

Collate information about your employees

- Start Date
- Employment basis (part time, full time, casual, labour hire)
- Income stream type (Salaries & Wages, Closely Held Payee, Inbound Assignee, Seasonal Worker)
- Country code (applicable for Inbound Assignee and Seasonal Worker)

Collate information about any terminations in the current financial year

- What was the reason for their termination (Voluntary, ill-health, deceased, redundancy, dismissal, contract ended, transfer)

Review what is processed on employee's pays and ensure pay items exist that will allow for reporting to the ATO under STP2 rules. We suggest working through the ATO web page "STP Phase 2 reporting – Quick reference guide" (link below) and compare the various pay items the ATO has identified with the various items employees are paid and ensure a separate pay item exists in Exo where appropriate.

For example:

- Do pay items exist that will clearly separate overtime related payments from non-over time related payments
- Are director's fees paid under their own pay item code and not mixed in with payments to directors that do not need to be reported (eg loan repayments to the director)
- Do pay item codes exist to clearly identify when leave is paid that is not the typical annual, personal, or long service leave? Note: In Exo Payroll any other leave payment types must be processed as an allowance code this includes work cover.
- Do allowance pay items exist to correctly reflect the new allowance categories identified by the ATO

For further information please read through the resources available on our website:

<https://acaciacs.com.au/understanding-single-touch-payroll-phase-2/>

[An Overview from the ATO](#)

[Detailed information on Allowances](#)

[STP Phase 2 guide for MYOB Exo](#)

[MYOB Exo Release Notes \(2021.09\) for STP Phase 2](#)