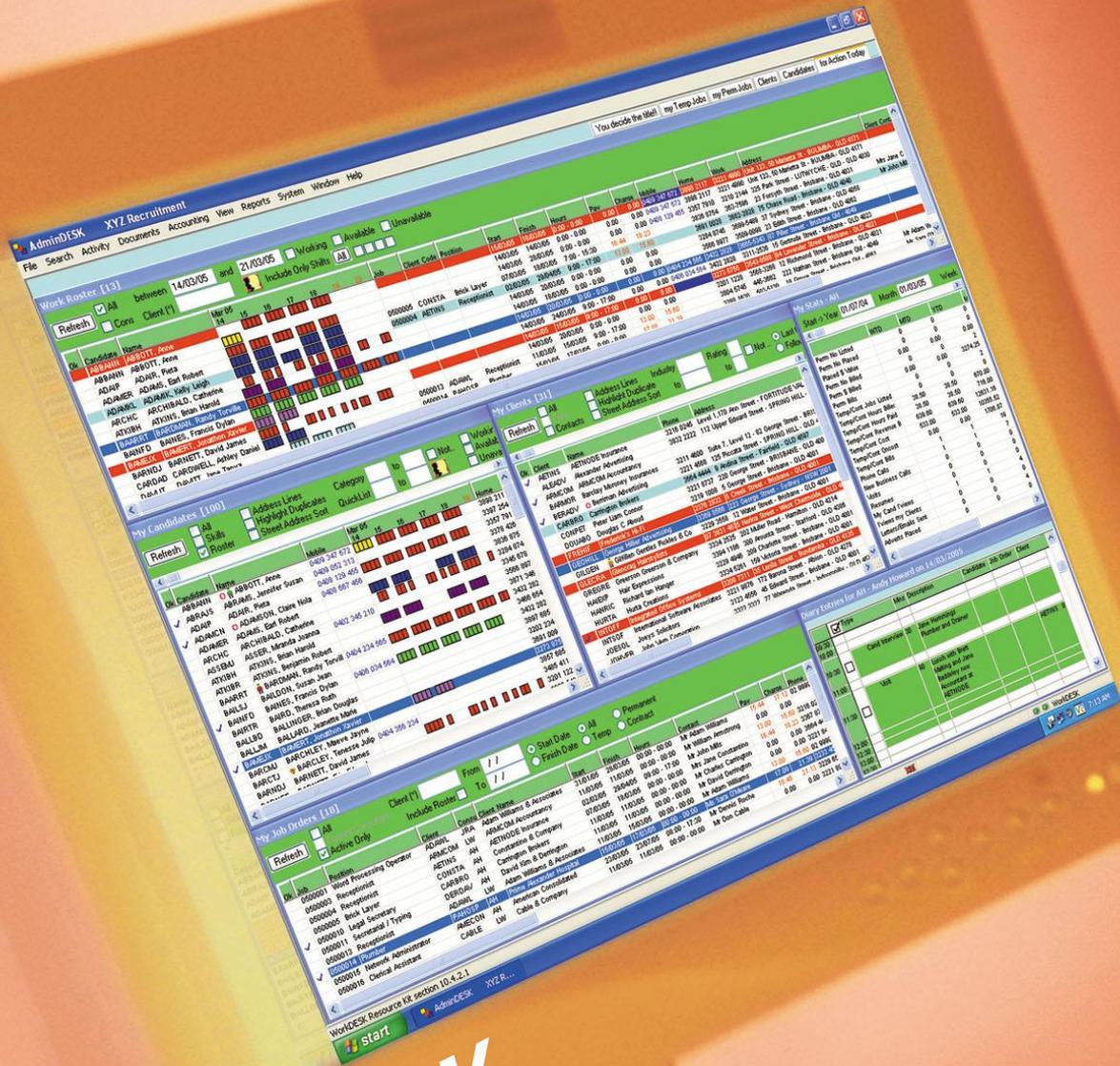


WorkDESK

software



WorkDESK STP Phase 2

YOU REQUIRE SOFTWARE VERSION 12.5100 + or HIGHER TO USE THE
WORKDESK STP 2 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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STP Phase 2 Manual

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WorkDESK

STP Phase 2 Manual

Introduction

Single Touch Payroll (STP), is an Australian Government initiative to reduce employers' reporting burdens to government agencies.

In the 2019–20 Budget it was announced the ATO would expand the data collected through STP.

This expansion of STP (also known as STP Phase 2) reduces the reporting burden for employers who need to report information about their employees to multiple government agencies. It also supports the administration of the social security system.

Employers will report the additional information through STP on or before each pay day.

The mandatory start date for WorkDESK STP Phase 2 reporting is 1 May 2022.

If you need more time to transition:

You'll be able to apply for a delayed transition from December 2021. Registered agents will also be able to apply. More information will be available on the ATO website soon.

There won't be penalties for genuine mistakes for the first year of Phase 2 reporting until 31 December 2022. This includes employers who have already started Phase 2 reporting.

ATO Employer Guide

The [STP Phase 2 employer reporting guidelines](#) helps outline what is required for reporting through STP Phase 2. This is recommended reading before activating STP Phase two in WorkDESK.

WorkDESK

STP Phase 2 Manual

Software Upgrade and Requirements

To facilitate the expansion of the STP Reporting data, WorkDESK now requires a bridge database in SQL to store all the additional STP Phase 2 reporting information and a Windows service to connect WorkDESK to the SQL Database.

With assistance from your IT Support and/ or WorkDESK Support, SQL Server can be installed on your existing WorkDESK server to host this bridge database. SQL Server does not require a licence to install & use in these circumstances.

A separate WorkDESK.123-STP2 Service is also required to be installed on the machine where SQL Server is installed. This service must be installed & configured prior to pre-activating and activating STP Phase 2.

More details of the SQL Server and WorkDESK.123-STP2 Service installation are available in the [123-STP2 Service Installation notes](#). **This must be done prior to Pre-activating and Activating STP2 in WorkDESK.** Pre-Activation will fail if this service installations is not done first.

When you install the WorkDESK Update 12.5100 or higher, these notes will be made available in your Tempsys\Help folder as well as well as on our [Software updates website](#) for the 12.5100 Upgrade.

Once the WorkDESK.123-STP2 Service is configured and installed, the rest of the setup and activation for STP Phase two is done through WorkDESK (similar to the process for the original STP) and details are included in this document.

An internet connection is still required when making a STP2 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 Machine Credential that will be used to sign the submission.

WorkDESK

STP Phase 2 Manual

Key Changes for STP Phase 2

The rest of the notes and setup require you to be familiar with the new terminology for STP Phase 2. Each section below contains a link to the relevant area in the ATO's [STP Phase 2 employer reporting guidelines](#)

The key changes to the STP reporting include:

- Disaggregation of gross
- Employment and taxation conditions
- Income types
- Country codes

Disaggregation of gross

Your STP report currently includes a gross amount. This is the total of many different components and payment types. Because some of these are treated differently for social security purposes, you will now need to report more detail.

See also: [Disaggregation of gross](#)

Employment and taxation conditions

There are many factors that influence how you manage your employees in your payroll. These include:

- their employment basis
- the information on their TFN declaration
- details of when and why they leave.

You currently provide this information in different ways and on different forms.

Phase 2 streamlines this process by including the information in your STP report.

See also: [How to report employment and taxation information through STP Phase 2](#)

Income types

You already tell the ATO about the type of income your employees receive in your STP report.

The reporting of [income types](#) is being introduced in Phase 2 to more flexibly:

- identify payments you make to your employees with specific tax consequences
- make it easier for them to complete their individual income tax return
- help the ATO identify where you are using a concessional reporting arrangement.

Country codes

Sometimes you'll need to report a [country code](#). For example, if you make a payment to an Australian resident working overseas, you'll need to provide information about the host country.

WorkDESK

STP Phase 2 Manual

Before Activating STP Phase 2 in WorkDESK

STP Phase 2 requires **Pre-Activation** for you to transition your existing STP information. While pre-activating, new screens will be available in WorkDESK to configure these new changes.

These changes will not be sent to the ATO until you have fully activated STP Phase 2 so you can complete the pre-activation steps in your own time.

Once you have completed the Pre-Activation process & checked your configuration you can activate STP 2 and start reporting the new information.

Pre-Activation process:

- **Pre-Enable STP2** – enables the screens for you to configure the new changes.
- **Review STP Configuration** – Review or change any employee, allowance or pay details prior to activation.

Pre-Enable STP2

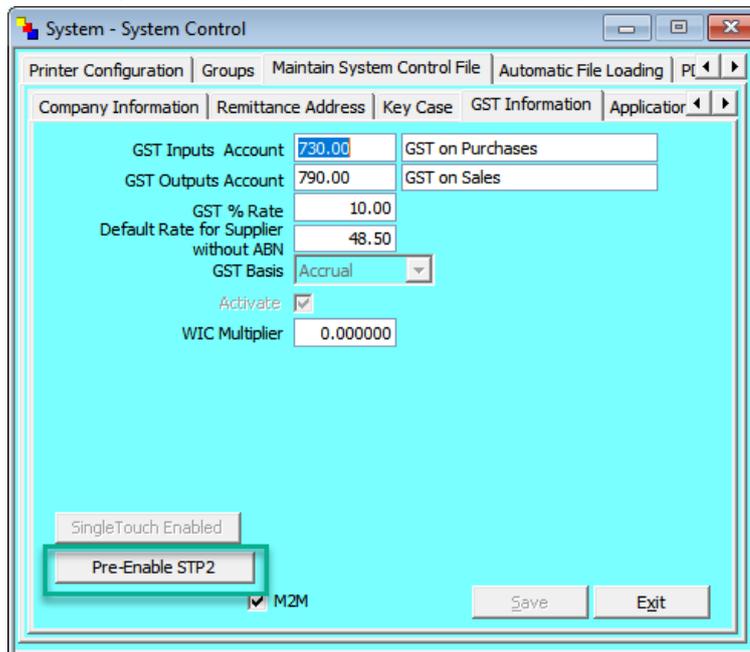
- 1) WorkDESK 12.5100+ and the WorkDESK-123.STP Service must be installed and running prior to starting the pre-activation. See [Software Upgrade and Requirements](#) section for more details.

- 2) Enable Pre-Activation in WorkDESK

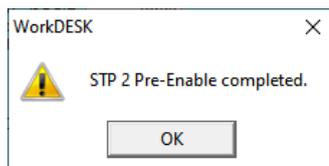
We recommend having all other users logged out for the duration of pre-activation.

Perform a zip online backup.

Go into System -> System Control -> Maintain System Control File -> Company Information



Press Pre-Enable STP2. Activation should occur quickly.



And Press Ok.

Repeat this step for every WorkDESK database you require to report STP information.

WorkDESK

STP Phase 2 Manual

Review STP Phase 2 Configuration

During the Pre-Enable, WorkDESK will set to default as much as it can (e.g. Employee Income Types or Employment Basis), some other information will require your input, in **yellow**, or you to change if the defaults were not correct in your circumstances.

Below covers all the new fields and screens in WorkDESK that you should review for STP Phase 2 reporting.

Defaults made during the pre-enable are noted as **Pre-Activation Default**: in this section.

Note: There won't be penalties from the ATO for genuine mistakes for the first year of Phase 2 reporting until 31 December 2022.

Employee Details

File -> Employee -> Maintain -> Taxation:

The screenshot shows the 'Employee -- ABBANN' window with the 'Taxation' tab selected. The window contains the following fields and values:

- Employee: ABBANN, Ms Anne ABBOTT
- TFN Dec Received?: Yes
- TFN: 123-456-782
- STSL?: No
- Tax Scale: 02
- TFN + claim TFT: Country (dropdown)
- Dependant Rebate: 0
- Tax Period: Weekly
- No of Tax Periods: 1
- Increased Tax Withhold?: No
- Percent/Amount: 0.00
- Child Support: No
- Deduction% / Amount: 0.00
- Super Salary Sacrifice?: No
- Sacrifice % / Amount: 0.00
- Super Allowance code: (empty)
- Income Type: SAW
- Employment Basis: Casual
- Payment Summary: Default
- Medicare Levy Variation Scale: 0
- Remote Areas Tax Zone: (dropdown)
- Termination Type: (dropdown)
- Spouse Claimed?: No
- Zone: (dropdown)
- Number of Children: 0
- Allowance Amount: 0.00

Income Type: Defaults to Salary and Wages (**SAW**) for all employee's except if using tax scale 15 where it will default to Working Holiday Maker (**WHM**).

CHP is for Closely Held Payees, if you are using the concessions available to [closely held payees](#), you must report these payments under this income type & change it manually.

Pre-Activation Default: All non- Working Holiday Maker employees are set to income type **SAW** – Salary and Wages.

Working Holiday Makers are defaulted to Income Type **WHM**.

If the employee should be a CHP type you must change it manually.

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STP Phase 2 Manual

Country Code: Only required for **WHM** type employees - you must provide information about their home country before you can save.

Pre-Activation Default: No default is selected, for each **WHM** type employee, you must input their Country manually first in File -> Employee -> Maintain -> Taxation: Country drop down box.

Employment Basis: Defaults to **Casual** if Employee Pay Frequency is Casual or **Permanent** for all other types (Weekly, monthly, etc).

This employment basis field is generally what the employee has filled out on their Tax File Declaration form – Question 7, but it can be updated to better reflect their current employment details.

