Humanforce

Payroll

EOFY Processing Steps

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Introduction

Most of the routines relating to Year End processing have been automated so that once you finalise the last pay run of the year, there is nothing manual to be done.

Section 1 - STP

The data that gets sent to the ATO via a Pay Event each process are employees' Year-To Date figures. This has removed a few of the processes that were previously needed to be done by a Payroll Department at Year End. The major change to the process is no longer needing to produce a Payment Summary or lodge an empdupe file.

Below are the steps to follow:

1. FBT Exempt Employer
2. STP Declarer
3. Reportable FBT values
4. Reviewing and amending Itemised Allowances
5. Processing your final Scheduled Run / Adding in a Special Run
6. DMS – last Super Run
7. STP Reconciliation
8. Update Event – to regenerate an Income Statement
9. Employee Share Scheme Statement (if applicable to your organisation)
10. Foreign Employment Income
11. STP Final Event
12. Generate YTD STP Reconciliation
13. Year End Checklist

1.1 - FBT Exempt Employer

For **FBT Exempt Employer**, the Pay Event will record the information *'is the employer exempt from FBT under section 57A of the FBTAA 1986?'* where you will need to indicate either Yes or No. You would select YES if you were eligible for exemption from FBT. Otherwise select NO.

Note: Most employers will be selecting No.

An easy way to determine if you should select 'YES' for being Exempt is to check whether you are one of the following:

- Registered public benevolent institutions
- Public hospitals and certain not-for profit hospitals
- Public ambulance services
- Registered health promotion charities

Examples of Rebatable employers where you would select 'No':
- Registered charities
- Non-government public educational institutions
- Sporting clubs and associations
- Art, literature, and music associations
- Community service clubs
- Employer associations
- Trade Unions

A Standard Employer, your answer would be No.

If you are exempt, you will need to flag this. Go to menu item 'Payroll Maintenance' and the Payroll Settings tab. In the 'Other Section' you will see the question 'Is employer exempt from FBT under section 57A of FBTAA 1986?' If you are exempt, then tick this box and click UPDATE.
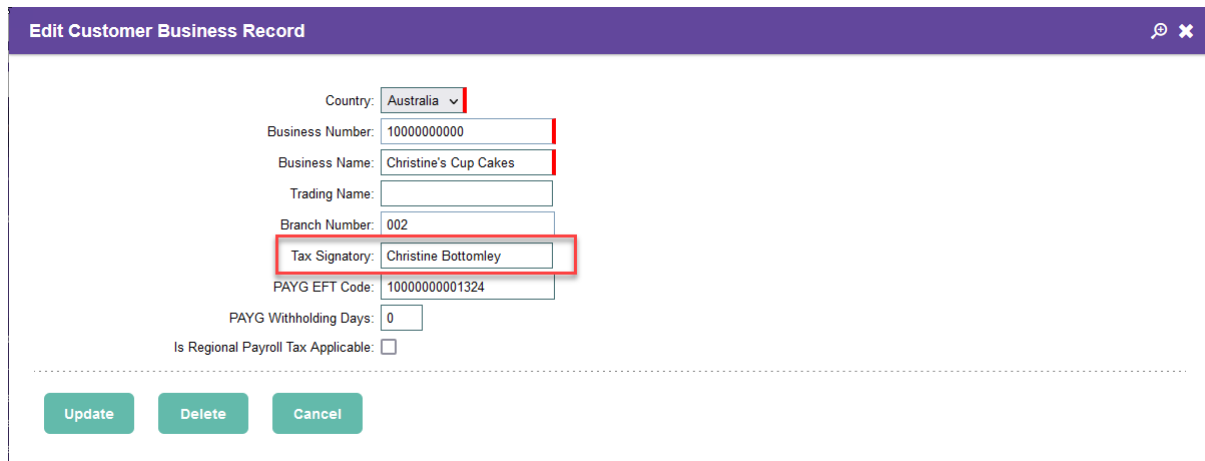
Please double check this setting <u>BEFORE</u> you run your Final Event.

<u>Note: If you have already rolled over into the next Financial Year, then you will need to do an Update Event to update that flag on Income Statements, covered in topic 1.9.</u>

1.2 – STP Declarer

For STP reporting the ATO have advised that there must be a "Reporting Party Declarer" listed on each Pay Event that is submitted. The "Reporting Party Declarer" is declaring that the information that has been submitted to the ATO is true and correct. The Declarer may be within your business and in most instances, it will be the same person as the 'Tax Signatory' as shown in the Customer Business Record. However, they might not be paid via Payroll Metrics. If they are not an employee, you will need to set this person up as a 'Contact' via Contact Maintenance first.
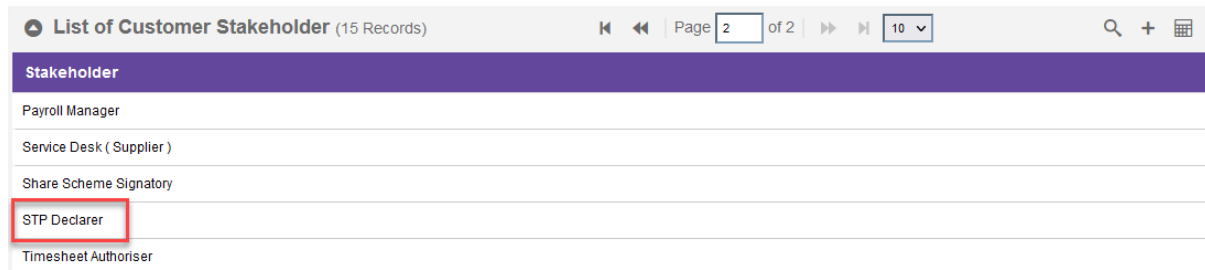
Go to menu item 'Customer Stakeholder' and select 'STP Declarer'.

You will then be able to view who has been set up as the 'STP Declarer'.

1.3 - Reportable FBT values

You are required to include Reportable FBT amounts on Income Statements when certain criteria are met. These amounts relate to the FBT year of April – March and would be provided to you by the Finance Department of your organisation.

Amounts are held in the Employee Maintenance screen, on the 'FY Data' tab.

FBT Figures can be added to both Active and Terminated employees. You do not need to reactivate an employee to add in the FBT figures.

Click on the current Financial Year End in the grid to edit.

Edit Employee ✕

Payroll: Weekly Payroll
Christine Carbunkle (524)

Info   Personal   Employment   Pay   Tax   Org/Cost   Pay Distribution   Leave   Emergency   **FY Data**   Misc/Reminder

⬆ **List of Financial Years** (6 Records)   ⏮ ⏪ | Page 1 of 1 | ⏩ ⏭   10 ▾   🔍 ▦

Financial Year End	Include in STP Event (if applicable)	YTD FBT Grossed Up	Foreign Income
2024	✔	0.00	
2023	✔	5,400.00	
2022	✔	0.00	
2021	✔	0.00	
2020	✔	0.00	
2019	✔	0.00	

In the pop up box you can enter the FBT amount in the 'YTD FBT Grossed Up' field and click 'UPDATE'.

