Humanforce Payroll

EOFY Processing Steps

Table of Contents

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 more to be done.

Section 1 – STP

The data that gets sent to the ATO via a Pay Event each process is 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 would select YES for being Exempt:

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

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 Normal 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 BEFORE you run your Final Event.

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

Humanforce Payroll. If they are not an employee, you will need to set this person up 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, 'FY Data' tab.

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

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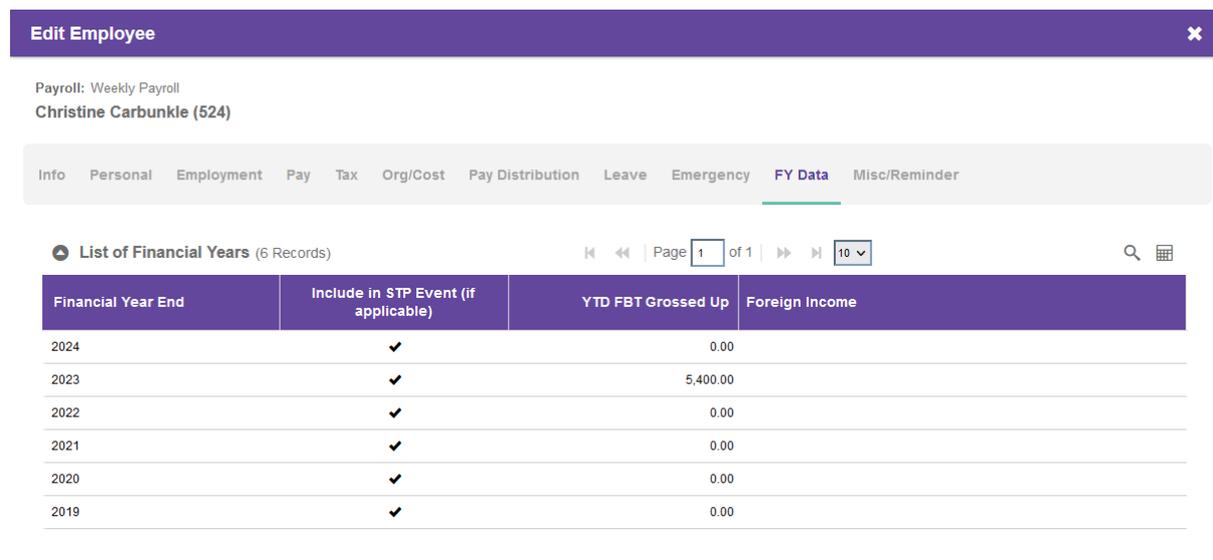
Edit Employee ✖

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.

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

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 update any 'Role Definitions' as required.

The upload format is as below (the three columns needed need to 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 'Choose File' 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.

Then click LOAD.