Pre-Activation Default: For all current casual type employees their Employment basis are set to Casual.

For all permanent type employees (e.g. weekly, Monthly, etc) are set to Full Time.

Tax Treatment Code:

This is generated automatically during the payrun update or STP Update submission.

This is derived by the details entered in the Employee -> Taxation screen. Ensure this is up to date or correct if the employee's details change.

The screenshot shows the 'Employee -- ABBANN' form in the WorkDESK system. The form is divided into several sections. The top section contains 'Employee' (ABBANN), 'Last Name' (ABBOTT), 'Other Names' (Anne), and 'Title' (Ms). The middle section contains 'Address' (50 Marietta Street, BULIMBA), 'State' (QLD), 'Post Code' (4171), 'Date of Birth' (17/02/1976), 'Date Commenced' (07/02/2021), 'Phone' (3898 2117), and 'Mobile' (0419566012). The bottom section contains 'Pay Frequency' (Terminated), 'Pay Method' (Direct Deposit), 'Pay Group' (P Permanent), 'Cost Category' (A Admin Temporary), 'Hourly Pay Rate' (35.258000), 'Normal Pay Period Hours' (38.00 hhh.mm), and 'Email' (anne@workdesk.com.au). There are 'Save' and 'Exit' buttons at the bottom right.

Date Commenced: You are not required to update this date now for employees but moving forward here are some details from the ATO about using this date when rehiring employees:

The start of the employment or engagement relationship between the payer and the employee. The commencement date must reflect the earliest recognised start date for the continuous employment/engagement period of service with the payer or related entity.

If the employee is rehired using the same payroll id the rehire commencement date should be reported (only if the employee was terminated and rehired under a different reporting period).

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Termination date and Reason:

If you set the employee to Terminated or set them to 'Terminate after next pay' (in the 'Other' tab) or pay a termination payment (Allowance A070) you are prompted to input their termination (cessation) date and reason.



The screenshot shows a dialog box titled "Enter Termination Date". It has a close button (X) in the top right corner. The dialog contains two input fields: "Termination Date" with the value "26/10/2021" and "Termination Reason" with a dropdown menu showing "Voluntary Cessation". At the bottom of the dialog are two buttons: "Proceed" and "Cancel".

Cessation Date:

This is labelled as **Termination Date** in WorkDESK.

It will default to the date on which you set the employee to terminated in File -> Employee -> Maintain -> Main: Pay Frequency set to Terminated.

If you do not set your employees to terminated, a Cessation date will not be reported.

To change the date go into File -> Employee -> Maintain -> Other:

Cessation Type:

No Default Cessation Type is set and must be set manually after pre-enabling.

You must set for each terminated employee their type in File -> Employee -> Maintain -> Other.

To build a list of terminated employees go into Reports -> Payroll -> Employee -> PAYG Payment report and export to Excel and filter by the 'Pay Freq' column for any Term types.

WorkDESK

STP Phase 2 Manual

Allowances

In Accounting -> Payroll -> Allowances are fields to classify WorkDESK Allowances.

Reportable Allowances and **STP Payment Type**. One of each needs to be defined for each allowance.

Note Allowances A199 or less are system allowances and will have their own definition set, so you are not required to check these Allowances (e.g. A010 Annual leave is automatically controlled).

ATO Reportable Allowances

The definition and usage for reportable allowances have changed:

[ATO Reporting Guidelines – Allowances.](#)

Example Meal Allowance Setup:

The screenshot shows the 'Accounting - Payroll' window with the 'Allowances' tab active. The 'Allowance Code' is set to 'A200', the 'Short Name' is 'OTMeal', and the 'Description' is 'OT Meal Allowance'. The 'Reportable Allowance' checkbox is checked. A dropdown menu for 'Allowance Type' is open, showing options: MD (selected), CD, AD, LD, RD, TD, OD, KN, and QN. Other options include 'Overtime Meal Allowances', 'Exclude from Salary Sacrifice', 'Subject to Work Cover', 'Subject to Payroll Tax', 'Exempt Foreign Income', and 'Include for portable LSL'. The 'Save' and 'Exit' buttons are at the bottom right.

The allowance types you will separately report in STP Phase 2 are:

- > [cents per km \(allowance type CD\)](#)
- > [award transport payments \(allowance type AD\)](#)
- > [laundry \(allowance type LD\)](#)
- > [overtime meal allowance \(allowance type MD\)](#)
- > [domestic or overseas travel \(allowance type RD\)](#)
- > [tool allowances \(allowance type TD\)](#)
- > [qualification and certification allowances \(allowance type QN\)](#)
- > [task allowances \(allowance type KN\)](#)
- > [other allowances \(allowance type OD\)](#)

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STP Phase 2 Manual

Pre-Activation Default:

STP to STP2 Reportable Allowances

Before

Accounting - Payroll

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

Allowance Code: A300 | Car expen

Short Name: TRVKM | Exclude from Salary Sacrifice

Description: Travel Per KM | 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?: No

Pay during Holidays?: No

Add to OTE for Super?: No

General Ledger code: |

G L code to Credit: |

Standard Pay Amount: 0.00

Standard Charge Amount: 0.00

Variable Amount:

Save | Exit

After

Accounting - Payroll

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

Allowance Code: A300 | CD | Cents per Kilometre

Short Name: TRVKM | Exclude from Salary Sacrifice

Description: Travel Per KM | 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?: No | STP Payment Type: Not Reportable

Pay during Holidays?: No

Add to OTE for Super?: No

General Ledger code: 700.00

G L code to Credit: |

Standard Pay Amount: 0.00

Standard Charge Amount: 0.00

Variable Amount:

Save | Exit

In the above example, a Car expense from STP1 is adjusted to a CD Cents per Kilometre allowance for STP2.

Previous Reportable allowances will be converted as below:

STP	STP2
Car expense	CD – Cents Per KM
Transport	AD – Award Transport Payment
Laundry	LD – Laundry
Meals	MD – Overtime Meal
Travel	RD – Domestic or Overseas Travel.
Other	OD – Other

If this conversion doesn't match your definition for an allowance, you can change it now before activating STP2 payruns.

You can change the type after activating STP2 and processing payruns but changing if an employee was paid against it will require you to create an Update File to send the changes to the ATO - see [Corrections – Misclassification](#) section for more details.

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STP Phase 2 Manual

STP2 Disaggregated Gross Allowances

The screenshot shows the 'Accounting - Payroll' window with the 'Allowances' tab selected. The allowance code is A240, with a short name 'NightS' and description 'Night Shift Allowanc'. The 'STP Payment Type' dropdown menu is open, displaying a list of options: Gross (selected), Not Reportable, Gross, Overtime, Bonuses & Commissions, Director's Fees, Paid parental leave (P), Workers' comp. (W), Ancillary/defence leave (A), Paid Leave (C) - adj, Paid Leave (U) - adj, and Paid Leave (O) - adj. Other fields include 'Pay / Deduct Basis' set to 'Percent', 'Taxable?' set to 'Yes', and 'Standard Pay Amount' set to 0.00.

This is for all other allowance that don't fit the ATO's 'separate allowance' definition as part of the **Disaggregation of Gross**.

You may be using a WorkDESK allowance code for something that isn't defined as a 'separate allowance' by the ATO's definition & here you can configure how it should be reported.

The **STP Payment Type** field is enabled for this use of other Disaggregated Gross items. E.g. a WorkDESK allowance could be used as a Bonus, Workers' Compensation. Or it meets the Gross definition and can be set as such.

- > [gross](#)
- > [overtime](#)
- > [bonuses and commissions](#)
- > [directors' fees](#)
- > [paid leave](#) P, W, A, C, U or O.

Note: Paid Leave types C, U and O are covered by WorkDESK System allowance codes. We recommend you continue to use the system allowance codes (e.g. A010 for paying Annual Leave, A020 for Personal leave, A070 for Unused Leave on termination, etc) as they will track against the employees leave register. These Paid Leave types are available here if adjustments are required or you have a special circumstance.

Not Reportable is available for things like **reimbursements** that are not required to be reported through STP.

WorkDESK

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Pre-Activation Default:

All other allowances (Reportable Allowances set to No) will default based on the Taxable? And Add to OTE for Super? flags.

Taxable Yes and OTE for Super Yes = Gross. E.g. Current year back payment.

Taxable Yes and OTE for Super No = Overtime. E.g. Toil Cash Out.

Taxable No and OTE for Super No = Do not report. E.g. A reimbursement.

Example: this allowance was set to **Taxable Yes** and **OTE Yes**: will result in STP Payment Type: **Gross**.

The screenshot shows the 'Accounting - Payroll' window with the 'Allowances' tab selected. The 'Allowance Code' is 'A213'. The 'Short Name' is 'GrossB' and the 'Description' is 'Gross back pay'. The 'Pay / Deduct Basis' is set to 'Amount'. The 'Reportable Allowance' is 'No'. The 'Taxable?' checkbox is checked. The 'Add to OTE for Super?' dropdown is set to 'Yes'. The 'STP Payment Type' dropdown is set to 'Gross'. Other fields include 'General Ledger code' (200.00), 'Standard Pay Amount' (0.00), and 'Standard Charge Amount' (0.00). There are 'Save' and 'Exit' buttons at the bottom right.

Allowances you have that don't meet these defaults must have the STP Payment Type changed manually.

Lump Sum E payments:

No year is recorded prior to STP 2, if you made any Lump Sum E payments this financial year prior to STP 2 activation please contact support to assist specifying a Lump Sum E year/s for your transitioned data.

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Billing Multipliers

The screenshot shows the 'Accounting - Payroll' window with the 'Billing Multipliers' tab selected. The window contains the following fields and values:

- Billing Multiplier: B001
- Award: 1
- Description: Ordinary Time
- Short Name: OrdTim
- Pay/Charge Multipliers:
 - Cost Multiplier: 1.000000
 - Charge Multiplier: 1.000000
- Add to OTE for Super?: Yes
- STP Payment Type: Gross (selected from a dropdown menu that also lists Overtime and Workers' compensation)

Buttons for 'Save' and 'Exit' are located at the bottom right of the window.

These relate to the specific rate lines on the Job Order 1 to 4.

These should be set to **Gross** if Add to OTE for Super is 'Yes', otherwise set to **Overtime**.

Unless the rate line you want to use is specifically for **Workers' Compensation**, which you can set manually for a specific Billing Multiplier code if you have a job setup for Workers' comp payments.

If your rate lines require more definitions, you may need to use a Rate Book instead.

Pre-Activation Default:

Add to OTE for Super? 'Yes' will be set to STP Payment Type Gross.

Add to OTE for Super? 'No' will be set to STP Payment Type Overtime

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Rate Books

Rate	Description	PAY	Charge	Overhead	OTE?	OhAcc	Type	STP Payment Type
1	Normal Time	27.6500	36.8700	0.0000	Yes	Yes		G Gross
2	Time and Half	41.4700	45.2680	0.0000	No	Yes		O Overtime
3	Double Time	55.3000	59.6300	0.0000	No	Yes		Q Bonuses and Commissions
4	Double Time and H	69.1300	78.2600	0.0000	No	Yes		Q Director's Fees
5	Public Holiday	56.2300	65.5160	0.0000	Yes	Yes		G Paid parental leave (P)
6	Night Shift	33.6350	40.2300	0.0000	No	Yes		Q Workers' compensation (W)
7	Meal	150.0000	150.0000	0.0000	No	No		M Ancillary and defence leave (A)
8	Saturday	49.2900	57.2160	0.0000	Yes	Yes		G CD (Cents per Kilometre)
9	Sunday	54.9870	59.9860	0.0000	Yes	Yes		G AD (Award Transport Payments)
10	Special Event	61.1230	68.0815	0.0000	No	Yes		QLD (Laundry)

A new column is available on the Rate Book Add and Alter Screen as **STP Payment Type**

Note if you want to resize the window like above select Window -> Resize Screens from the top menu.

In most cases if you've selected OTE? As 'Yes' the STP Payment Type is **Gross**, if 'No' the Payment Type is **Overtime**.

You also have the choice if a particular pay item is a Bonus, Directors' Fees, Workers' Comp, etc. STP Separate Allowance items are also available per rate line, E.g. Cents Per Kilometre.

- > [gross](#)
- > [overtime](#)
- > [bonuses and commissions](#)
- > [directors' fees](#)
- > [paid leave P, W, or A](#)
- > [cents per km \(allowance type CD\)](#)
- > [award transport payments \(allowance type AD\)](#)
- > [laundry \(allowance type LD\)](#)
- > [overtime meal allowance \(allowance type MD\)](#)
- > [domestic or overseas travel \(allowance type RD\)](#)
- > [tool allowances \(allowance type TD\)](#)
- > [qualification and certification allowances \(allowance type QN\)](#)
- > [task allowances \(allowance type KN\)](#)

Pre-Activation Default:

OTE? 'Yes' will be set to STP Payment Type Gross.