Edit Employee 🔍 ✕

YTD FBT Grossed Up: [0.00]
JPDA Gross Payment: [0.00]
JPDA PAYGW: [0.00]
JPDA Foreign Tax Paid: [0.00]
Include in STP Event (if applicable): ☑

[Update]   [Cancel]

⬆ **Foreign Employment** (No Record)   ⏮ ⏪ | Page 1 of 1 | ⏩ ⏭   10 ▾   🔍 ✚ ▦

Country	Gross	PAYGW	Foreign Tax

You are now returned to the grid view displaying your entry. This amount will be shown on the employees Income Statement.

Edit Employee

Payroll: Weekly Payroll
Christine Carbunkle (524)

Info Personal Employment Pay Tax Org/Cost Pay Distribution Leave Emergency **FY Data** Misc/Reminder

List of Financial Years (6 Records)

Page 1 of 1   10 ▾

Financial Year End	Include in STP Event (if applicable)	YTD FBT Grossed Up	Foreign Income
2024	✔	4,523.16	
2023	✔	5,400.00	
2022	✔	0.00	
2021	✔	0.00	
2020	✔	0.00	
2019	✔	0.00	

There is an upload facility available for FBT figures rather than having to enter them manually via Employee Maintenance. The menu item is called YTD FBT Upload. If you cannot see this menu item, you may need to add it via the menu item 'Menu Construction' and assign to any relevant 'Role Definitions' as required.

The upload format is as below (the three columns needed must be exactly as shown below), Employee Number, Financial Year and FBT Grossed Up. The file must be in CSV format to upload.

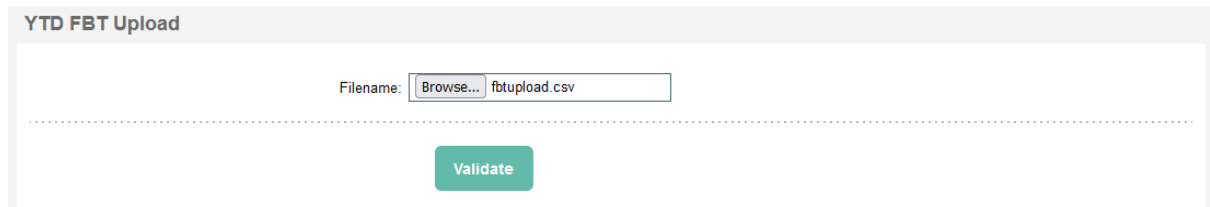| Employee Number	Financial Year	FBT Grossed Up
1001	2016	7542.32
9876	2016	5552.31
1005	2016	4962.1

To upload from the menu item 'YTD FBT Upload', simply click on the 'Browse' box and navigate to where you have saved the file on your computer.

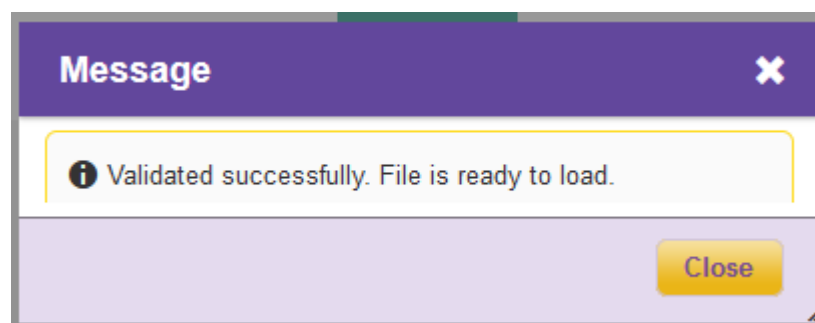### YTD FBT Upload

Filename: Browse... No file selected.

Validate

When you have selected your file, simply click 'VALIDATE'. The software will check to ensure the data is in the correct format to upload.
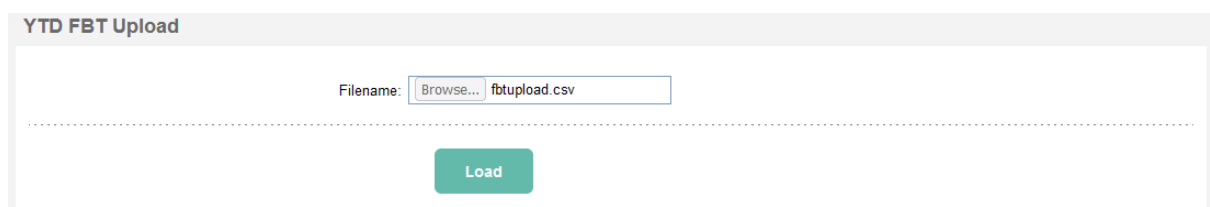
YTD FBT Upload

Filename: [Browse...] fbtupload.csv

[Validate]

If there are no issues, you will receive the below message. Simply click CLOSE. If there are any errors, they will be displayed on the screen. The file will need to be fixed and then you will need to return to the 'YTD FBT Upload' menu, reselect the file and press 'VALIDATE' again.
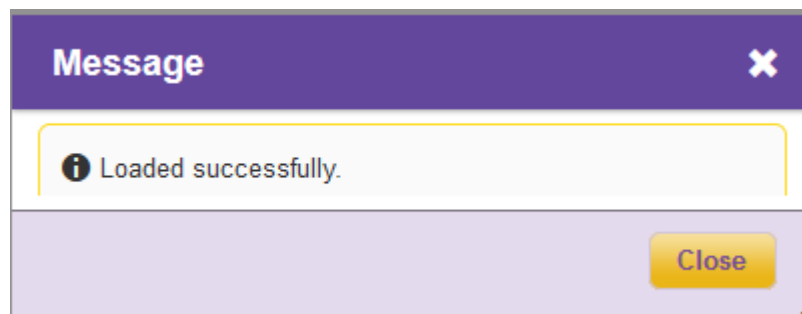
Message ✕

ⓘ Validated successfully. File is ready to load.

[Close]

If there are no errors, then click LOAD.

YTD FBT Upload

Filename: [Browse...] fbtupload.csv

[Load]

When successful, the below message will be displayed. Click 'CLOSE'. FBT figures have now been loaded to the Employee Maintenance 'FY Data' tab for the applicable employees.

In the 'FY Data' tab of Employee Maintenance, figures are now uploaded.

You could utilise 'Merlin' to create an Adhoc Report to check all the entries that have been uploaded to employees. Below is an example of the fields you could select in Merlin to extract this data to review.

Note: If you have already rolled over into the next Financial Year, then you will need to do an 'Update Event' to update the Income Statements, covered in topic 1.9.

1.4 – Amending Itemised Allowances incorrectly set up

Go to menu item 'Customer Pay Element', select your Pay Element and scroll to the bottom. Simply change the STP2 Payment Type and if required the STP2 Allowance Type and click 'SAVE'.

If you are still in a Special Run or have not run the last Scheduled Run of the year, then you do not need to do anything further as when the Final Pay Event is sent, this will be updated for any employees affected.

Note: If you have already rolled over into the next Financial Year, then you will need to do an 'Update Event to update the Income Statements, covered in topic 1.9.

1.5 - Processing your final Scheduled Run / Adding in a Special Run

> **Warning!! Please ensure you setup an extra process if one is required. If you are unsure, set one up anyway and if not needed you can quickly process it as an empty pay run. Once the last run has been processed that is it, there is no opportunity to add in an additional run, and we cannot roll the pay back.**
>
> **THIS IS VERY IMPORTANT!!**
>
> **We recommend you set up a final Special Run for the second last working day in June, even if you don't think it is required.**

When you process your final Scheduled Run and you select 'Request to Authorise' the payroll system will prompt you with one of two messages depending on the pay frequency.