YTD FBT Upload

Filename: Browse... fbtupload.csv
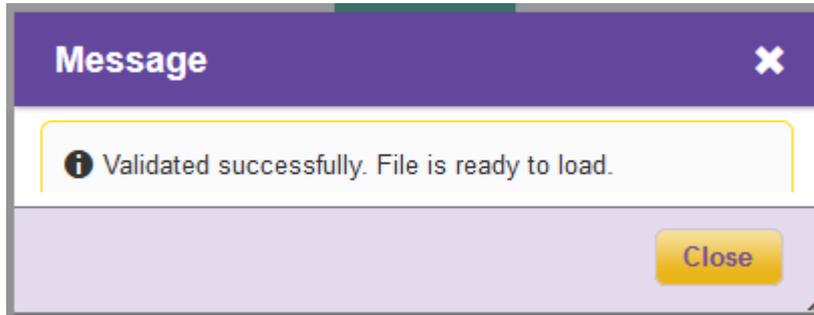
Load

When successful the below message will be displayed. Click CLOSE. FBT figures have now been loaded to the Employee Maintenance.
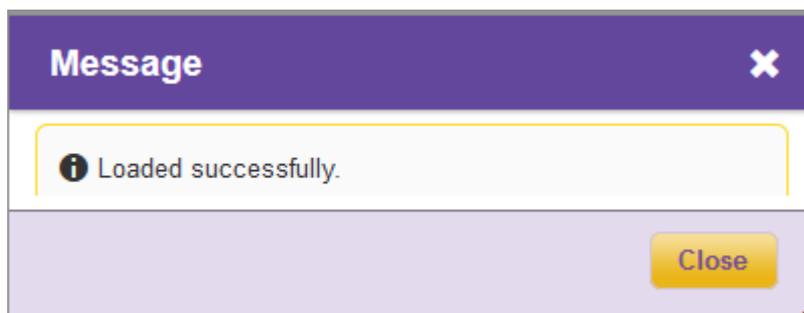
In the Payment Summary tab at Employee Maintenance, figure is now uploaded.

Edit Employee

Payroll: Weekly Payroll
Bobby Brilliant (863)

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

List of Financial Years (11 Records)   Page 1 of 2   10

Financial Year End	Include in STP Event (if applicable)	YTD FBT Grossed Up	Foreign Income
2024	✔	0.00	
2023	✔	4,500.00	
2022	✔	0.00	
2021	✔	0.00	
2020	✔	0.00	
2019	✔	0.00	
2018	✔	0.00	
2017	✔	0.00	
2016	✔	0.00	
2015	✔	0.00	

You could utilise Merlin to create an Ad Hoc Report to check all the entries that have been uploaded to an employee. Below is an example of the fields you could pick up in Merlin to extract this data to review.

1.4 – Amending Itemised Allowances incorrectly set up

Go to menu item 'Customer Pay Element', select your Allowance and go through to the last tab. Simply change the Pay Element Itemised Allowance indicator 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.

If you have already rolled over into the next Financial Year, then you will need to do an Update Event, covered in topic 1.7.

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 an empty 'dry' pay run.

Once the last run has been processed that is it, there is no opportunity to add in an additional run.

THIS IS VERY IMPORTANT!!

We recommend you setup a final Special run for the 29th June even if you don't think it's 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.
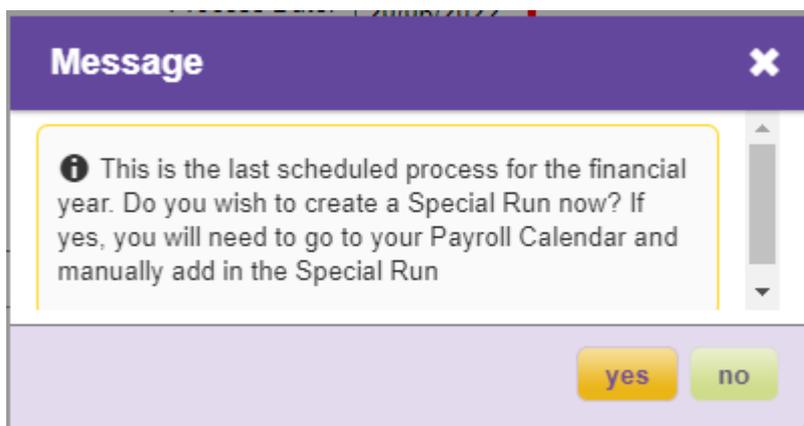
For a **Monthly** Payroll, the below message will appear. If you select **YES**, then the system will **automatically add in the Special Run** for you. If you select **NO**, there is no further opportunity to process any transactions as part of the current financial year.
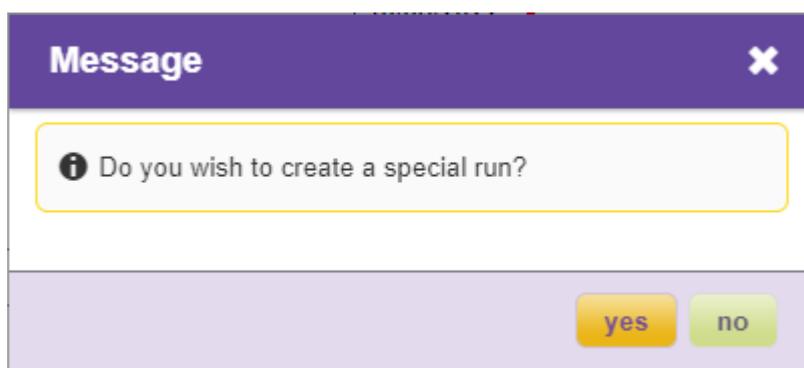
These messages allow you the opportunity to create another pay process prior to closing off the Financial Year if any adjustments are required. This may be particularly useful for Monthly and some Fortnightly payrolls where some length of time exists between the scheduled final pay day and June 30th.