OTE? 'No' will be set to STP Payment Type Overtime

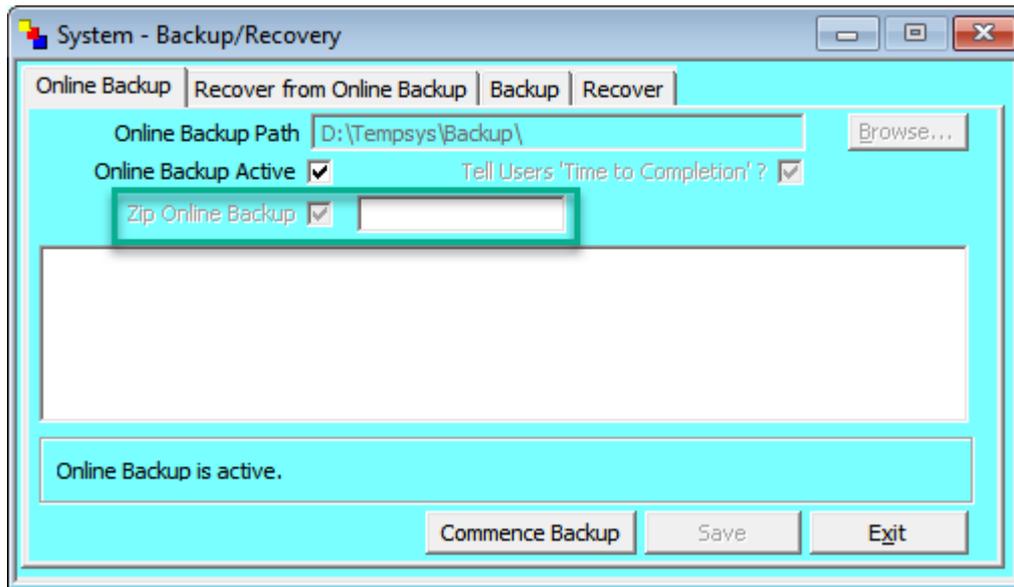
If the above doesn't match your setup or you need to configure a rate line to a different STP Payment Types then it must be changed manually in the above screen after pre-activation.

If you require to make bulk changes to any of this configuration you can contact support to explore if automatic changes can be made during this pre-activation process.

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Online Backup



The online backup now requires a Zip Online backup file name. This previously was optional but now mandatory and this option will always be ticked.

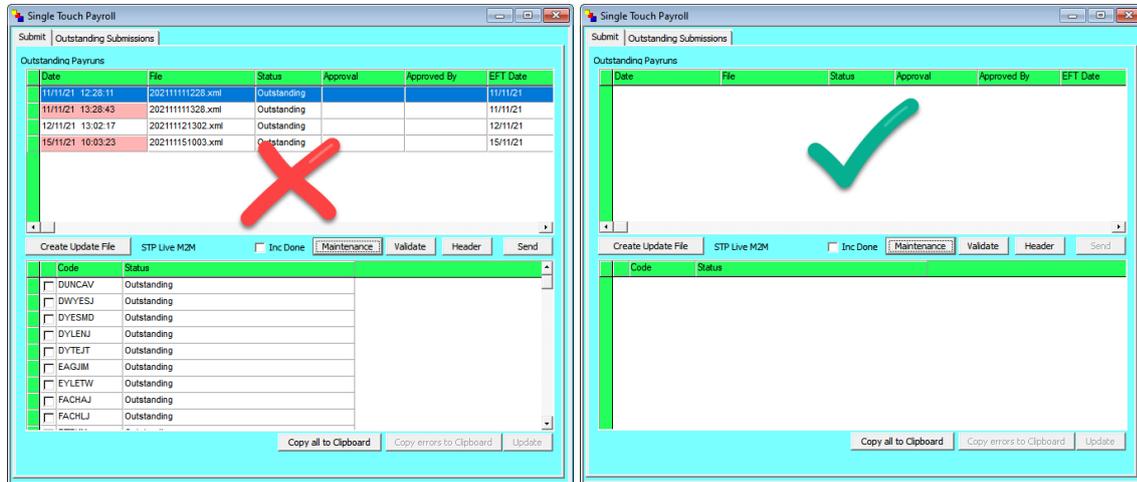
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STP Phase 2 Manual

Activate STP2

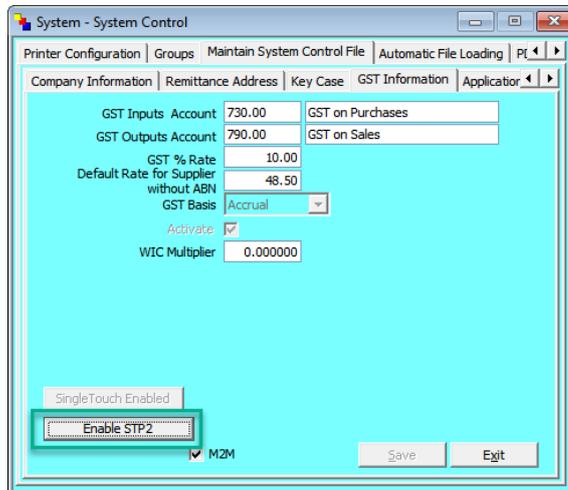
Once you've confirmed your pre-activation configuration you can Activate STP 2 which will allow you to start reporting STP 2 information to the ATO. WorkDESK will continue to report STP 1 until this STP 2 activation is done.

Ensure you have no Outstanding Submissions in Accounting -> Single Tough Payroll before activating.

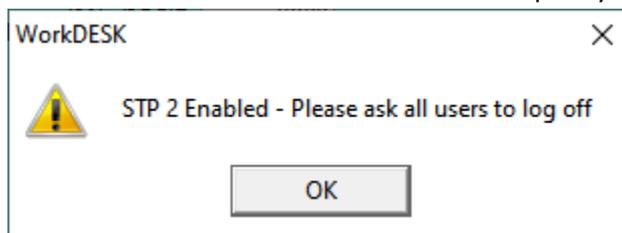


- 1) We recommend having all other users logged out for the duration of activation. Perform a zip online backup.

Go into System -> System Control -> Maintain System Control File -> Company Information



Press Enable STP2. Activation should occur quickly.



And Press Ok.

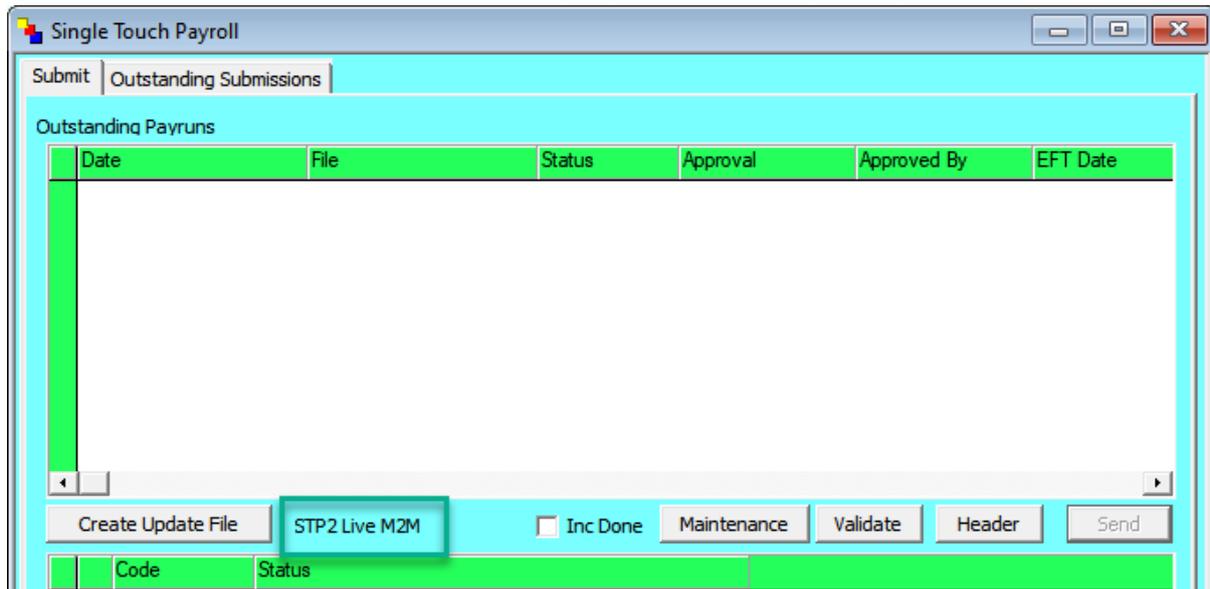
Log out of WorkDESK.

Repeat this step for every WorkDESK database you require to report STP 2 information.

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You can confirm activation was completed by going into Accounting -> Single Touch Payroll.



The Highlighted area next to Create Update file should read **STP 2 Live M2M** for STP2 activated systems.

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STP Phase 2 Manual

Other updates to the system

After STP2 Pre-Activation you will see new fields on the Employee, Rate Books, Allowances and Billing Multipliers. You'll need to keep these in mind when doing your daily processing.

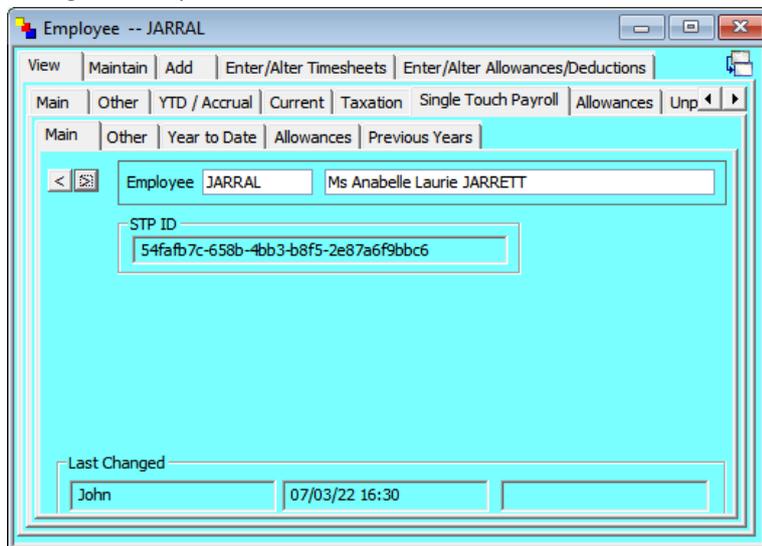
Beyond these changes there are no other changes to the STP Payrun procedure in WorkDESK. Your payrun still produces a file to send to the ATO that you submit in Accounting -> Single Touch Payroll.

Employee View

The Single Touch Payroll tab in the Employee 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).



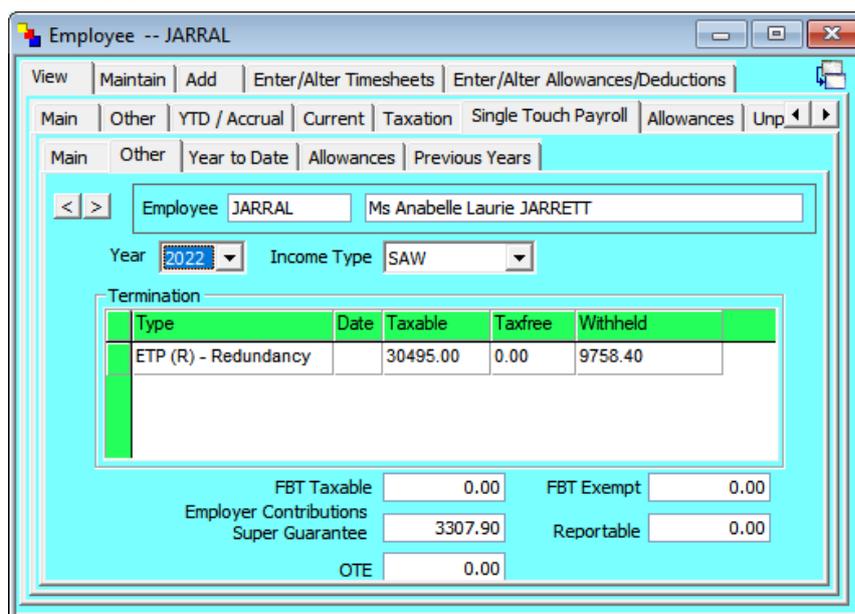
The Main screen will display the employees 'STP-ID', this is a unique ID for each employee file that is required when reporting to the ATO.

There is no longer a requirement to maintain a Working Holiday Maker from this screen. It is now controlled on the Employee -> Taxation screen.

WorkDESK

STP Phase 2 Manual

STP Other view



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

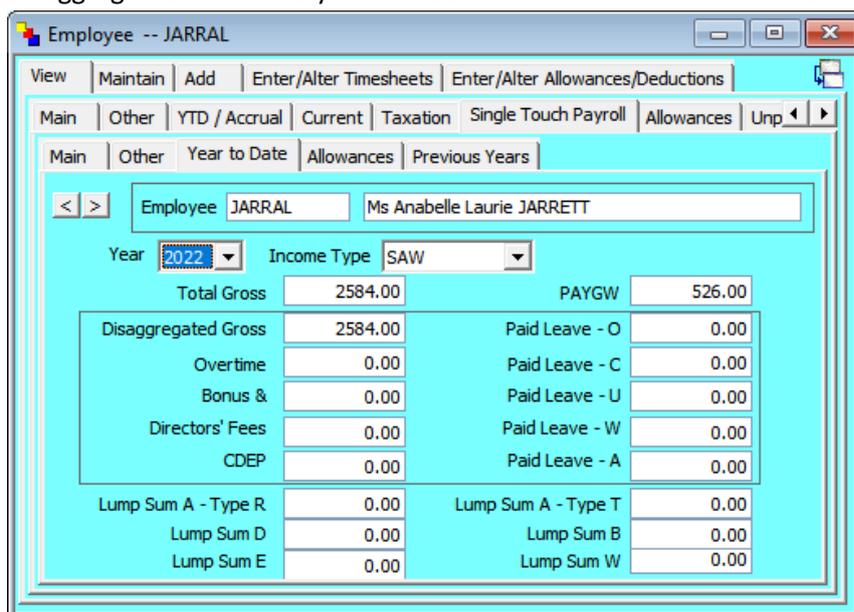
Year to date amounts for the current year only will display underneath for FBT and Super (Super Guarantee, Salary Sacrifice as Reportable & Super OTE year to date).