For a **Fortnightly/Weekly** payroll you will get the below message. This is allowing you to add in a **Special Run** before you finalise the last Scheduled Run of the year for any potential changes that still need to be processed.

If you require a Special Run, simply click **YES** and then go to Payroll > Payroll Calendar and click **ADD RUN**. Add in your Special Run. Then you can go back to Payroll > Pay Control and 'Request to Authorise'. If you select **NO**, there is no further opportunity to process any transactions as part of the current Financial Year. You can always add in the Special Run, just in case, and run it as a blank run if no adjustments are required.

The system will not automatically add in the Special Run; you will need to do this via the Payroll Calendar.
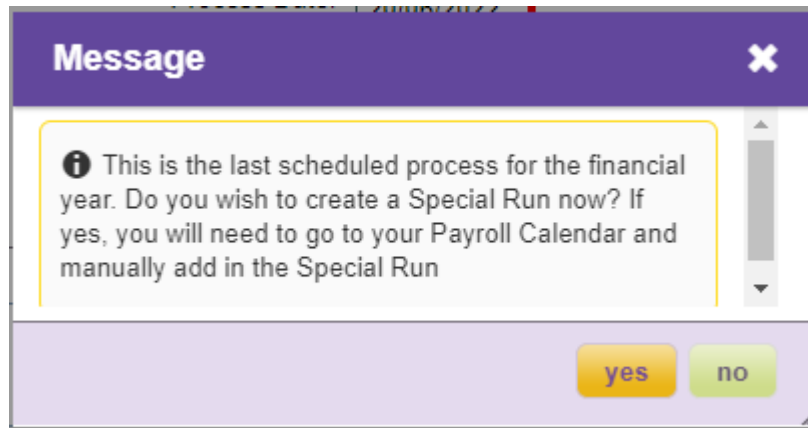
For a **Monthly** Payroll, the below message will appear. If you select **YES**, then the system will **automatically add in the Special Run** for you. If you select **NO**, there is no further opportunity to process any transactions as part of the current Financial Year.
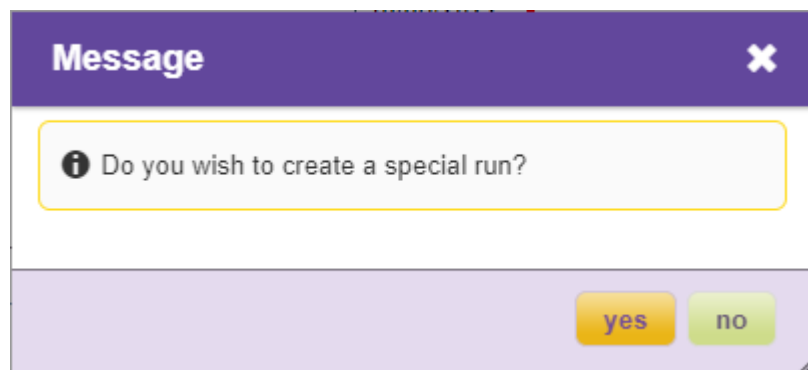

These messages allow you the opportunity to create another Pay Process prior to closing off the Financial Year if any adjustments are required. This may be particularly useful for Monthly and some Fortnightly payrolls where some length of time exists between the scheduled final Pay Day and June 30th.

Note: *You can add a Special Run in before you run the last Scheduled Run, if you know that you may require one. You do not need to wait to press 'Request to Authorise' button in the last Scheduled Run to add in the Special Run. This can be added via the Payroll Calendar at any time.*

When you are in your last Scheduled or Special Run for the Financial Year there will be an additional pop-up message advising you that the Authorisation of the current run you are in will then advance you to the next Financial Year. This gives you one last opportunity to add in a Special Run if required. If you are happy this is the last run, simply click **YES** to proceed. Otherwise click **NO** and you will then need to go to the Payroll Calendar to add in an additional Special Run.

THIS WILL BE YOUR LAST CHANCE TO SET UP A SPECIAL RUN. ONCE THE PAYROLL HAS BEEN ROLLED OVER TO THE NEXT FINANCIAL YEAR IT IS TOO LATE TO ADD IN ANY ADDITIONAL PAYMENTS! There is no roll back function.
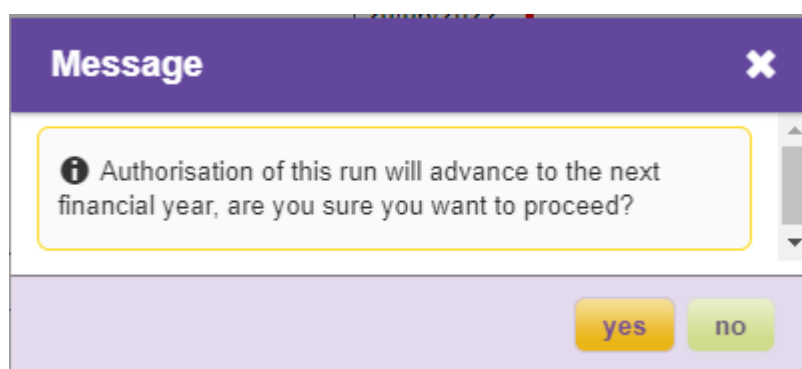
Note: If you plan on setting up multiple Special Runs the dates of the Special Run need to be AFTER the last Scheduled Run Process Date.

Please double check that your last run of June is flagged as Month End Run.

1.6 - DMS Last Super Run

If using the Pay Metrics DMS service, Click Super.

Depending on your previous habits, the remitting of Superannuation to the funds for June payroll processing needs to be carefully considered. This is especially true in relation to

the ATO capping of Salary Sacrifice and SGC payments under the Concessional Contributions Cap limits.

If in the past you remit June's Super in July and it forms part of your employee's Super Contributions for the following Financial Year, you just need to run Month End as usual and use your Click Super portal to ensure a pre-set release that occurs in the following month. It should be business as usual.

But what if you need to send your Super prior to the end of June? Super Contributions are normally collected on the Month End run and by the time that happens the money may not reach the Super Fund until July!!!

Simply click the **'DMS Release'** box in the **'Pay Control'** screen and all contributions for the current month will be collated and sent to Click Super. This should ensure a majority of Super Contributions reach the funds prior to the June 30th cut-off. You must still monitor and use the Click Super portal and manually release the funds if you usually use a fixed day for release that might push the payments back to July.

You can use this feature at any time during the year to remit payments early, but it was specifically designed to allow for Super to reach its destination for those employers who traditionally have paid super to the funds by the June 30 deadline.

Of course, when you process Month End with some adjustments, it is likely these will not reach the funds by June 30th but by using the early release feature a vast majority of payments will have been sent prior to the end of June.

This feature could also be used for a weekly payroll where for example the first three weeks are sent to Click Super to make the June 30 deadline, but the final week goes as normal at Month End process and those contributions would then form part of July's contributions.

Depending on your Pay Frequency you may receive the below message in June. This message is asking you if you want to make the current process a 'DMS run'. This will allow you to send the Super calculated earlier than the Month End run. This message will only appear in June as you may want the super to hit the employee's super fund before 30 June.