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!
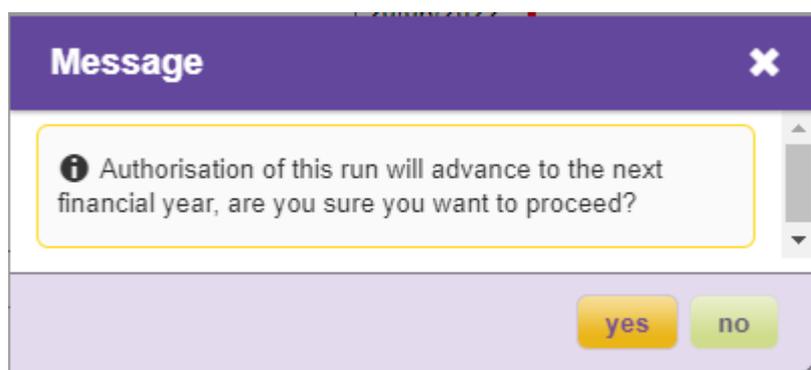
Note: If you plan on setting up multiple Special Runs the dates of the Special Run need to be AFTER the last Scheduled Process Date.

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

1.6 - DMS Last Super Run

If using the 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 Clicksuper 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 till July!!!

Simply click the **'DMS Release'** box in the **'Pay Control'** screen and all deductions 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 Clicksuper 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 say the first three weeks are sent to Clicksuper 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.
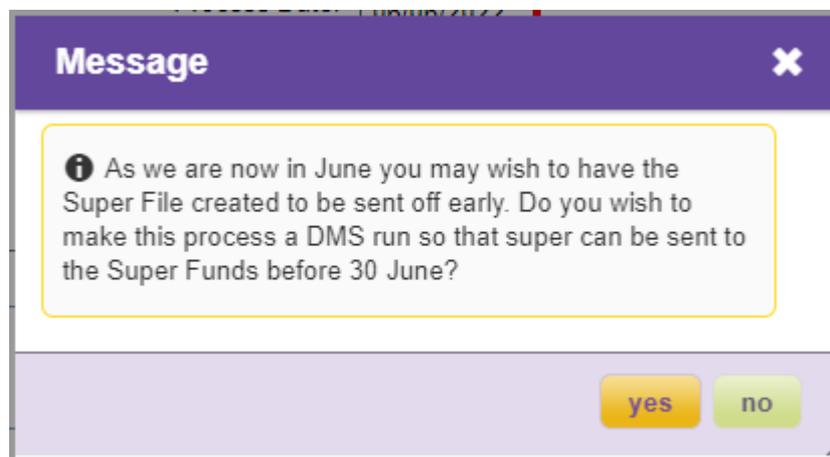
1.7 – STP Reconciliation

Once you have run your last process for the 2023 Financial Year, in that RMS folder will be the STP Reconciliation Report (This report is available for every 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 1.8.