You have the drop-down option to change the **Year** for STP reported Terminations as well as **Income Types**.

Any detected income types in the year will be visible in the drop down. E.g. if WHM and SAW were paid in the same year for an employee then both options are available in the drop down.

STP Year to Date View

This screen reflects the STP2 component values. This includes the Total Gross as well as Disaggregated Gross & any other values that contribute to the Total Gross.



You have the drop-down option to change the **Year** for STP reported components as well as **Income Types**.

WorkDESK

STP Phase 2 Manual

STP Allowances view

Code	Description	YTD
OD - Other	H1 (home office)	150.00

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.

You have the drop-down option to change the **Year** for STP reported Allowances as well as **Income Types**.

STP Previous Years

Allowance	YTD Amount
Car	0.00
Transport	0.00
Laundry	0.00

Prior year STP1 reportable figures can be viewed in this screen.

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

All STP2 years will be available in the year to Other, Year to Date or Allowances tabs in the **Year** drop down, so this screen only includes STP1 related information.

WorkDESK

STP Phase 2 Manual

Employee Maintain

STP Main

Employee -- ABRAJS

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

Main Other Taxation Single Touch Payroll

Main Other

Changed since last upload

Last Changed

support 17/03/22 14:17

Save Exit

'Changed since last upload' is a flag to include the employee in the next update File to 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 -- ABRAJS

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

Main Other Taxation Single Touch Payroll

Main Other

FBT Taxable 0.00 FBT Exempt 0.00

Employer Cont Super Guarantee 45.00 Reportable 0.00

OTE 0.00

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.

You may need to login as 30/06/yy on the WorkDESK login screen to modify all fields.

WorkDESK

STP Phase 2 Manual

Employee Tax File Number

An Employee must have a valid TFN otherwise the Employee record will be rejected by the ATO. 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.

Employee Leave Payments – Leave Type

When making Leave Payments to employee there are drop-down options for Annual Leave, RDO and Long Service Leave Payments for you to define if it is for **Leave Taken** or a **Cash Out**.

In File -> Employee -> Enter/ Alter Allowance/ Deductions:

A010 – Annual Leave:

All/Ded Co	Description	Amount	Tax	YearTD	Certificate?	Leave Type
S800	Cert Superannuation	10.00	0.00	0.00		
ZANZ	ANZ Bank	0.00	0.00	0.00		

Employee: ABBANN Ms Anne ABBOTT

Allowance/Deduction/Banking/Super
All/Ded code: A010 Ann Pers Adj
Type: Holiday Pay
Hours (decimal): 0.00

Annual Leave
Leave Type: Leave Taken
Comment: Leave Taken
Cash Out
Certificate?:

Leave Taken or Cash Out

WorkDESK

STP Phase 2 Manual

A020 – Personal Leave:

Allowance/Deduction/Banking/Super

All/Ded code: A020 [Ann] [Pers] [Adj]

Type: Personal Leave

Hours (decimal): 0.00

Tax: 0.00

Personal Leave

Leave Type: Personal

Comment: Personal
Carer
Compassionate Expensed
Personal Unpaid
Carer Unpaid
Compassionate Unpaid

Personal or Carer for **Leave Taken**

Compassionate Expensed for **Cash Out**

A030 – Long Service Leave:

Allowance/Deduction/Banking/Super

All/Ded code: A030 [Ann] [Pers] [Adj]

Type: Long Service Leave

Hours (decimal): 0.00

Long Service Leave

Leave Type: Leave Taken

Comment: Leave Taken
Cash Out

Leave Taken or **Cash Out**

A150 – RDO Payment:

Allowance/Deduction/Banking/Super

All/Ded code: A150 [Ann] [Pers] [Adj]

Type: PDO Entitlement

Hours (decimal): 0.00

RDO

Leave Type: Leave Taken

Comment: Leave Taken
Cash Out

Leave Taken or **Cash Out**

Employee - Lump Sum A

Lump Sum A payments are used by terminating the Employee with an A070 allowance code.

Allowance/Deduction/Banking/Super

All/Ded code: A070 [Ann] [Pers] [Adj]

Type: Termination Pay

Hours (decimal): 0.00 [T] [R]

Tax: 0.00

Date From: // / /

Date To: // / /

Banking Information

B/S/B Number: _____

Account Number: _____

Account Name: _____

Superannuation

Member Number: _____

Date Joined: // / /

[Delete] [Save] [Exit]

T for Termination

R for Redundancy

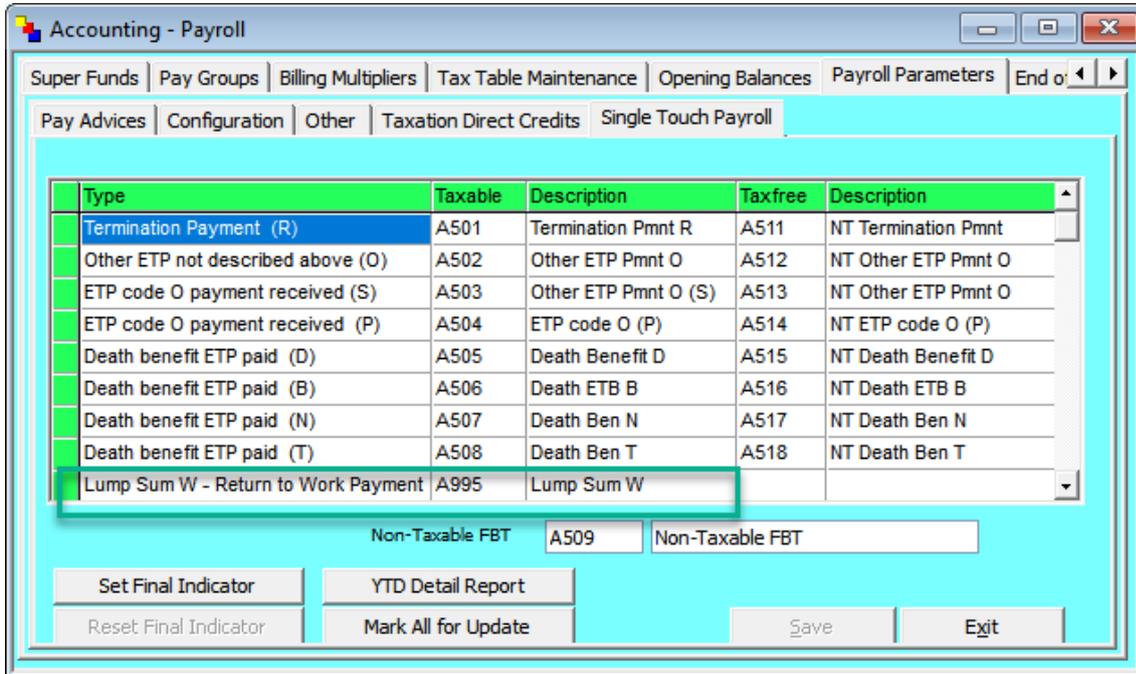
Un-used leave will be paid and recorded automatically as their correct STP2 types based on the current employee leave balances.

WorkDESK

STP Phase 2 Manual

Payroll Parameters

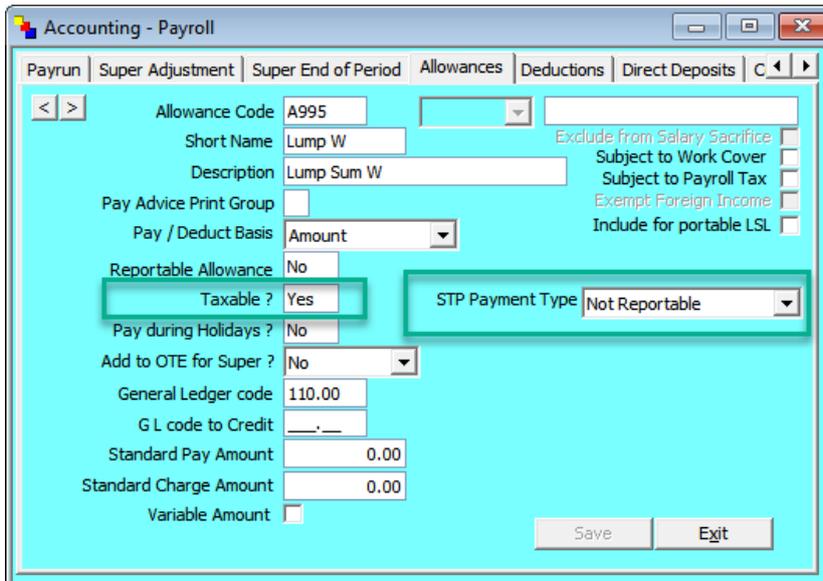
An update to the Tab in Accounting → Payroll → Payroll Parameters → Single Touch Payroll. This screen records the Allowance Codes that you will define to record additional payment type. These types come under the ATO heading Employment Termination.



Lump Sum W

New - Return to Work Payment – you are only required to setup this allowance if you need to make a Lump Sum W Payment to an employee.

Go into Accounting → Payroll → Allowances and setup a new allowance code. E.g:



Can be any allowance code >199. Suggested A995

Taxable: Yes

STP Payment Type: Not Required/ Not Reportable

Accounting → Payroll → Payroll Parameters → Single Touch Payroll: Lump Sum W – Taxable Column input your Lump Sum W allowance code.

WorkDESK

STP Phase 2 Manual

Employment Termination types

If you have already added termination allowances for STP 1 you're not required to re-setup these allowances, they will be re-used for STP 2.

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/>

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:

The screenshot shows the 'Accounting - Payroll' window with the 'Allowances' tab selected. The configuration for allowance code A501 is as follows:

- Allowance Code: A501
- Short Name: ETP R
- Description: Termination Pmnt R
- Pay Advice Print Group: [Empty]
- Pay / Deduct Basis: Amount
- Reportable Allowance: No
- Taxable?: Yes
- Pay during Holidays?: No
- Add to OTE for Super?: Yes
- General Ledger code: 110.00
- GL code to Credit: [Empty]
- Standard Pay Amount: 0.00
- Standard Charge Amount: 0.00
- Variable Amount: [Checked]
- STP Payment Type: Gross
- Exclude from Salary Sacrifice: [Checked]
- Subject to Work Cover: [Checked]
- Subject to Payroll Tax: [Checked]
- Exempt Foreign Income: [Checked]
- Include for portable LSL: [Checked]

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

The screenshot shows the 'Accounting - Payroll' window with the 'Payroll Parameters' tab selected and the 'Single Touch Payroll' sub-tab active. The table below lists the allowance codes entered:

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 Other ETP Pmnt O
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
Lump Sum W - Return to Work Payment	A995	Lump Sum W		

Below the table, there is a 'Non-Taxable FBT' field with the value A509.

WorkDESK

STP Phase 2 Manual

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.

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.

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.

WorkDESK

STP Phase 2 Manual

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).

Payroll Reports

During the payrun you will notice an updated reports Exporting to Excel. This is 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.