If you want the Super to be sent early, then click Yes. The software will create an additional Super file to be sent (either SAFF File or Click Super File). If you do not wish to send Super earlier than the Month End run, simply click No.
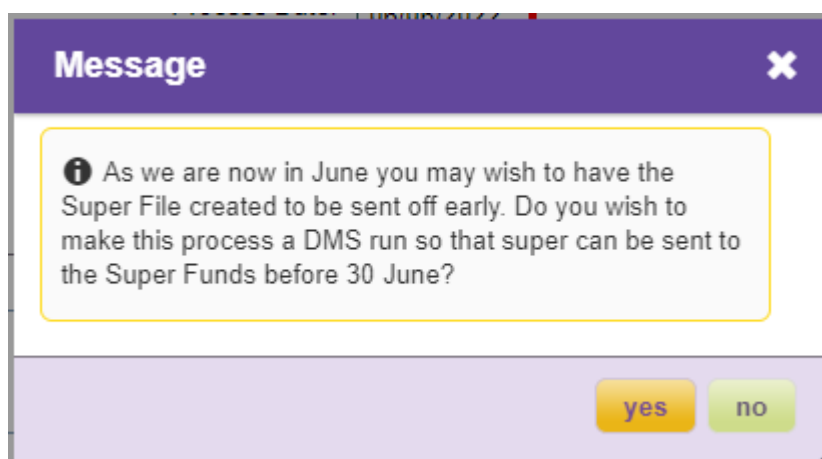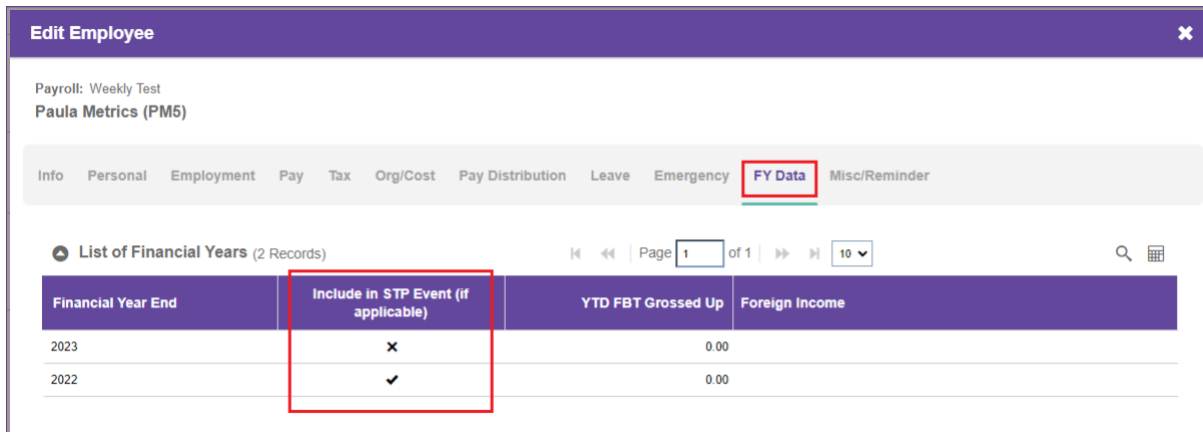

1.7 – STP Reconciliation

Once you have run your last process for the 2025 Financial Year, the RMS folder for that process will contain the STP Reconciliation report (as is available in each process). This report can be used to view what has been sent to the ATO as the Final figures for the Financial Year. If any changes need to be made, they will need to be done via an 'Update Event', covered in 1.9.

FY Data tab

When a financial year has been rolled over, any change to an employee's YTD earnings will result in a STP Update Event in accordance with the ATO's standards and requirements for categories of payments.
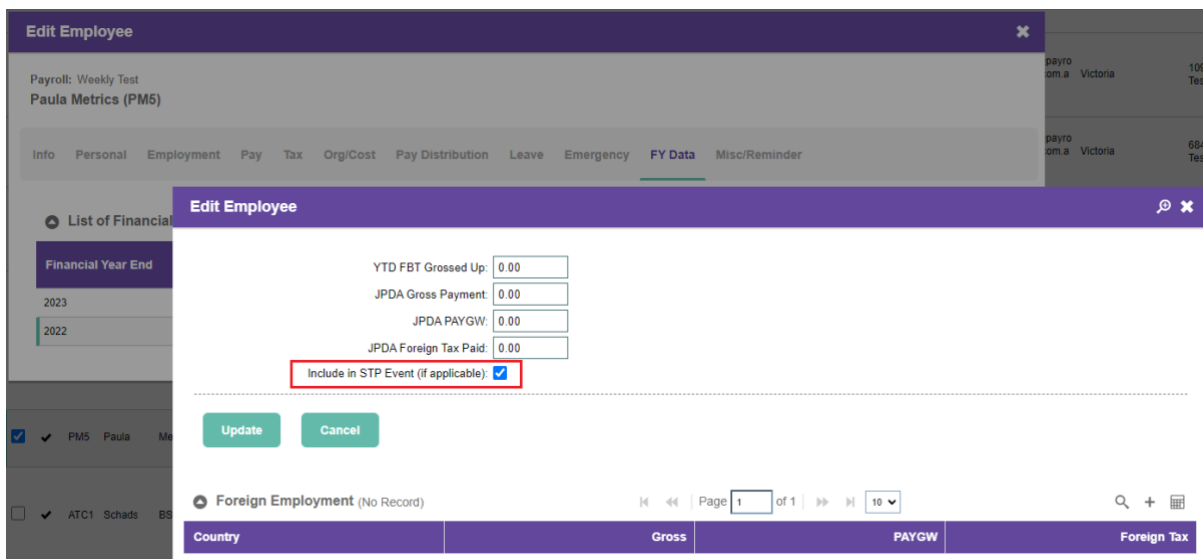
Changes to Pay Elements, YTD figure updates via upload, or even FBT figures entered into the employee masterfile can all trigger the STP Update Event. It has historically been challenging to identify who changed an employee's FY earnings and when the adjustment was made. A new update has been done that will not only enable an audit of this but will also provide users the ability to start an Update Event when necessary. With this update, a new checkbox has been added to an employee's master file under the FY Data tab.

In the FY Data tab, you will note the 'Include in STP Event (if applicable)' has been added. This will have either a tick, if an Update Event is pending, or a cross if not pending:

Drilling down into the year record will reveal a checkbox that is the driving force behind this.

This check box can be audited to see when the STP Update Event has been triggered:

In the screenshot above, the notation "FY Data" denotes the change within this screen, however, if this was triggered another way, the audit would show the detail. E.g. below of a Pay Element change that has triggered the Update Event:

When an Update Event has been triggered for a previous FY, please navigate to the STP Update menu item and send this. If it is for the current FY, this will update in the next authorised pay run.

1.8 – FY Data Tab

When a Financial Year has been rolled over, any change to an employee's YTD earnings will result in a STP Update Event in accordance with the ATO's standards and requirements for categories of payments.

Changes to Pay Elements, YTD figure updates via upload, or even FBT figures entered into the Employee Masterfile can all trigger the STP Update Event. Changes to Pay Elements, YTD figure updates via upload, or even FBT figures entered into the Employee Masterfile

can all trigger the STP Update Event. Users can audit any changes (see below) or initiate an STP update event to be sent to the ATO when necessary.