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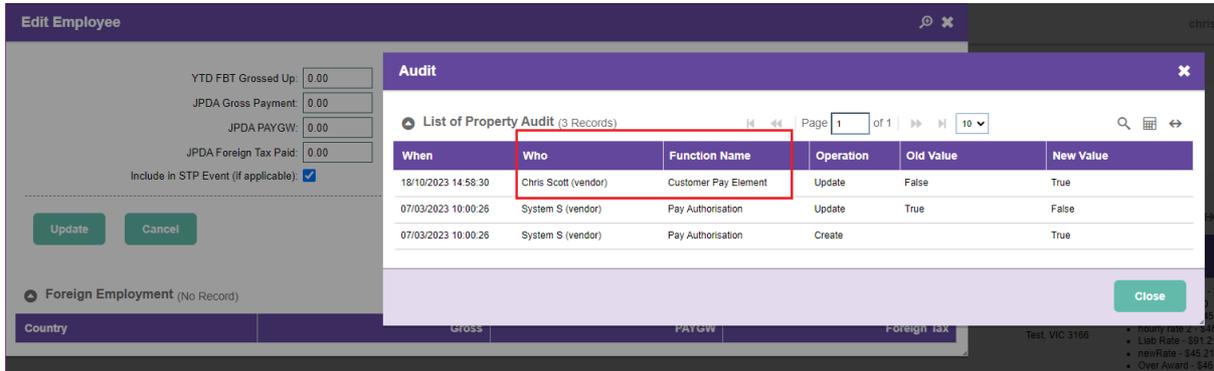
When an Update Event has been triggered for a previous FY, please navigate to the STP Update menu item and send this. If it is for the current FY, this will update in the next authorised pay run.

1.8 - Update Event

An Update Event replaces the old Amended Payment Summary. This step sends updated information to the ATO for an employee for the previous financial year where STP was sent (2019 onwards). The type of updates that would be done would be via a YTD Upload, FBT Upload or entering the FBT figure on the Employee Masterfile, Linking Employee Numbers (topic 1.12), changing a Pay Element STP type.

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 relevant 'Role Definition'.

Select the appropriate 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 and enter the Financial Year that the Update Event relates to.

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, 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 2023 Financial Year data.

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 will need to add via Menu Construction and assign to appropriate Role Definition. This will show that the Event has been sent to the Gateway.

Once it has been successfully received by the ATO then the status will be changed to 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

The Update Event menu will now show no data.

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 do is 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]

STP Update Event

STP Update Event Action: [Reporting A Terminated Employee ▼]
Employee: [ECT306 - Kyrie Jabbar, Terminated: 20/02/2022] 🗩

[Send Update Event]
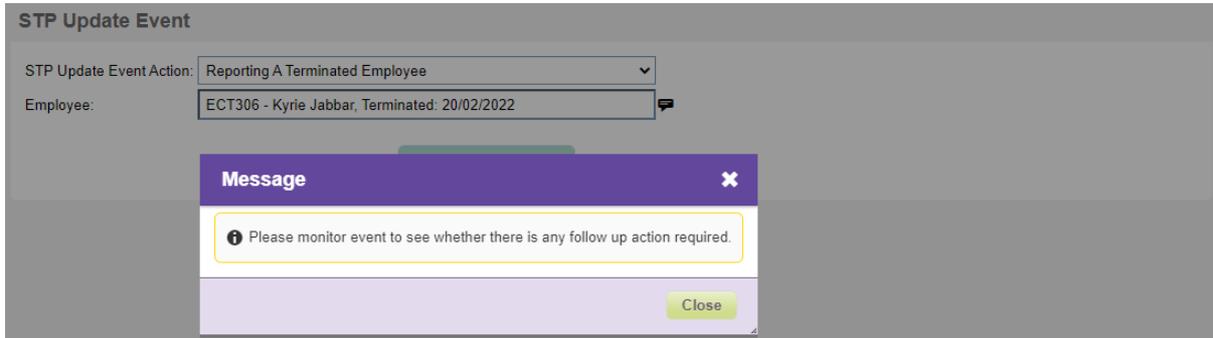
1.9 - Employee Share Scheme Statement (if applicable to your organisation)

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 will need to be added via 'Menu Construction' and assigned to '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 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, 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 this box and click UPDATE. If you are using the Employee Share Scheme Reporting however are NOT a start-up business, then leave unticked.

Generally, an Accountant or Tax Agent would be providing the information to you on what would need to be produced on the Employee Share Scheme Statement. This information will be able to be manually entered or uploaded.

To manually enter in you need to use the menu item 'Employee Share Scheme'. Select the Payroll and the Financial Year.

Then click on the ✛ icon to add a new record.