Initial Employee STP2 Payroll Event Year to Date - Report

Code	Name	TFN	DOB	Address	Email	Pay Start Date	Pay End Date	Final	Pay Basis	Emp Start Date	Emp End Date	Cessation	Tax Code	Super	RESC	SallSac	Suq	Salsac	OTI	Deduction	FBT Taxab	FBT Exem	Income Type	Country Code	Tax	Total	Gross	Gross
1	ABRAMS	1.52E+08	#####	8 Astor Av john.b@w		8/04/2022	8/04/2022	FALSE	C	10/04/2002			RTXXXX	90	0	0	0	0	22.22	0	0	0	SAW	133	1159.59	900		
2	ADAMSKI	1.52E+08	#####	59 Blaney john.b@w		8/04/2022	8/04/2022	FALSE	C	10/02/2002			RTXXXX	221.36	104.5	0	0	246.8	24.42	1399.88	3212.12	0	SAW	1606	3723.68	1362.12		
3	DWYESI	1.52E+08	#####	12 Polly St john.b@w		8/04/2022	8/04/2022	FALSE	F	20/01/2002			RTXXXX	258.4	0	0	0	0	0	0	0	0	SAW	644	2506	2584		
4	DYESMD	1.52E+08	#####	17 Pansy St john.b@w		8/04/2022	8/04/2022	FALSE	F	3/04/2002			RTXXXX	258.4	0	0	0	0	0	0	0	0	SAW	526	4333.3	2584		
5	DYLENI	1.52E+08	#####	4 Robbin St john.b@w		8/04/2022	8/04/2022	FALSE	F	14/02/2002			RTXXXX	258.4	0	0	0	0	0	0	0	0	SAW	526	2584	2584		
6	DYFLET	1.52E+08	#####	38 Glasgow john.b@w		8/04/2022	8/04/2022	FALSE	F	3/04/2002			RTXXXX	258.4	0	0	0	0	0	0	0	0	SAW	416	2584	2112		
7	EAGIM	1.52E+08	#####	188 Wentt john.b@w		8/04/2022	8/04/2022	FALSE	C	30/12/2021			NAXXXX	258.4	0	0	0	0	0	0	0	0	SAW	870	2584	2584		
8	EYLETW	1.52E+08	#####	53 Maurio john.b@w		8/04/2022	8/04/2022	FALSE	P	18/05/2002			RTXXXX	258.4	0	0	0	0	0	0	0	0	SAW	526	2584	2584		
9	FACHUJ	1.52E+08	#####	6 Browne john.b@w		8/04/2022	8/04/2022	FALSE	F	7/01/2022			HRXXXX	258.4	0	0	0	0	0	0	0	0	WHM	fr	388	2584	2584	
10	FACHUJ	1.52E+08	#####	75 Daisy St john.b@w		8/04/2022	8/04/2022	FALSE	C	7/01/2022			HRXXXX	258.4	0	0	0	0	0	0	0	0	WHM	ca	388	2584	2584	
11	FITZCM	1.52E+08	#####	5 Califom john.b@w		8/04/2022	8/04/2022	FALSE	C	7/01/2022			HRXXXX	258.4	0	0	0	0	0	0	0	0	WHM	ie	775	2584	2584	
12	FONDLL	1.52E+08	#####	85 Princet john.b@w		8/04/2022	8/04/2022	FALSE	F	31/02/2022			FXXXXX	258.4	0	0	0	0	0	0	0	0	WHM	fi	840	2584	2584	
13	FOSTAN	1.52E+08	#####	14 Junctio john.b@w		8/04/2022	8/04/2022	FALSE	C	2/02/2022			FXXXXX	258.4	0	0	0	0	0	0	0	0	WHM	fj	840	2584	2584	
14	FOSTKY	1.52E+08	#####	16 Eagle St john.b@w		30/06/2021	30/06/2021	FALSE	F	3/01/2021			RTXXXX	1536.2	0	0	0	0	0	0	0	0	SAW	3228	15362	15362		
15	SOULGSI	1.52E+08	#####	2 Irving St john.b@w		30/06/2021	30/06/2021	FALSE	F	4/01/2021			RTXXXX	1421.2	0	0	0	0	0	0	0	0	SAW	6296	24212	14212		
16	GREJ	1.52E+08	#####	28 Henry St john.b@w		30/06/2021	30/06/2021	FALSE	F	29/12/2001			RTXXXX	1536.2	0	0	0	0	0	0	0	0	SAW	3309	15362	15362		
17	GROVJE	1.52E+08	#####	2 Carson St john.b@w		30/06/2021	30/06/2021	FALSE	F	19/01/2002			RTXXXX	1421.2	0	0	0	0	0	0	0	0	SAW	6377	24212	14212		
18	HARANN	1.52E+08	#####	72 Frank St john.b@w		30/06/2021	30/06/2021	FALSE	F	17/03/2002			RTXXXX	438.4	0	0	0	0	0	0	0	0	SAW	1150	2584	2584		
19	HERBT	1.52E+08	#####	4 Machine john.b@w		8/04/2022	8/04/2022	FALSE	F	3/04/2002	22/01/2021	V	RTXXXX	129.2	0	0	0	0	0	0	0	0	SAW	263	1292	1292		
20	MURSK	1.52E+08	#####	1 Uretta St john.b@w		8/04/2022	8/04/2022	FALSE	F	9/01/2002			RTXXXX	1103.4	4225	0	0	0	0	0	0	0	SAW	2293	11034	2584		
21	IRELC	1.52E+08	#####	47 Meridu john.b@w		8/04/2022	8/04/2022	FALSE	F	2/03/2002			RTXXXX	258.4	0	0	0	0	0	0	0	0	SAW	1051	4104	2584		
22	IRNAH	1.52E+08	#####	9 O'Malley john.b@w		30/06/2021	30/06/2021	FALSE	F	28/12/2001			RTXXXX	129.2	0	0	0	0	0	0	0	0	SAW	263	1292	1292		
23	JACKRA	1.52E+08	#####	1/37 Ira St john.b@w		30/06/2021	30/06/2021	FALSE	F	13/01/2002			RTXXXX	129.2	0	0	0	0	0	0	0	0	SAW	308	1292	1292		
24	JARRAL	1.52E+08	#####	3 Bellow St john.b@w		30/06/2021	30/06/2021	FALSE	F	1/09/2001	20/09/2020	R	RTXXXX	3007.9	0	0	0	0	0	0	0	0	SAW	526	2584	2584		
25	JOHNL	1.52E+08	#####	2/27 Ashby john.b@w		8/04/2022	8/04/2022	FALSE	F	17/04/2002			RTXXXX	156.4	0	0	0	0	0	0	0	0	SAW	157	1564	1564		
26	KATER	1.52E+08	#####	49 Meado john.b@w		8/04/2022	8/04/2022	FALSE	F	6/03/2002			RTXXXX	129.2	0	0	0	0	0	0	0	0	SAW	263	1292	1020		
27	KIRTM	1.52E+08	#####	44 Moon St john.b@w		8/04/2022	8/04/2022	FALSE	F	3/05/2002			HRXXXX	0	0	0	0	0	0	0	0	0	WHM	dz	177	1182.8	1182.8	
28	KIRTM	1.52E+08	#####	44 Moon St john.b@w		8/04/2022	8/04/2022	FALSE	F	3/05/2002			HRXXXX	247.42	0	0	0	0	0	0	0	0	SAW	526	2584	1292		
29	KLEIN	1.52E+08	#####	9 Reid St john.b@w		8/04/2022	8/04/2022	FALSE	F	11/02/2002			RTXXXX	258.4	0	0	0	0	0	0	0	0	SAW	604	2611.1	1292		
30	KUREK	1.52E+08	#####	15 Applet john.b@w		8/04/2022	8/04/2022	FALSE	F	5/10/2001			RTXXXX	258.4	0	0	0	0	0	0	0	0	SAW	526	2584	1292		
31	LAMBI	1.52E+08	#####	8 Lime Str john.b@w		8/04/2022	8/04/2022	FALSE	F	26/01/2002	14/03/2022	V	RTXXXX	432.82	0	0	0	0	0	0	0	0	SAW	1303	4328.2	1292		
32	LARSJ	1.52E+08	#####	2 Glen Pla john.b@w		8/04/2022	8/04/2022	FALSE	F	13/01/2002			RTXXXX	1511.64	0	0	0	0	0	0	0	0	SAW	4751	7364.4	1292		
33	LAWSR	1.52E+08	#####	89 Mitche john.b@w		8/04/2022	8/04/2022	FALSE	F	10/10/2001			RTXXXX	129.2	0	0	0	0	0	0	0	0	SAW	526	2584	1292		
34	LENTR	1.52E+08	#####	23 Redwo john.b@w		8/04/2022	8/04/2022	FALSE	F	18/05/2002			RTXXXX	129.2	0	0	0	0	0	0	0	0	SAW	526	2584	1292		
35	LERELK	1.52E+08	#####	147 Ashle john.b@w		8/04/2022	8/04/2022	FALSE	P	17/09/2001			RTXXXX	854.6	0	0	0	0	0	0	0	0	CHP	0	8546	2126		
36	LONGHN	1.52E+08	#####	33 Carie St john.b@w		8/04/2022	8/04/2022	FALSE	C	21/03/2002			SSXXXX	590	0	0	0	0	0	0	0	0	CHP	0	5900	900		
37	LOUJKA	1.52E+08	#####	33 Beamb john.b@w		8/04/2022	8/04/2022	FALSE	C	3/03/2003			RTXXXX	0	0	0	0	0	0	0	0	0	WHM	ch	184	1393	1393	

The 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.

WorkDESK

STP Phase 2 Manual

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.

An employee can appear twice in this report if they have more than one income stream type paid in a year. E.g. a WHM type employee gets residency and becomes SAW. Then they would have one line for their WHM pays and another line for their SAW pays. This is displayed in column W.

Column Z is a Total Gross, which is a total for all the represented 'Disaggregated Gross' components in columns AA to AJ.

Columns AK to AR are the ATO Defined Allowances. Any 'Other' type defined allowances will follow. Further columns include Redundancies, ETP's and Lump Sum payments.

STP Audit File

During the payrun, after the pay advices print and before you can first sign off on the payrun, the same report will open in Excel, which contains all the information being reported to the ATO.

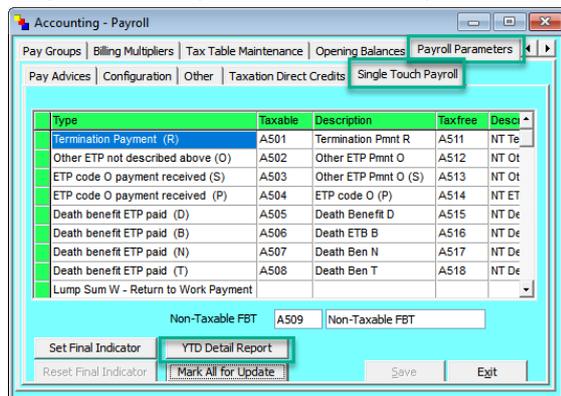
Code	Name	TFN	DOB	Address	Email	Pay Start Date	Pay End Date	Final	Pay	Emp Start Date	Emp End Date	Cessation	Tax Code	Super	RESC	SalSac	Sup	SalSac	OT	Deduction	Deduction	FBT	Taxab	FBT	Exem	Income	Ty	Country	C Tax	Total Gross	Gross	Paid	Leav	Paid	Leav	Paid	Leav
ABRAJ	ABRAM	#####	#####	8 Auto john.b@w	8/04/2022	8/04/2022	FALSE	C		10/04/2002			RTXXXX	90	0	0	0	0	22.22	0	0	0	0	0	0	SAW		133	1159.59	900	0	0					
ADAMKJ	ADAMS	#####	#####	59 Blau john.b@w	8/04/2022	8/04/2022	FALSE	C		10/02/2002			RTXXXX	221.36	104.5	0	0	0	246.6	24.42	1399.88	3212.12	0	0	0	SAW		1886	3715.68	1362.12	206.06	0	0	215.0			
DWYESJ	DWYER	#####	#####	12 Poll john.b@w	8/04/2022	8/04/2022	FALSE	F		20/01/2002			RTXXXX	258.4	0	0	0	0	0	0	0	0	0	0	0	0	SAW		644	2926	2584	0	0				
DYESMD	DYES, M	#####	#####	17 Parr john.b@w	8/04/2022	8/04/2022	FALSE	F		1/04/2002			RTXXXX	258.4	0	0	0	0	0	0	0	0	0	0	0	SAW		526	4333.3	2584	0	0					
DYLENI	DYLE, N	#####	#####	4 Robt john.b@w	8/04/2022	8/04/2022	FALSE	F		14/02/2002			RTXXXX	258.4	0	0	0	0	0	0	0	0	0	0	0	SAW		526	2584	2584	0	0					
DYTEJ	DYTER, J	#####	#####	38 Gta john.b@w	8/04/2022	8/04/2022	FALSE	F		3/04/2002			RTXXXX	258.4	0	0	0	0	0	0	0	0	0	0	0	SAW		616	2584	2312	0	0	272				

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.

YTD Detail Report

You can check all employee's YTD details by using the 'YTD Detail Report' in Accounting -> Payroll -> Single Touch Payroll: YTD Detail Report



The report will be presented in the exact format as the payrun report. No copies of this report are saved/ must be saved manually if you want to retain a copy but can be created at any time.

WorkDESK

STP Phase 2 Manual

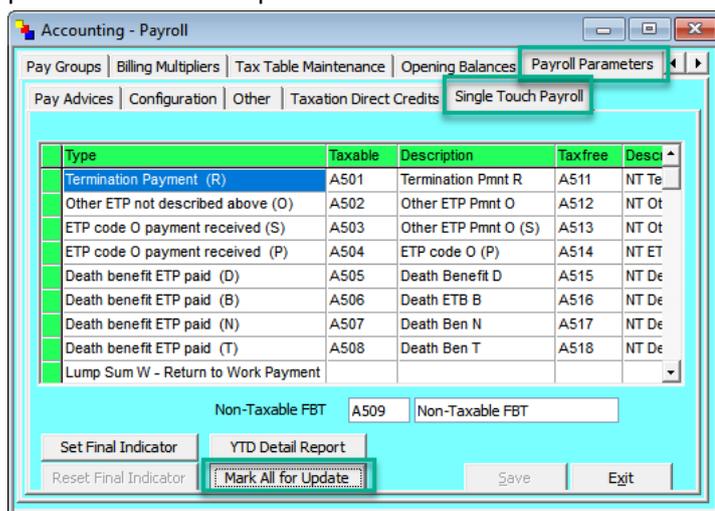
Create Update File with Current YTD STP 2 Information

The ATO recommend you submit an Update file after activating before you submit your first payrun. If you are under time pressure to run your first payrun you can do so first & run this 'Update file' after your first pay/s, but it should be done at the earliest time possible.

Completing this process will update the ATO with all the employee's STP2 generated data.

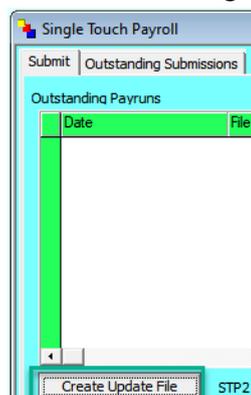
This process only needs to be completed once per active database after you've confirmed your setup.