In the 'FY Data' tab, you will note the 'Include in STP Event (if applicable)' has been added. This will have either a tick, if an Update Event is pending, or a cross if not pending:

Drilling down into the Financial Year End record will reveal a checkbox that is the driving force behind this.

This check box can be audited to see when the STP Update Event has been triggered.

In the screenshot above, the notation 'FY Data' denotes the change within this screen, however, if this was triggered another way, the audit would show the detail. E.g. below of a Pay Element change that has triggered the Update Event.
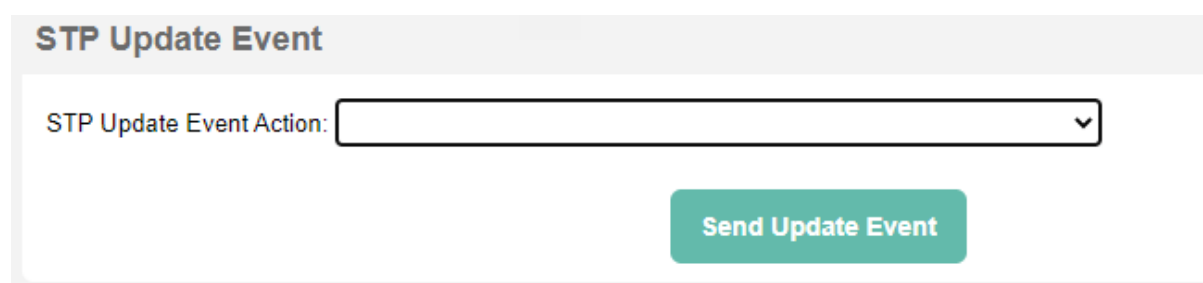

When an Update Event has been triggered for a previous Financial Year, please navigate to the STP Update menu item and send this (see details below in section 1.9). If it is for the current Financial Year, this will update in the next authorised pay run.

1.9 – Update Event

An Update Event sends updated information to the ATO for an employee for the previous Financial Year where STP was sent (2019 onwards). This can include changes made through a YTD upload, an FBT upload, manual entry of FBT figures in the Employee Masterfile, linking employee numbers (see topic 1.13), or modifying the STP type of a pay element.

Once the update has been done in the software you then need to go to the menu item 'STP Update Event'. If you cannot see this menu item, you may need to add it via 'Menu Construction' and assign to the relevant 'Role Definition'.
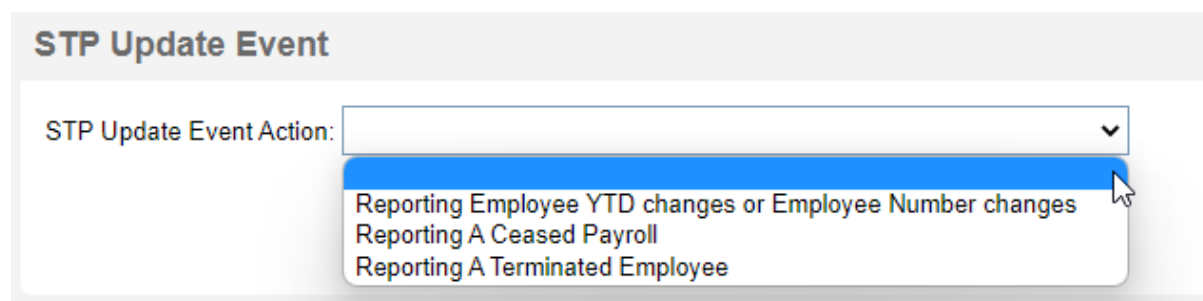
Select the appropriate 'STP Update Event Action' from the drop list.

STP Update Event

STP Update Event Action: [▼]

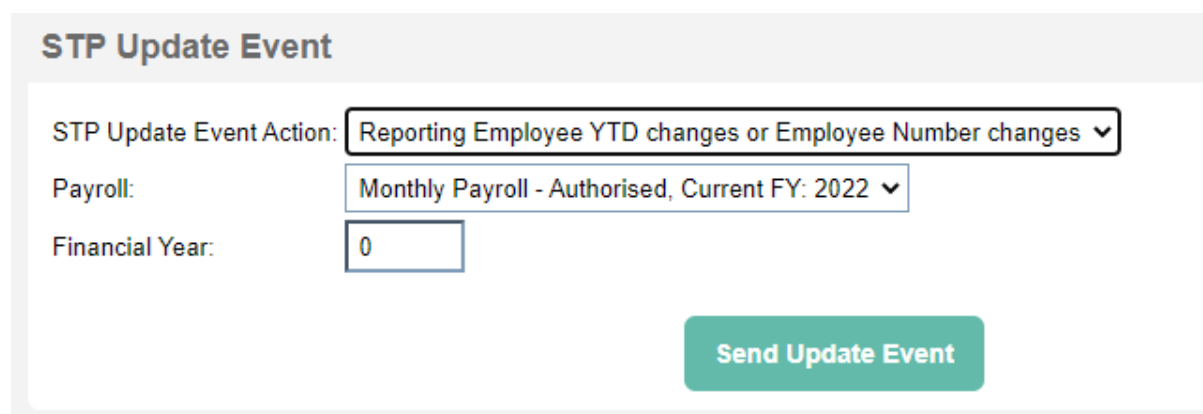[Send Update Event]

STP Update Event

STP Update Event Action: [▼]

Reporting Employee YTD changes or Employee Number changes
Reporting A Ceased Payroll
Reporting A Terminated Employee

Select the Payroll from the drop down list.

STP Update Event

STP Update Event Action: [Reporting Employee YTD changes or Employee Number changes ▼]
Payroll: [Monthly Payroll - Authorised, Current FY: 2022 ▼]
Financial Year: [0]

[Send Update Event]

Enter the Financial Year the Update Event relates to; it will only show the Financial Years where STP has been sent. This will then give you a list of only those employees who you have updated the Financial Year referenced (2022 in this example).

Simply click 'Send Update Event'.

You will then get the below message advising you to monitor the Event.

To monitor the Event, you go to the menu item 'STP Management'. If you cannot see this menu item you may need to add it via Menu Construction and assign to the relevant 'Role Definition'.

This will show that the Event has been sent to the Gateway.

STP Management

Show All: ☐

List of STP Events (14 Records) |◀ ◀◀ Page 1 of 2 ▶▶ ▶| 10 ▾

☐	Payroll Name	PPN	Event	Timestamp	Follow Up Action	Retur... Status	Retu... Details	Gate...	Runs
☐	ECT Test 03	202207.0	Update Event	05/04/2023 08:07:59	Send to Gateway successful - Check status required		🔍	Message Xchange	1

Once it has been successfully received by the ATO, the 'Follow Up Action' will be reflected as 'Completed'.

STP Management

Show All: ☐

List of STP Events (14 Records) |◀ ◀◀ | Page `1` of 2 | ▶▶ ▶| `10 ▾`   🔍 ▦ ↰ ↔

☐	Payroll Name	PPN	Event	Timestamp	Follow Up Action	Retur... Status	Retu... Details	Gate...	Runs
☐	ECT Test 03	202207.0	Update Event	05/04/2023 08:07:59	Completed	Success	🔍	Message Xchange	1

If required, for further information, you can click on the magnifying glass to see the return details message form the ATO.