Employee Share Scheme

Payroll: Weekly Payroll - Active

Financial Year: 2017

○ **List of Employee Share Schemes** (No Record) |◄ ◄◄ | Page 1 of 1 | ►► ►| | 10 ▾ | 🔍 + ⊞

Employee Number	First Name	Last Name	Scheme Type	Plan Identifier	Amendment Indicator	Sent To ATO

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

Create ✖

Employee:	
Scheme Type:	This field is required
Plan Identifier:	This field is required
Plan Date:	dd/mm/yyyy
Acquisition Date:	dd/mm/yyyy This field is required
Number Of Taxed Upfront Scheme Eligible For Reduction:	
Discount From Taxed Upfront Scheme Eligible For Reduction:	
Acquisition Price of Taxed Upfront Scheme Eligible For Reduction:	
Number Of Taxed Upfront Scheme Not Eligible For Reduction:	
Discount From Taxed Upfront Scheme Not Eligible For Reduction:	
Acquisition Price Of Taxed Upfront Scheme Not Eligible For Reduction:	
Number Of ESS Acquired Under Deferral Scheme:	
Number Of ESS With Deferred Taxing Point Arising During The Year:	
Discount From Deferral Scheme:	
Acquisition Price Of Deferral Scheme:	
Discount On ESS Acquired Pre 1 Jul 2009:	
TFN Amounts Withheld From Discounts:	
Discount Amounts Are Assessable Or Gross:	
Number Of Shares Acquired Under Start Up Concession:	
Market Value Of Share Acquired Under Start Up Concession:	
Acquisition Price Of Shares Under Start Up Concession:	
Number Of Options Acquired Under Start Up Concession:	
Market Value Of Ordinary Shares On Date Options Acquired Under Start Up Concession:	
Exercise Price Of Options Acquired Under Start Up Concession:	
Number Of Days Of Overseas Employment:	

humanforce

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.

Employee Share Scheme Upload

Payroll:	Weekly Payroll - Active ▾
Filename:	Browse... No file selected.
What financial year will Share Scheme data be loaded to?:	2023 ▾
Is this upload for creating 'Amended' Share Scheme records?:	☐

Validate   Reset

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.

Generation Employee Share Scheme Statement

Payroll:	Weekly Payroll - Active ▾
Financial Year:	2017 ▾
Run Option:	Normal ▾

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

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	

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 schemes - not eligible for reduction   **E** $ | |

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

ESS interests acquired pre 1 July 2009

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

TFN amounts withheld from discounts   **C** $ | |

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 to be made you can simply 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, you need to 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'.

Edit

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:	1
Amendment Indicator:	Original
Sent To ATO:	☑

Create Amendment   Cancel Share Scheme   Close

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 in regards to the cost if this is required by your organisation.

Note: When generating the ESS statements, we only create a PDF for the nominated payroll. (ie. 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 is NOT available from self-service.

1.10 – 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. 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 Payment Summary 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 box select the Country, then enter the values and click CREATE.

Edit Employee

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 be able 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 Humanforce Payroll 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

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*):

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

1.11 – 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.

Financial Year End	Process Type	Pay Process Number	Date Period End	Run Type	Is Month End
2023	Year End	Year End			✗
2023	Pay Process	202354.0	25/06/2023	Scheduled	✔
2023	Pay Process	202353.0	18/06/2023	Scheduled	✗
2023	Pay Process	202352.0	11/06/2023	Scheduled	✗
2023	Pay Process	202351.0	04/06/2023	Scheduled	✗

Navigate to the STP Reconciliation Report.