- 1) Mark all Employees for update: go into Accounting -> Payroll -> Single Touch Payroll: and press 'Mark All For Update'.



Answer 'Yes' if you are ready and a backup will automatically be created.

- 2) Go into Accounting -> Single Touch Payroll: Press 'Create Update File'



Confirm the Financial year is correct (exit and login with a current year date if it is not).

Confirm the consultant details and continue.

You 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.

- 3) Send the File:
Continue to sign, update and send the file as you had in previous submissions. Refer the next section 'Create Update File' if you require full instructions

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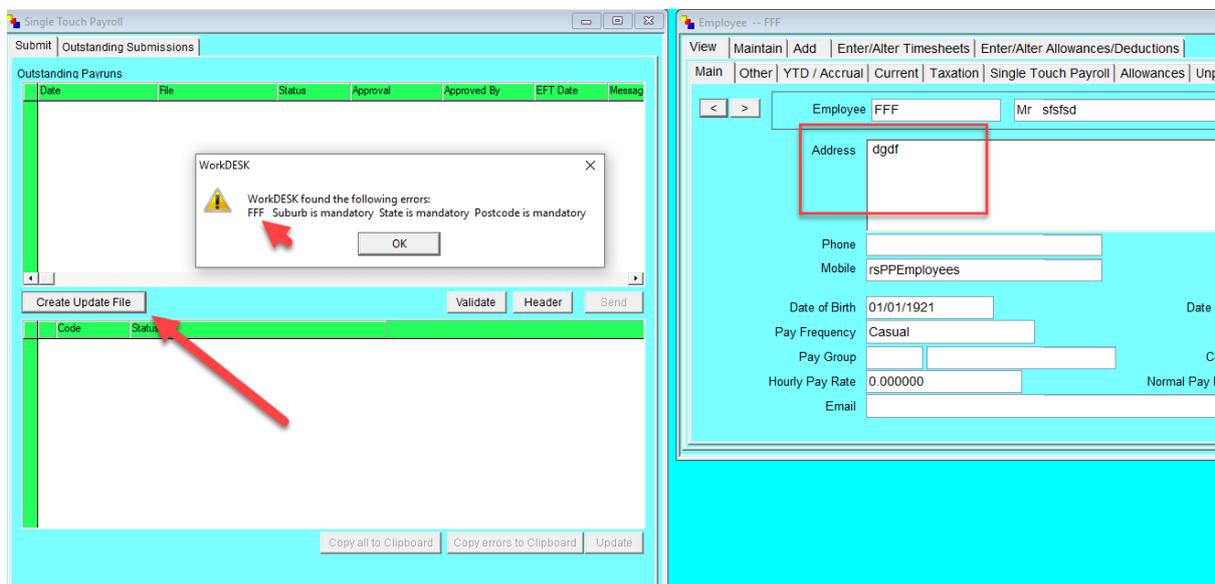
No Changes between STP and STP2 from this section onward

The remaining sections of this document are the same processing between STP and STP2.

Create Update file

Found in Accounting → Single Touch Payroll screen at any time you need to produce a file containing changed employee 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.

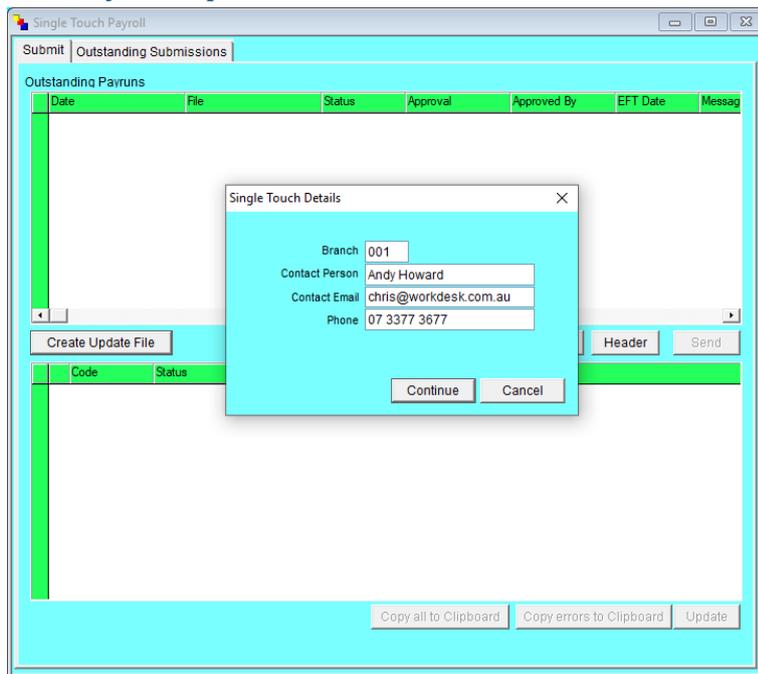


If there are no validation errors, the system will display a screen identifying the person making the file.

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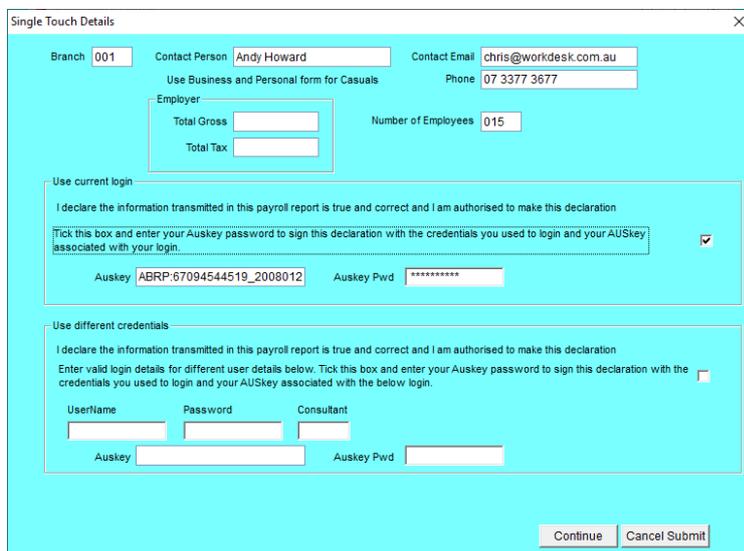
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Identify the operator who will submit the file



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.

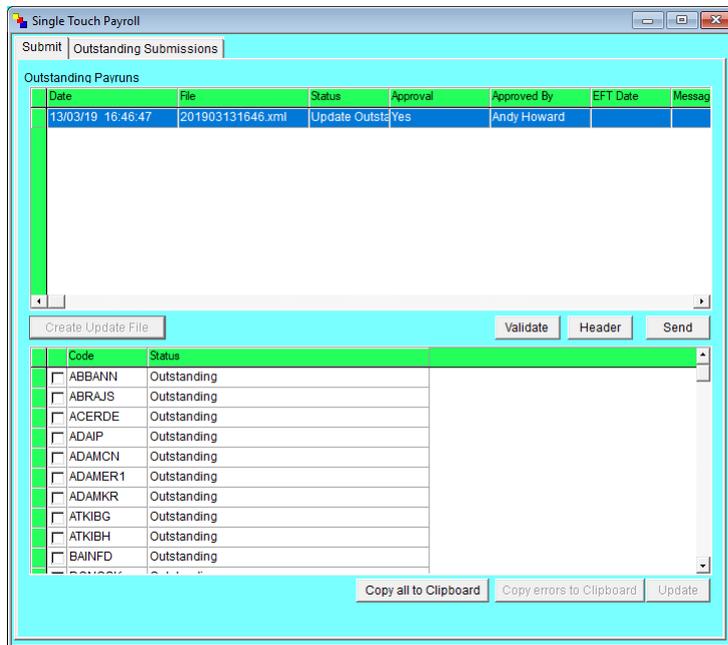


- Enter the password authorising you to use the selected Machine Credential and select the statement to acknowledge you agree that you are making the declaration.
- Or use the second part of the form to sign the file with different credentials than the currently signed in Operator/Consultant.
- Click Continue to move to the next step in the process.
- The system will verify that the password matches the Machine Credential and if approved will then commence an automatic backup of the data.

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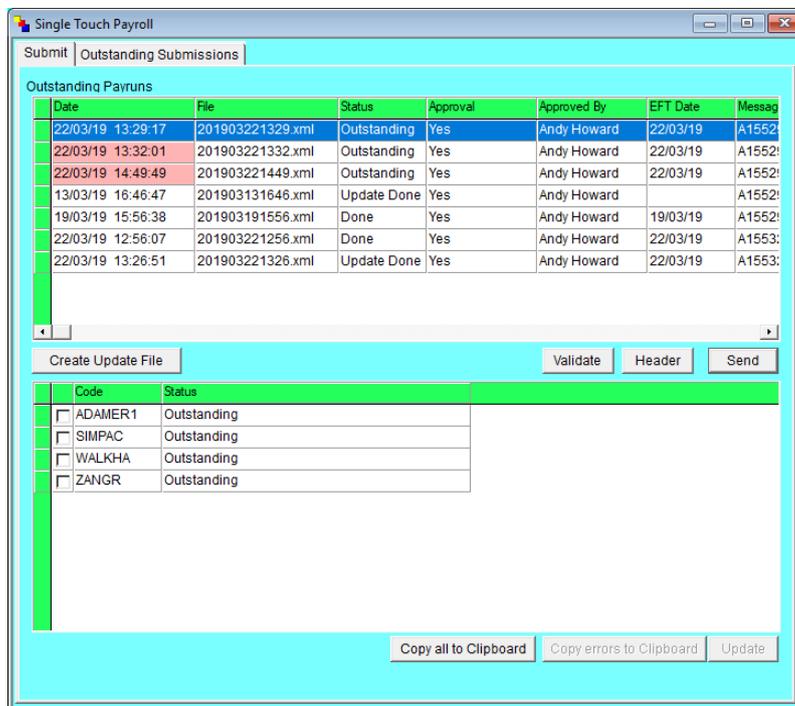
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- The file is prepared at this point and the following screen presents this (and any other) file waiting for transmission to the ATO.



Send a file to the ATO

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

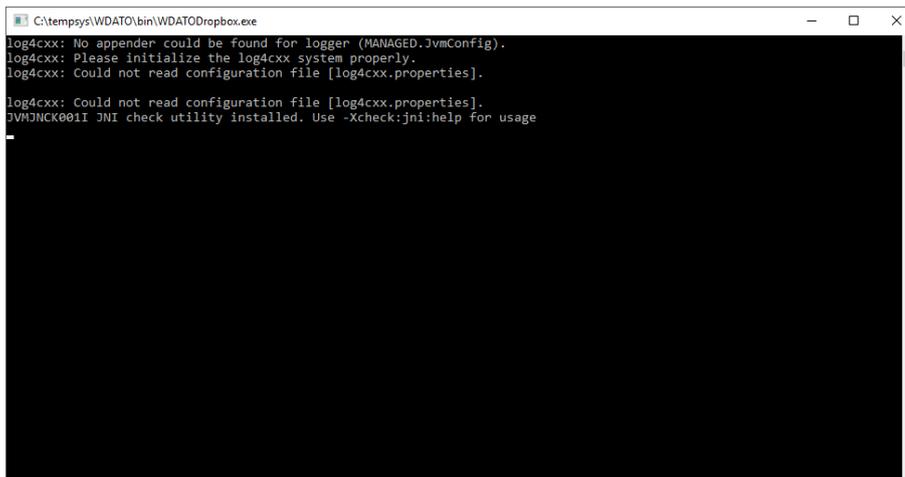


- Note in the example above, the date/time for the second and third entries background is in a highlight colour. You will not be able to send either of these items until the first one has been successfully transmitted.