The Update Event menu will now show no data requiring action.

STP Update Event

STP Update Event Action:	Reporting Employee YTD changes or Employee Number changes ▾
Payroll:	ECT Test 03 - Active, Current FY: 2022 ▾
Financial Year:	2022

List of STP Update Events (No Record) |◀ ◀◀ | Page `1` of 1 | ▶▶ ▶| `10 ▾`   🔍 ▦ ↔

Employee Number	First Name	Last Name	Previous Employee Number

[Send Update Event]

'Reporting A Terminated Employee' is for those employees who may have left the country, and you need to send a Final Event for that employee only. Select the Employee and click 'Send Update Event'.

STP Update Event

STP Update Event Action:	Reporting A Terminated Employee ▾
Employee:		💬

[Send Update Event]

STP Update Event

STP Update Event Action:	Reporting A Terminated Employee ▾
Employee:	ECT306 - Kyrie Jabbar, Terminated: 20/02/2022	💬
	ECT306 - Kyrie Jabbar, Terminated: 20/02/2022

[Send Update Event]

1.10 - Employee Share Scheme Statement (if applicable to your organisation)

The ATO has not yet configured for Employee Share Scheme Statement data to be sent via STP. This still requires an ESS Payment Summary to be produced. There are three menu items that relate to the Employee Share Statement Reporting that may need to be added via 'Menu Construction' and assigned to the relevant 'Role Definition' if it is to be utilised by your organisation:

- Employee Share Scheme
- Employee Share Scheme Upload
- Employee Share Scheme Generation

The first step that will need to be done if Employee Share Scheme is being used by your organisation is to assign a user to the 'Share Scheme Signatory' Customer Stakeholder. This will be the person whose information needs to be appear on the Employee Share Scheme Statement and the file that goes to the ATO. This person may need to be set up as a Contact if the Signatory is not an employee.

Work Email and Work Phone Number are mandatory for the Employee Share Scheme Reporting; please ensure this is completed either in Employee Maintenance (if the Stakeholder is an employee) or in the Contact setup.

Note: No actual Workflows are sent to the Stakeholder; it is purely for generating on the Statement.

The next step is to go to menu item 'Payroll Maintenance' and the Payroll Settings tab. If your organisation is a 'start-up business' AND you are using Employee Share Scheme Reporting, then you will need to tick the "For Employee Share Scheme reporting, is this a start-up business?" check box and click 'Update'. If you are using the Employee Share Scheme Reporting however are NOT a 'start-up business' then leave this unticked.

Typically, an accountant or tax agent will provide you with the necessary details for the 'Employee Share Scheme Statement.' This information can be entered manually or uploaded.

To manually enter please use the menu item 'Employee Share Scheme', select the 'Payroll' and the 'Financial Year'.

Then click on the icon to add a new record.

You would then complete the relevant data as provided by your Accountant or Tax Agent. There is certain validation in place depending on the Scheme Type that has been selected.

Create	✕

Employee:	863 - Bobby Brilliant
Scheme Type:	E - Tax up-front scheme - eligible for reduction
Plan Identifier:	123456
Plan Date:	01/07/2016
Acquisition Date:	01/07/2016
Number Of Taxed Upfront Scheme Eligible For Reduction:	100.00
Discount From Taxed Upfront Scheme Eligible For Reduction:	1000.00
Acquisition Price of Taxed Upfront Scheme Eligible For Reduction:	0.00
Number Of Taxed Upfront Scheme Not Eligible For Reduction:	0.00
Discount From Taxed Upfront Scheme Not Eligible For Reduction:	0.00
Acquisition Price Of Taxed Upfront Scheme Not Eligible For Reduction:	0.00
Number Of ESS Acquired Under Deferral Scheme:	0.00
Number Of ESS With Deferred Taxing Point Arising During The Year:	0.00
Discount From Deferral Scheme:	0.00
Acquisition Price Of Deferral Scheme:	0.00
Discount On ESS Acquired Pre 1 Jul 2009:	0.00
TFN Amounts Withheld From Discounts:	0.00
Discount Amounts Are Assessable Or Gross:	A - Assessable
Number Of Shares Acquired Under Start Up Concession:	0.00
Market Value Of Share Acquired Under Start Up Concession:	0.00
Acquisition Price Of Shares Under Start Up Concession:	0.00
Number Of Options Acquired Under Start Up Concession:	0.00
Market Value Of Ordinary Shares On Date Options Acquired Under Start Up Concession:	0.00
Exercise Price Of Options Acquired Under Start Up Concession:	0.00
Number Of Days Of Overseas Employment:	0

Once the required data is completed, click 'Save'.

Employee Share Scheme

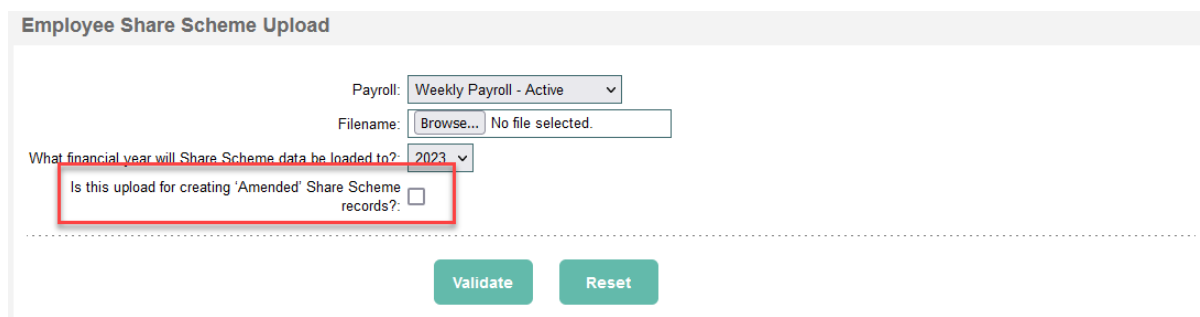| Payroll: | Weekly Payroll - Active |
| Financial Year: | 2017 |

△ List of Employee Share Schemes (1 Records) |◀ ◀◀ | Page 1 of 1 | ▶▶ ▶| 10 ✔ 🔍 + ▦

Employee Number	First Name	Last Name	Scheme Type	Plan Identifier	Amendment Indicator	Sent To ATO
863	Bobby	Brilliant	E - Tax up-front scheme - eligible for reduction	123456	Original	✕

If you are wanting to upload the data, please contact Service Desk for the file.

When the file is completed, you will be able to upload via the 'Employee Share Scheme Upload' menu item. Select the 'Payroll', Choose the 'File' and select the relevant 'Financial Year'. There is then a tick box which will need to be flagged IF the upload is for 'Amended' Share Scheme records.
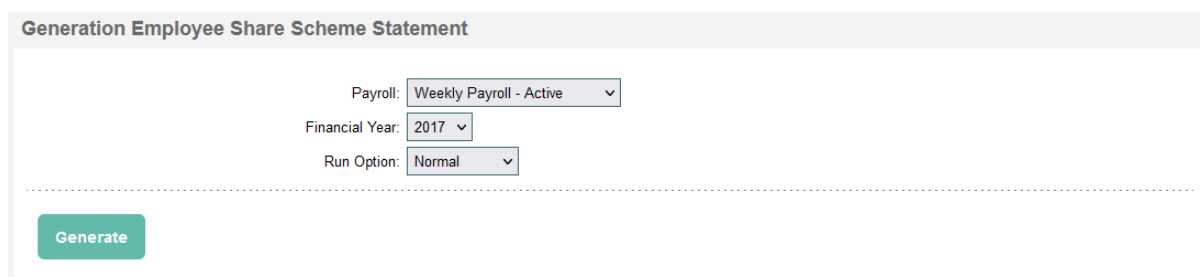
Click 'Validate'. And then 'Load'.

