

SINGLE TOUCH PAYROLL PHASE 2

A GUIDE BY ACACIA CONSULTING SERVICES

AGENDA:

- 12:00pm Introductions
- 12:05pm General Concepts
- 12:25pm MYOB EXO
- 12:30pm MYOB Advanced
- 12:35pm Recap
- 12:40pm Q & A



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WHAT IS SINGLE TOUCH PAYROLL PHASE 2 (STP2)?

- The intent of STP2 is to simplify reporting obligations for employers.
- STP2 provides more information to the ATO.
- ATO provides this information to other Government Agencies

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STP 2 TIMELINE

01 – Jan – 2022 ————— STP 2 came into effect

31 – Aug – 2022 ————— Extension deadline for all businesses running MYOB software to report to the ATO

You can expect to receive reminders from both MYOB and the ATO.

You need to start thinking about it now.

There are a number of steps, you may require update, review, and assistance from your BAS Agent.

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STP2 REPORTING



Reporting method doesn't change
All current STP information remains

What changes:

- Details of the Employees
- Pay Item Categories (Disaggregation)
- Salary Sacrifice
- Termination Information

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EMPLOYEE INFORMATION

Additional information will need to be populated about each employee

- Commencement date (if you don't already have this)
- Employment Basis (Full Time, Part Time, Casual, Labour Hire)
- Tax Treatment – new 6-character code that tells the ATO how the tax withheld from an employee was calculated.

- Income Stream Type (Salaries and Wages, Closely Held Payee, Inbound Assignees, Seasonal Worker)
- Employee Country Code – applicable to Seasonal Workers and Inbound Assignees to Australia

DISAGGREGATION GROSS WAGE INCOME

Gross Wages for employees will exclude the following, and these will be reported separately :

Paid Leave
Various categories

Allowances
Must be reported
separately in STP2

Overtime
Extra detail of
type of overtime

**Bonuses and
Commissions**
must distinguish OTE
from non-OTE
payment

Director's Fees

Lump Sum W
(Return to work
payment)

Salary Sacrifice

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TERMINATION INFORMATION

A Cessation Code is required on all terminations

- Voluntary
- Ill-health
- Deceased
- Redundancy
- Dismissal
- Contract Cessation
 - Transfer

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TWO REALLY GOOD ATO PAGES

Good overview page:

<https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?anchor=Reportingtheamountsyouhavepaid#Reportingtheamountsyouhavepaid>

Detailed information on Allowances:

https://www.ato.gov.au/Business/Single-Touch-Payroll/In-detail/Single-Touch-Payroll-Phase-2-employer-reporting-guidelines/?page=12#STP_Phase_2_reporting__Quick_reference_guide

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GETTING IT ALL DONE



- Understanding the changes in STP
- Review the setup of your payroll to work out the changes to be made
- Make ‘disaggregation’ changes to the payroll prior to software upgrade
- Software upgrade / Turn on STP2 Reporting
- Transition all payroll employees and pay items to new ATO requirements

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PRESENTATION – TONYA SEY

MYOB EXO Payroll

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BEFORE CONFIGURING FOR STP 2