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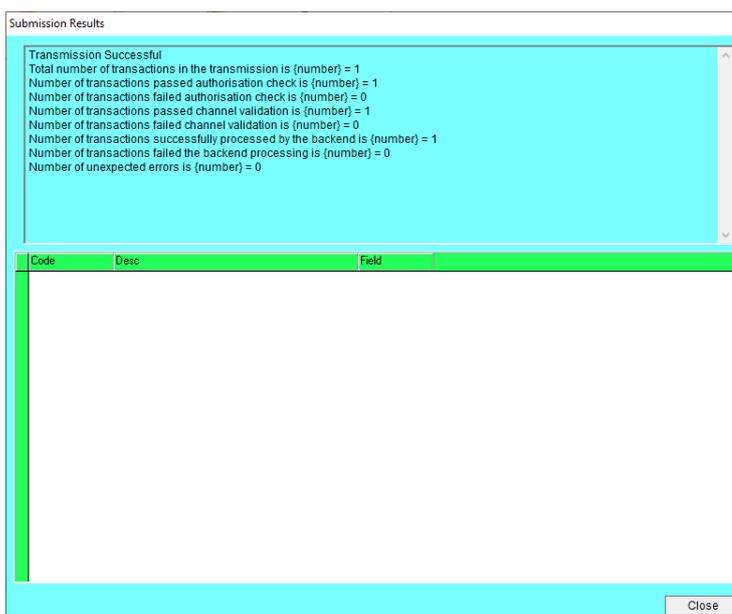
- If you select an item that is not permitted to be sent, the Send button is deselected.
- Select the file at the top of the screen.
- Information will display in the lower half of the screen, showing Employee Code and Status of the record. “Outstanding” indicates the record has not been submitted.
- Click Send
- An automatic Online Backup will be performed. When completed the system will commence transmission. Internet connection is required.



```
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].
JVM3JNCK0011 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.
- **For busy periods 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**



Submission Results

Transmission Successful
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) = 1
Number of transactions failed channel validation is (number) = 0
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

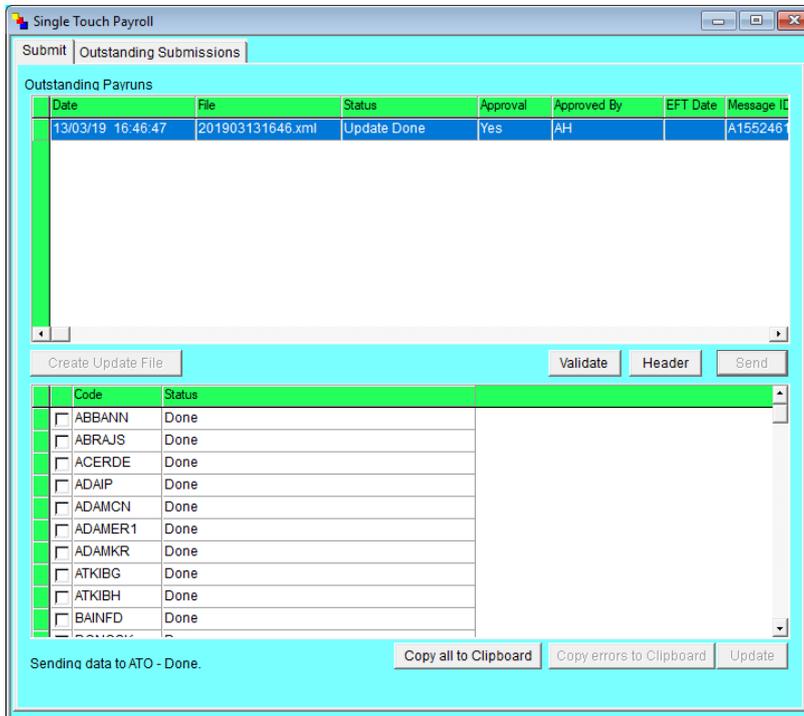
Code	Desc	Field
------	------	-------

Close

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- 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.

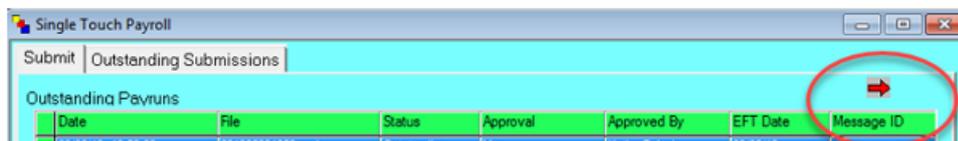


Transmission Unsuccessful – No Transmission Result

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:

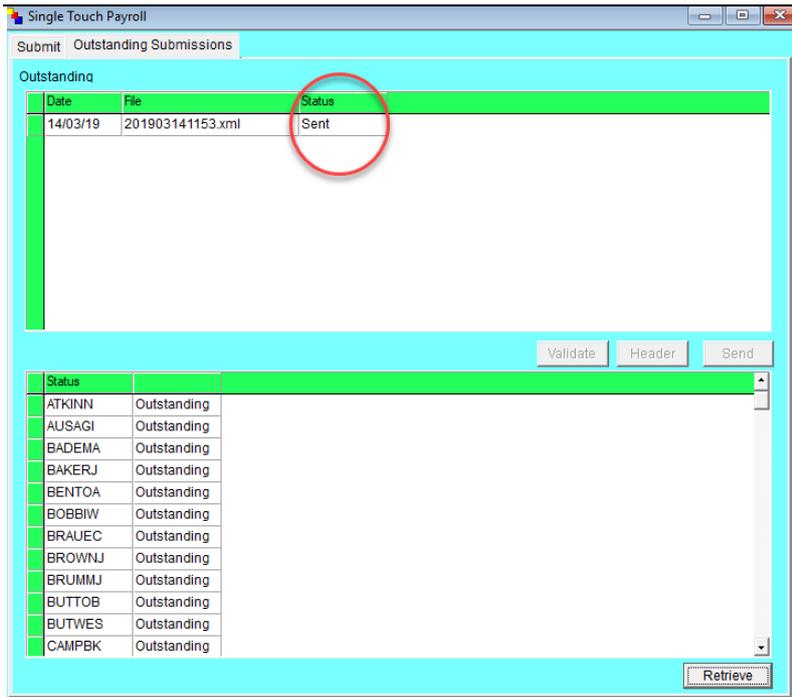


Outstanding Submissions

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.

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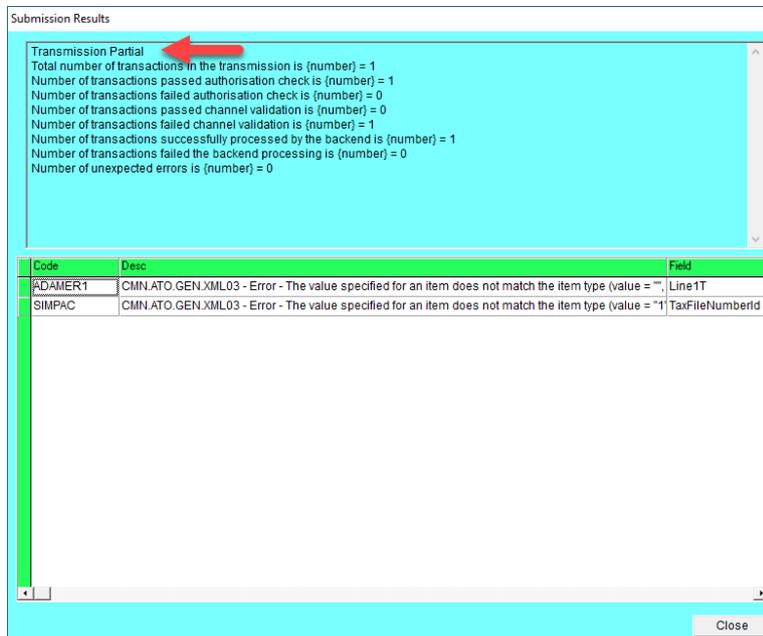
- Observe the Status of the item is showing 'Sent'.
- Click on the Date in the top grid and click Retrieve button
- After the automatic backup is complete the system will attempt to retrieve the status from the original submission.
- If this is still unsuccessful the package will remain in the Outstanding 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.

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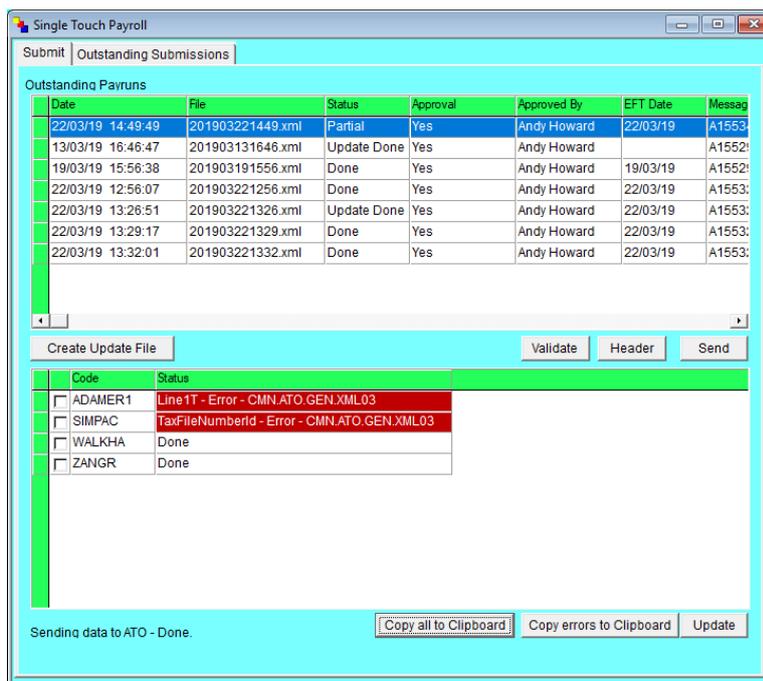
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Transmission Result – Partial

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:



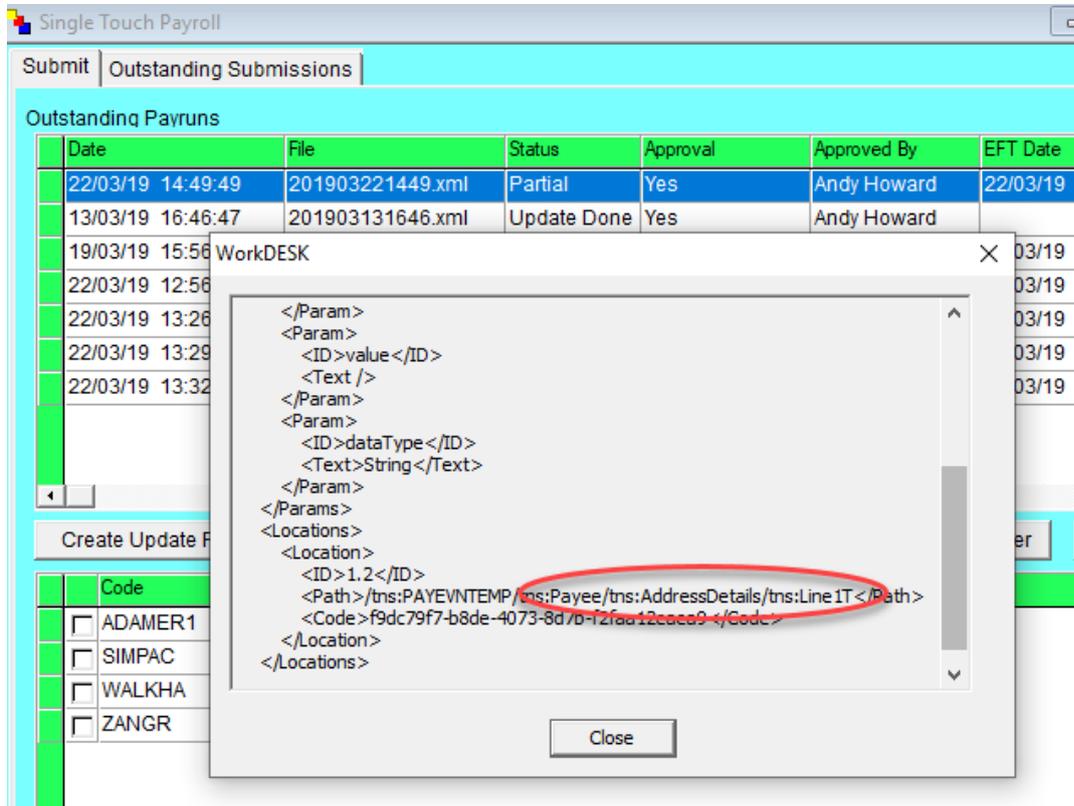
- In the above example, the information of the two employee records that were rejected show in the bottom section of the screen.
- It is possible to double click on each of these entries in turn and read the full information packet returned by the ATO, we recommend that you click the Close Button to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



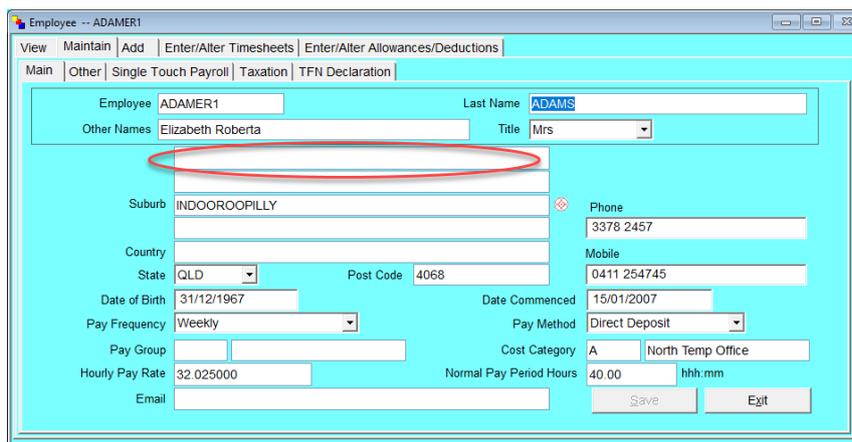
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- If you double click on the Status message of the first record you will see all of the text in the message returned from the ATO. Here is this example where address line 1 of the employee is blank



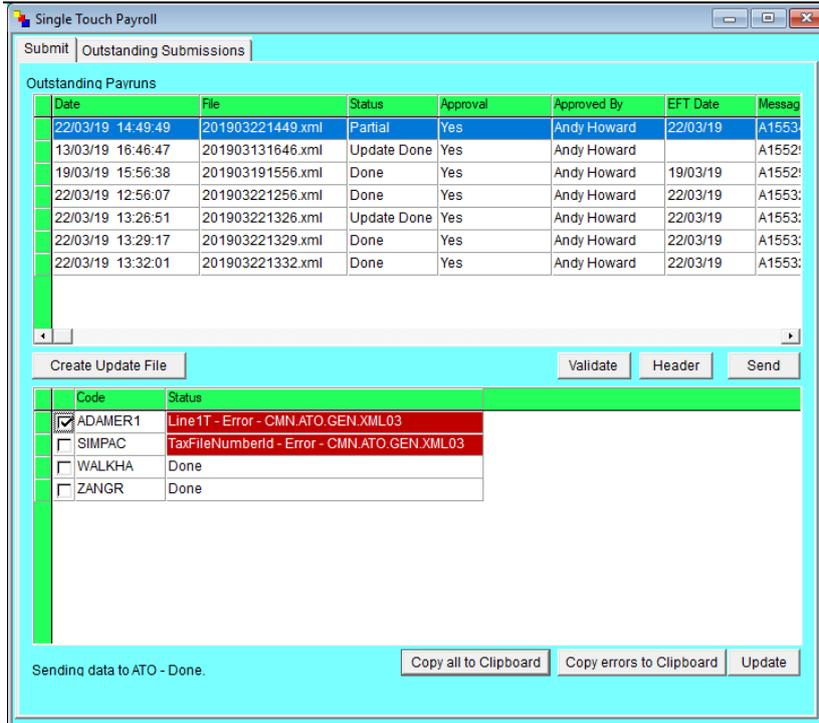
- Close the message screen. Now place the cursor on the employee code and double click and select Maintain. Address line 1 is blank. Correct the address and save. When you Exit you will return to the Transmission screen.



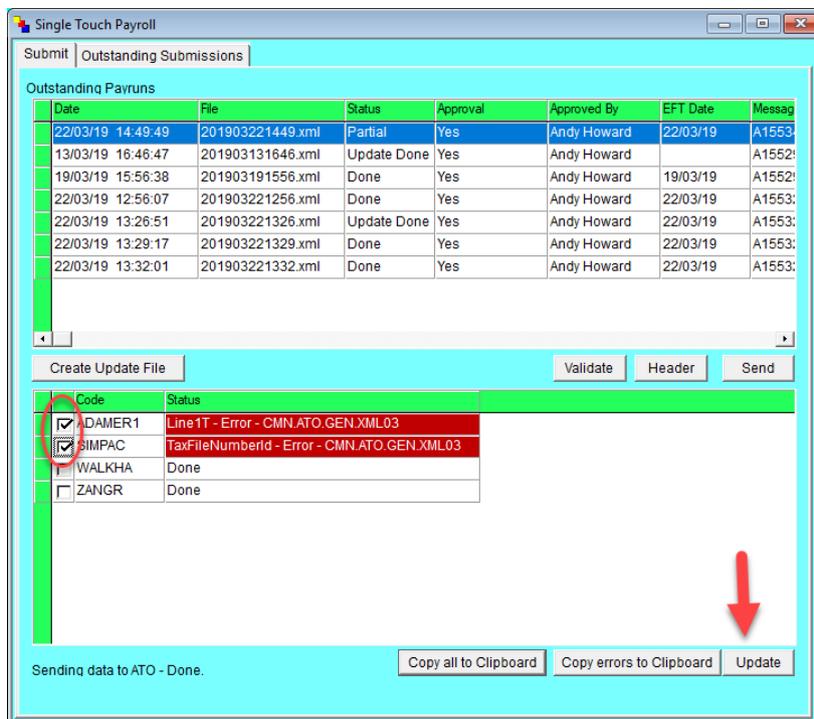
- As we have now rectified the fault with the data that caused the rejection of the employee record, we can now click in the square beside the code signifying that this record is now ready for another transmission.

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- 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.



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

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

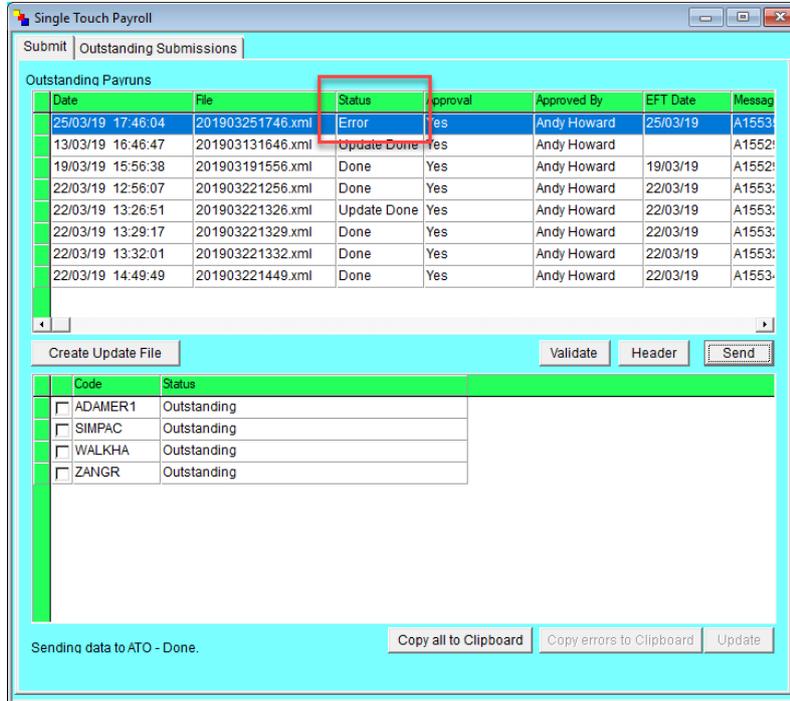
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Transmission Result – Rejected

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.

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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=5#Correcting_information_reported_through_STP

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

A misclassification is when information has previously been reported under an incorrect item. For example, a payment was reported as Gross instead of as an Overtime, 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.