Once you have uploaded/created all the required Share Scheme Reports you will then need to go to the menu item 'Employee Share Scheme Generation'. This menu will generate a PDF file that you will be able to view before submission to the ATO.

Select the 'Payroll', 'Financial Year', and the 'Run Option' as 'Normal'. (Amended would be selected if you have previously submitted 'Employee Share Scheme Statements' to the ATO via our software.)

Then click Generate.

You can then open the PDF file to review all Statements.

Billy Burrito
2 Smith Street
Oakleigh South
VIC   3166   Australia

Employee share scheme statement

Employee summary for year ending 30 June 2017

NOTICE TO EMPLOYEE

Non-Start-up schemes:
Use the information in this statement to complete your tax return.
For more information, you can:
- visit www.ato.gov.au
- phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

Employee tax file number/ABN   987654321

Taxed upfront scheme - eligible for reduction
Discount from taxed up front
schemes - eligible for reduction   **D $**   1,000

Taxed up front scheme - not eligible for reduction
Discount from taxed up front   **E $**
schemes - not eligible for
reduction

Deferral schemes
Discount from deferral schemes   **F $**

ESS interests acquired pre 1 July 2009
Discount on ESS interests   **G $**
acquired pre 1 July 2009 and
'cessation time' occurred during
the financial year

TFN amounts withheld
from discounts   **C $**

Start-up schemes:
You should only use the information in this statement to complete your tax return for the year in which you dispose of these shares. You do not need to include the information about the acquisition of shares or options in the year in which you acquire them.

Acquistion of shares under start up concession (2016 onwards)

Number of shares acquired

Market value of shares $.
acquired

Acquisition price of shares $.
acquired

Acquisition date

Acquistion of options under start up concession (2016 onwards)

Number of options acquired

Market value of ordinary shares $.
on the date options acquired

Exercise price per option $.
acquired

Acquisition date

Employer details

Employer ABN   10000000000   Employer Name Christine's Cup Cakes

| Signature of authorised person | Gary Greyboat | Date | 15/05/2017 |

If any changes are required, go back to the 'Employee Share Scheme' menu item, select the employee and make changes. Changes can continue to be made while the 'Sent To ATO' box is marked with as 'x'.

Employee Share Scheme

Payroll: Weekly Payroll - Active

Financial Year: 2017

List of Employee Share Schemes (1 Records)   Page 1 of 1   10 ✓

Employee Number	First Name	Last Name	Scheme Type	Plan Identifier	Amendment Indicator	Sent To ATO
863	Bobby	Brilliant	E - Tax up-front scheme - eligible for reduction	123456	Original	✖

If the 'Sent To ATO' column is marked with a tick, then you will need to create/upload a new Statement for the employee that is an 'Amended' Statement.

Once the Statements have been reviewed and ready to be loaded to the ATO via your Business Portal, go to the 'PS Generate Files to ATO' menu item (this is the menu item you would previously have gone to generate the EMPDUPE file as part of End of Year Processing).

Generate Files For ATO

ATO File Type: EMPDUPE ✓

Run Mode: [✓]

Financial Year End: 2017

Payroll: Weekly Payroll ✓

Note:
Step 1: Please run in Test Mode.
Step 2: Validate the output on the ATO Portal in test mode. Proceed to Step 3 ONLY if test file is validated correctly on the ATO Portal.
Step 3: Run in Production mode to submit final file to ATO.

[Generate]

Show All ☐

List of ATO Files (No Record)   Page 1 of 1   10 ✓

Financial Year End	Run Mode	Filename	View Payroll List

From the 'ATO File Type' select 'ESSARPT'. The 'Run Mode' will be 'Test'. Same as the EMPDUPE file you should **ALWAYS** lodge a test file first in your Business Portal to ensure that there are no issues.

Then select 'Generate'. The file will then be displayed in the 'List of ATO Files'. Click on the file to SAVE.

DO NOT OPEN the file. Simply SAVE to your computer and then upload via the ATO Business Portal. If there are no file issues, come back to the same screen and use the 'Run Mode' 'Production'. This will then lodge the file to the ATO via the Business Portal for processing.

Once the 'Production' File has been generated you will NOT be able to make any changes to the Statement via the 'Employee Share Scheme' Menu, as you will see it is now flagged as 'Sent To ATO'.

If a change is required OR the Statement was created incorrectly simply click on the Employee and at the bottom you will either select 'Create Amendment' or 'Cancel Share Scheme'.

By doing either of these, you will still then need to generate your 'Employee Share Scheme PDF' for review and then create the Amended file via the 'PS Generate Files to ATO' menu and lodge via your Business Portal.

If the file has not been sent to ATO, you can simply DELETE any unrequired Statements.

Note: The use of this facility is billable and may attract charges for generating the Statement. Please contact Service Desk regarding the cost if this is required by your organisation.

Note: When generating the ESS statements, we only create a PDF for the nominated payroll. (i.e. 1 PDF containing all employee's ESS statements). It is then up to you to manage the distribution of the ESS Statement to the employees. Individual ESS statement for employees are NOT available from self-service.

1.11 – Foreign Employment Income

The software has the functionality to report Foreign Employment Income for employees. The software will be using the 'Reconciliation' method which is where the Employer assesses the status of the employee's earnings at the end of the Financial Year and then reports this to the ATO.

Foreign Employment Income for an employee using the Reconciliation method is to be entered either in:

1. The last Special Run of the Financial Year where the Employee YTD's have been finalised, or,
2. An Update Event after the Payroll has been rolled over into the next Financial Year.

To enter in the Foreign Employment Income go to 'Employee Maintenance', select the employee and then go to the 'FY Data' tab. Click on the Financial Year line in the grid.

In the pop-up box will be the JPDA (Joint Petroleum Development Area) fields which relate to JPDA Foreign Income.

Enter in the required values and click 'Update'.

For Foreign Income, click on the ✚ icon under 'Foreign Income'.

From the drop list select the 'Country', then enter the values and click 'Create'.

Edit Employee

Field	Value
Payment Summary Indicator:	System Generated
ETP Indicator:	System Generated
YTD FBT Grossed Up:	0.00
JPDA Gross Payment:	0.00
JPDA PAYGW:	0.00
JPDA Foreign Tax Paid:	0.00

[Update] [Cancel]

Foreign Employment (1 Records)

Page 1 of 1 — 10

Country	Gross	PAYGW	Foreign Tax
Japan	15,000.00	2,000.00	2,500.00

Then run the 'STP Reconciliation' to review the Foreign Employment Income for STP.