Detail	✖

202354.0

⬤ List of Reports (21 Records)   ⏮ ⏪ | Page 3 of 3 | ⏩ ⏭ 10 ⌄   🔍 ▦
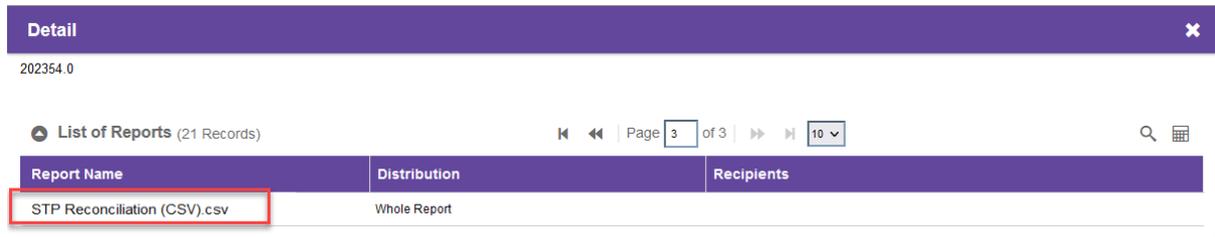
Report Name	Distribution	Recipients
STP Reconciliation (CSV).csv	Whole Report	

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

Final Event Indicator
True
True
True
True
True

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 24-48 hour delay with the ATO receiving the data and then updating employee's My Gov accounts to show as 'Tax Ready'.

1.12 – 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 will need to be added to your Menu Construction and assigned to the relevant Roles.

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.

Sample below 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.

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	

1.13 – 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 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 profiles in employee maintenance) then no linking is required both records will be reported separately. If only one record exists then you 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 = $20000

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 are able to 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, 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.

Create Employee Number History   ✕

Employee Number:	ECT700
Financial Year End:	2022
Employee Number in ATO:	Require Reporting to ATO ▾

[Create]   [Cancel]

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

Employee Number ATO Reporting   ✕

Employee Numbers Used (3 Records) |◀ ◀◀ | Page 1 of 1 | ▶▶ ▶| | 10 ▾   🔍 + ▦

Employee Number	Financial Year End	Is Reported By Pay Event	Employee Number in ATO
ECT700	2022	✕	Require Reporting to ATO
ECT701	2022	✓	

To do this you need to go to the 'STP Update Event' menu.

STP Update Event

STP Update Event Action: [▾]

[Send Update Event]

Select the action 'Reporting Employee YTD changes or Employee Number changes'.

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 and enter in the Financial Year and it will show the current employee number and the previous employee number. Simply click 'Send Update Event'.

STP Update Event

STP Update Event Action:	Reporting Employee YTD changes or Employee Number changes ▾
Payroll:	ECT Test 07 - Active, Current FY: 2022 ▾
Financial Year:	0

[Send Update Event]

Adding in the previous employee number on the employee Masterfile will only need to be done for employee numbers that changed before you switched onto STP2. After you have switched on STP2 if you notice that there are two records for the 'Employee Number Used' for this employee. The tick means that data has been reported to the ATO.

Should you wish to link the two records, you will flag the old ID as reporting to ATO and then send an Update Event. When you do this step, it will then link the two employee ID's. This is not a mandatory step. If you do not link them then the employee will get two

records for the same BMS ID in their My Gov account. Click on the old employee ID that you want to link.

From the 'Employee Number in ATO' drop box select 'Require Reporting to the ATO'.

Employee Number ATO Reporting ✕

⬢ **Employee Numbers Used** (3 Records) |◀ ◀◀ | Page `1` of 1 | ▶▶ ▶| `10 ▾`   🔍 + ▦

Employee Number	Financial Year End	Is Reported By Pay Event	Employee Number in ATO
ECT700	2022	✕	Require Reporting to ATO
ECT701	2022	✔	

Then go to the menu item 'STP Update Event', select 'Reporting Employee YTD changes or Employer Number changes' and select Send Update Event.

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

1.14 – Ceased Payroll Final Event

When you go to the STP Update Event menu you will now see that there is the drop box for the 'STP Update Event Action'.

STP Update Event

STP Update Event Action: [▾]

Send Update Event

'Reporting A Ceased Payroll' select the payroll that you want to send the Final Event for. The payroll must have been updated to 'Ceased' in Payroll Maintenance. Select the Payroll and click 'Send Update Event'.

STP Update Event

STP Update Event Action: [Reporting A Ceased Payroll   ▾]
Payroll: [zzzSTP Phase 2 - Active (Ceased), Current FY: 2022 ▾]

Send Update Event

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.

Message ✖

ⓘ This selected payroll has not been ceased.

Close