Out of year fixes

Prior year adjustments must be made with a backup of the prior year data copied to a new WorkDESK group and be processed separately. This ensures your current year process is not affected and the prior year fixes can be made without interrupting any current payroll processing.

STP Standard Payroll Procedures

After activating STP and setting up WorkDESK for STP there are procedures you're required to follow each time you process a payrun in WorkDESK to 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 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 year to date pay items that are linked to Single Touch Payroll.

You can discard this report once you have reviewed.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
1	Code	Name	TFN	DOB	Address	Email	Pay Start Date	Pay End Date	Final	Pay Basis	Emp Start Dat	Emp End Date	Cessation Tax Code	Super	RESC	Salsac Super	Salsac Of	Deduction Fees	Deduction Given	FBT Taxable	FBT Exempt	Income Type	Country Code	Tax	
2	ABRAIS	ABRAMS, Jennifer	151994716	7/12/1970	8 Astor Avenue	john.b@	8/04/2022	8/04/2022	FALSE	C	10/04/2002		RTXXXX	45	0	0	0	11.11	0	0	0	0	SAW	11	
3	ADAMKR	ADAMSON, Kara Ri	151994373	10/05/2003	59 Blamey Stre	john.b@	8/04/2022	8/04/2022	FALSE	C	10/02/2002		RTXXXX	163.86	52.25	0	0	123.3	12.21	1399.88	3212.12	SAW		1671	
4	DWYESSJ	DWYER, Simon Jarr	151995232	30/10/1955	12 Polly Street	john.b@	8/04/2022	8/04/2022	FALSE	F	20/01/2002		RTXXXX	258.4	0	0	0	0	0	0	0	0	SAW		64
5	DYESSMD	DYES, Michael Dav	151995259	23/09/1975	17 Parsy Stree	john.b@	8/04/2022	8/04/2022	FALSE	F	1/04/2002		RTXXXX	258.4	0	0	0	0	0	0	0	0	SAW		528
6	DYENI	DYLE, Nikolas Jaco	151995275	29/09/1967	4 Hobbin Stree	john.b@	8/04/2022	8/04/2022	FALSE	F	14/02/2002		RTXXXX	258.4	0	0	0	0	0	0	0	0	SAW		521
7	DYTEJF	DYTER, James Terri	151995291	18/09/1965	38 glasgow Str	john.b@	8/04/2022	8/04/2022	FALSE	F	3/04/2002		RTXXXX	258.4	0	0	0	0	0	0	0	0	SAW		611
8	EAGIM	EAGERS, Jim	0	19/02/1968	188 Wentwort	john.b@	8/04/2022	8/04/2022	FALSE	C	30/12/2021		NAXXXX	258.4	0	0	0	0	0	0	0	0	SAW		871
9	EYETW	EYLES, Thomas Wal	151994343	30/12/1967	53 Maurice Str	john.b@	8/04/2022	8/04/2022	FALSE	P	18/05/2002		RTXXXX	258.4	0	0	0	0	0	0	0	0	SAW		521
10	FACHU	FACHIN, Manuel	151994661	30/11/1956	6 Browne Stree	john.b@	8/04/2022	8/04/2022	FALSE	F	7/01/2022		HRXXXX	258.4	0	0	0	0	0	0	0	0	WHM	fr	38
11	FACHU	FACHIN, Justin	151995232	31/12/1973	5 Daisy Street	john.b@	8/04/2022	8/04/2022	FALSE	C	7/01/2022		HRXXXX	258.4	0	0	0	0	0	0	0	0	WHM	ca	38
12	FITEKM	FITER, Kerry	0	30/11/1962	5 California Str	john.b@	8/04/2022	8/04/2022	FALSE	C	7/02/2022		HFXXXX	258.4	0	0	0	0	0	0	0	0	WHM	ie	77
13	FONDLL	FONDA, Leigha Loi	151994322	31/08/1972	86 Princeton St	john.b@	8/04/2022	8/04/2022	FALSE	F	1/02/2022		FFXXXX	258.4	0	0	0	0	0	0	0	0	WHM	fi	84
14	FOSTAN	FOSTA, Alison Nicc	151994251	29/09/1971	14 Junction Ro	john.b@	8/04/2022	8/04/2022	FALSE	C	2/02/2022		FFXXXX	258.4	0	0	0	0	0	0	0	0	WHM	fi	84
15	FOSTRY	FOSTER, Katrina N	151994330	14/10/1971	16 Eagle Street	john.b@	30/06/2021	30/06/2021	FALSE	F	3/01/2021		RTXXXX	1536.2	0	0	0	0	0	0	0	0	SAW		1228
16	GOUGJ1	GOULD, Grant Jon	151994373	29/07/1965	2 Irving Street,	john.b@	30/06/2021	30/06/2021	FALSE	F	4/01/2021		RTXXXX	1421.2	0	0	0	0	0	0	0	0	SAW		629

2) Payrun Report Final Check

Before the end of the payrun the same 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 that you have the employee's details correct before going to the next step.

You are not required to save this report, it will automatically save in Admin manager during the payrun update.

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3) Machine Credential Declaration

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

Tick 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 Machine Credential
- 2) Sign with another consultant code Machine Credential (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.

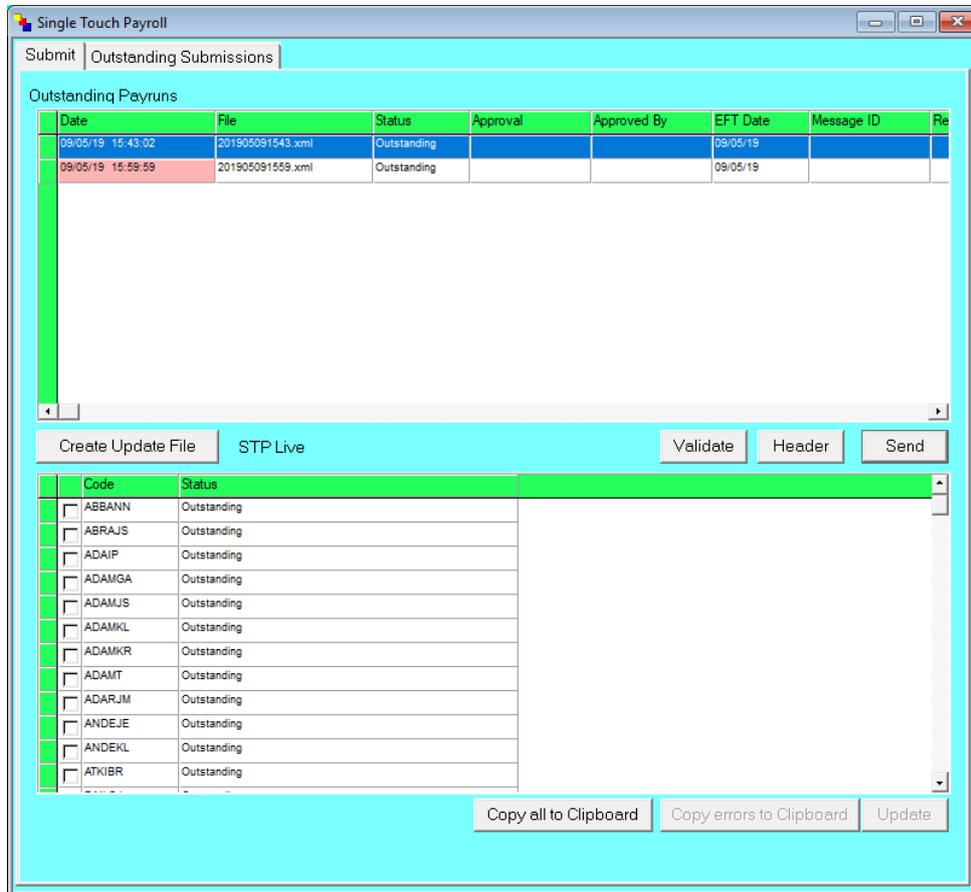
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4) 'Submit' the Payrun to the ATO

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



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.