Family Name	First Name	Final Event Indicator	Gross Payment	Total INB PAYGW Amount	Exempt Foreign Income	Foreign Income Gross Payment	Foreign Income PAYGW	Foreign Income Foreign Tax Paid	
Brilliant	Bobby	False	55202.42	25877.00	0	50000.00	15000.00	5000.00	1
		Total:	55202.42	25877.00	0	105202.42	5132.85	0	

Below explains two different scenarios that would be handled in the software.

Scenario 1:

Employee John has been paid in Payroll Metrics as a regular employee with INB (Individual Non Business) YTD:

INB YTD Gross = $120,000

INB YTD PAYG = $36,000

At the end of the Financial Year, it has been assessed that John has some earnings that need to be reported as Foreign Income, below are the figures: (*This is what would be entered in Employee Maintenance*)

FEI YTD Gross = $40,000

FEI PAYG = $10,000

FEI Foreign Tax Paid = $4,000

The data that will be sent to STP would be as follows:

YTD Gross = $80,000 (INB Gross $120,000 – FEI Gross $40,000)

YTD PAYG = $22,000 (INB PAYG $36,000 – FEI PAYG $10,000 – FEI Foreign Tax Paid $4,000)

FEI Gross = $40,000

FEI PAYG = $10,000

humanforce

FEI Foreign Tax Paid = $4,000

Scenario 2:

At the end of the Financial Year Employee Jane is created in the software to record the Foreign Income only and to send to STP. Her YTD Figures would be (*This is what would be entered in Employee Maintenance FY Data Tab*):

FEI YTD Gross = $60,000

FEI PAYG = $15,000

FEI Foreign Tax Paid = $4,000

The data that will be sent to STP would be as follows:

YTD Gross = $0

YTD PAYG = $0

FEI YTD Gross = $60,000

FEI PAYG = $15,000

FEI Foreign Tax Paid = $4,000

1.12 – STP Final Event

When you have processed your final pay run for the year and rolled into the new Financial Year, the STP Reconciliation Report in RMS will have a column 'Final Event Indicator' marked as 'True' – this is how you will know that the Final Event has been sent to the ATO.

Go to 'RMS View By Process'. Select the last Pay Process of the Financial Year.

Navigate to the 'STP Reconciliation (CSV).csv' report.

Open the report and there will be a column 'Final Event Indicator'. When this shows TRUE that means that the Final Event has been sent to the ATO.

Please note that employee's My Gov accounts will not be updated as soon as you finalise the last pay run. There could be between 24-72 hour delay with the ATO receiving the data and then updating employee's My Gov accounts to show as 'Tax Ready'.

1.13 – Generate YTD STP Reconciliation

A utility is available to allow a user to generate a YTD STP Reconciliation Report at any point in time, not just at Year End. This utility is a separate menu item 'STP Reconciliation' and may need to be added via 'Menu Construction' and assigned to the relevant 'Role Definition'.

This YTD STP Reconciliation Report will contain all employee payments made in the year, including terminations. It will be useful for reconciling your STP Reports with your YTD Pay Journal.

Once added, go to the menu 'STP Reconciliation'. Select the Payroll you wish to run a YTD STP Reconciliation on and the relevant Financial Year and which STP Version you are using. Then click 'Export'.

STP Reconciliation

Payroll:	[▼]
Financial Year End:	[▼]
STP Version:	[▼]

[Export]

STP Reconciliation

Payroll:	Monthly ▓▓▓▓▓ - Active ▼
Financial Year End:	2023 ▼
STP Version:	Phase 2 ▼

[Export]

Below is a sample of the exported 'STP Reconciliation Report'.

Note: Some fields have been hidden to be able to show the sample data in the Year End Release Notes.

Weekly Payroll

Payroll ID	Family Name	First Name	Other Name	Commencement Date	Cessation Date	Final Event Indicator	Gross Payment	Total INB PAYGW Amount	Ordinary Time Earning	Super Contributions	Reportable Employer Super Contribution
63	Flinstone	Fred		14/03/2008		False	27714.89	2571.00	27896.14	2650.14	0
90	Rubble	Barney	Joy	14/12/2009		False	25955.07	2295.00	26116.32	2481.06	0
14	Burrito	Billy		23/11/2004	20/02/2019	False	14887.10	356.00	10150.00	964.25	0

1.14 – Linking Employee Numbers

Before trying to link employee numbers within the software it is best to obtain the Income Statement from the employee's My Gov account to confirm that the BMS ID matches what it shown under 'Payroll Maintenance' for the BMS ID.

The linking of employee numbers is only required when employees have been paid on one record and the number has changed on that record throughout the Financial Year. For example:

1. Employee has a current number #1

2. Later in the year in the employment tab (same payroll) the user changes employee number to #Z1.

This scenario is when a link is required as there are 2 separate records in the ATO employee 1 and Z1. Therefore, linking 1 to Z1 will clear the record for employee number 1 in the ATO.

If two separate employee records exist (two masterfiles in Employee Maintenance and two YTD records) then no linking is required both records will be reported separately. If only one record exists in payroll you then need to link.

An example on when to link:

Employee 123a is paid and terminated with earnings of $20,000.

ATO has a record of Employee ID 123A = $20,000

The employee number has changed to 123B.

The ATO now also has a record of Employee ID 123B = $20,000.

Therefore, linking these employee numbers will establish there was only one record for this employee and only $20,000 paid to this employee.

Note: if an employee has 2 records in their MyGov account this is ok, if they are both Tax Ready they can be used in the employees tax return.

Once STP 2 has been turned on you will have the ability to link an employee to an old employee number so that the ATO is aware that the two employee numbers relate to the one employee and produce one Income Statement in their MyGov account. An example of this would be where you have one employee record however you have made a change to the Employee Number. Only one number will have sent Year To Date data to the ATO. This new step will also you to link the two numbers, so it shows as one record.

When you go to Employee Maintenance and the Employment tab you will notice the little clock icon next to the Employee Number .

When you click on the clock icon it will pop up the employee's current processed details on their current employee number.

If this employee had a previous employee number with earnings in this current Financial Year **in this record**, you would then need to link these. To do this click on the + icon.

You can enter in the employee's previous employee number and the Financial Year it relates to. Then select 'Require Reporting to ATO' and click 'Create'.

This will then show in the grid that the figures relating to the old employee number need to be reported to the ATO.

To send the update event please see section 1.9 for details on how to action.

The tick means that data has been reported to the ATO.

Note: This might not reflect immediately in their MyGov account.

1.15 – Ceased Payroll Final Event

Where a Payroll has ceased processing through the Financial Year and a Final Event is required you will need to ensure that the Payroll Status has been changed to Ceased first. This is done under Payroll Maintenance. Add In the 'Ceased Date' and the 'Ceased Reason' and click 'Update'.

When you go to the STP Update Event menu, from the drop down for the 'STP Update Event Action' select 'Reporting A Ceased Payroll'. Then select the payroll that you want to send the final event for. Select the payroll and click 'Send Update Event'.
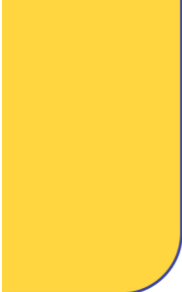

Please note the payroll must have been updated to ceased in Payroll Maintenance. If that Payroll has not been ceased, you will get the below message. You will need to update in 'Payroll Maintenance' and then try again.

The update event can be monitored in the STP Management menu item as explained in section 1.9.