848dc6-8a74-40f-ABRAMS	Jennifer Susan		Ordinary Pay	374.40	1872.40
Payee Total INB PAYGW Amount		ABRAJS	e4848dc6-8a74-40f-ABRAMS	Jennifer Susan		Tax	8.00	40.00
Super Liability Amount		ABRAJS	e4848dc6-8a74-40f-ABRAMS	Jennifer Susan		Employer Contrib	39.52	197.60

2) Payrun Report Final Check

Before the end of the payrun another report will export to Excel with a line by line entry of the employee's information being sent to the ATO.

This is the final confirmation you have that the employee's details are correct before going to the next step.

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3) AUSkey Declaration

The screenshot shows a 'Single Touch Details' window with a light blue background. At the top, there are input fields for 'Branch' (001), 'Contact Person' (Andy Howard), 'Contact Email' (john@workdesk.com.au), and 'Phone' (07 3210 3210). Below these is a section for 'Employer' with 'Total Gross' (37943.40) and 'Total Tax' (4909.00), and a 'Number of Employees' field (049). The main part of the form has three sections, each with a declaration statement and a checkbox. The first section is 'Use current login' with a checkbox labeled '1'. The second section is 'Use different credentials' with a checkbox labeled '2'. The third section is 'Thich this box to sign at the time of sending this payrun information to the ATO' with a checkbox labeled '3'. Each section has input fields for 'AUSkey' and 'AUSkey Pwd'. At the bottom right are 'Continue' and 'Cancel Payrun' buttons.

Single Touch Details

Branch 001 Contact Person Andy Howard Contact Email john@workdesk.com.au

Use Business and Personal form for Casuals Phone 07 3210 3210

Employer

Total Gross 37943.40 Number of Employees 049

Total Tax 4909.00

Use current login

I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration

Tick this box and enter your AUSkey password to sign this declaration with the credentials you used to login and your AUSkey associated with your login. ☐ 1

AUSkey ABRP:13010316766_ AUSkey Pwd

Use different credentials

I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration

Enter valid login details for different user details below. Tick this box and enter your AUSkey password to sign this declaration with the credentials you used to login and your AUSkey associated with the below login. ☐ 2

UserName Password Consultant

AUSkey AUSkey Pwd

Thich this box to sign at the time of sending this payrun information to the ATO ☐ 3

Continue Cancel Payrun

During the payrun update you will have the option to sign off the payrun by using the declaration options 1, 2 or 3.

- 1) Sign with the current logged in consultant AUSkey
- 2) Sign with another consultant code AUSkey (input the consultant code in the 'Consultant' box)
- 3) Skip signing at this stage – this will require signing to occur at the time of submission (after the payrun)

You can also choose to cancel the payrun at this stage.

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4) 'Submit' the Payrun to the ATO

We recommend submitting the pay info to the ATO immediately after the payrun. The ATO state that you must send the Single Touch information on or before the day you pay the employee.

In Accounting -> Single Touch Payroll

Date	File	Status	Approval	Approved By	EFT Date	Message ID	Re
09/05/19 15:43:02	201905091543.xml	Outstanding			09/05/19		
09/05/19 15:59:59	201905091559.xml	Outstanding			09/05/19		

Code	Status
<input type="checkbox"/> ABBANN	Outstanding
<input type="checkbox"/> ABRAJS	Outstanding
<input type="checkbox"/> ADAIP	Outstanding
<input type="checkbox"/> ADAMGA	Outstanding
<input type="checkbox"/> ADAMJS	Outstanding
<input type="checkbox"/> ADAMKL	Outstanding
<input type="checkbox"/> ADAMKR	Outstanding
<input type="checkbox"/> ADAMT	Outstanding
<input type="checkbox"/> ADARJM	Outstanding
<input type="checkbox"/> ANDEJE	Outstanding
<input type="checkbox"/> ANDEKL	Outstanding
<input type="checkbox"/> ATKIBR	Outstanding

Highlight the outstanding payrun and press 'Send'

This process can take up to 10 minutes to complete depending on the traffic/ load of the ATO servers.

If you have more than one outstanding payrun (that has not been submitted to the ATO) this must be sent first. Newer payruns that require old payruns to be sent first will be highlighted in red in the Date column.

5) Receiving a Response from the ATO or amending response errors

Once the payrun data is sent you should receive a response from the ATO within a few minutes.

A "Transmission Successful" response, which means everything was received OK from the ATO and you are finished submitting the pay to the ATO (can continue your regular processing).

However, if you receive a Transmission Partial or Transmission Rejected you should attend to this before continuing. This may result in the need for you to amend items or individual records before you can re-send the payrun.

Please see the section 'Send a file to the ATO for more details or Partial and Rejected Transmissions

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Why are employee's that I've not paid included in the STP reports?

If an employee's reportable details have changed since they were last paid (e.g. you've adjusted their super or had to amend an allowance type they were paid against in a prior payrun) this change of information needs to be reported to the ATO in the next submission, even if you've notified the employee or are not paying the employee that week.

Once you've made one of these adjustments to the employee WorkDESK will flag them as 'update' which will include them in the next STP submission (even if they are not paid).

The payroll reports will include these update employees in the 'Year to date' section as it is required by the STP reporting, however there will be zero's in the 'this pay' area.