FINALISE ANY OPEN PAYS AND SEND THE
PAY INFORMATION TO THE ATO VIA STP

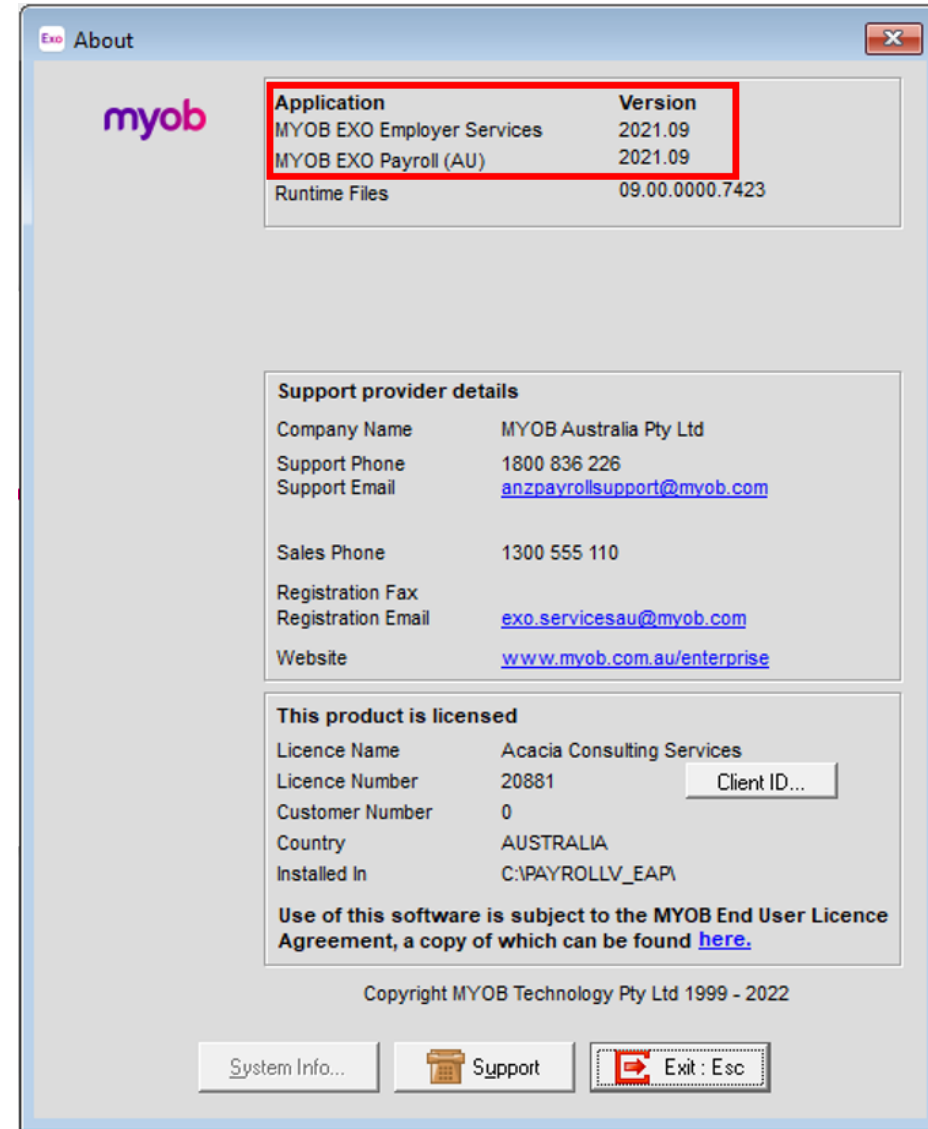
AN EXO PAYROLL SOFTWARE UPGRADE IS REQUIRED.

To version 2021.09

Some sites face security issues with upgrading.

The current STP2 version does not include tax rates for the coming financial year.

CHECK YOUR EXO PAYROLL VERSION THROUGH HELP ABOUT



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MYOB EXO PAYROLL

MYOB Exo Documentation –
STP Phase 2 Guideline & Release Notes

Upon Upgrading:

- Confirm Tax Treatment Code, Income Stream and Country Code for employees

STP Phase 2 (Pay Event 2020)

Exo Employer Services 2021.08 introduced STP Phase 2 support. This table shows STP details for active employees, including Tax Treatment Code and Income Stream Type fields for STP Phase 2.

[For more details about STP Phase 2, please click here.](#)

Sort Order
Sort By: Employee Name
 Descending

Code	Employee Name ^A	Alpha Code	Occupation	Current	Tax Scale	STP Tax Treatment Code	STP Income Stream Type	STP Country Code
258369	Emp, One	EMP0001		Current	Standard Employee	RTXXXX	SAW	
258370	Emp, Two	EMP0002		Current	Working Holiday Maker	HFXXXX	WHM	be

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MYOB EXO PAYROLL

Upon Upgrading:

- Update cessation code

Update Cessation Reason Code for History Pays

Cessation Reason Code:
V - Voluntary; I - Ill-health; D - Deceased; R - Redundancy; F - Dismissal; C - Contract Cessation; T - Transfer

Code	Name	Pay Number	Physical Pay Date	Pay Type	Termination Reason	Payment Type	Cessation Reason Code
306	LastName14, FirstName14	614	01/07/2021	Current	Resignation	Other	
1052	LastName437, FirstName437	614	01/07/2021	Current	Resignation	Other	
1051	LastName436, FirstName436	615	08/07/2021	Current	Resignation	Other	
1054	LastName439, FirstName439	616	15/07/2021	Current	Resignation	Other	
1003	LastName388, FirstName388	617	22/07/2021	Current	Resignation	Other	
1053	LastName438, FirstName438	617	22/07/2021	Current	Resignation	Other	
1056	LastName441, FirstName441	617	22/07/2021	Current	Resignation	Other	
969	LastName353, FirstName353	621	19/08/2021	Current	Resignation	Other	

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MYOB EXO PAYROLL

Edits to Employee Information

- Start Date
- Employment Basis
- Tax Classification

Employee Maintenance

Employee Details | Leave Entitlements | Other | User Defined | Notes | Standard Pay

Required Information

Code: 1
Surname: Wallace
First Names: Edward James
Alpha Code: WALLACE
Start Date: 22/07/2004 Service: 17.8
Cost Centre: 2210 ... NSW/Accounts
Department: 2 ... Accounts

Pay Frequency: Weekly
Payslip Name: James Wallace
Address Line 1: 134 March Road
Address Line 2:
Suburb: Richmond
State: NSW Post Code: 3130
Country: Australia
Telephone: (02) 9223 9978
Mobile: 026-889-6557
Occupation: Accounts Clerk
 Apprentice

Tax Classification

TFN: 211212201 FTB: 0
Standard Employee
Medicare Exemption: None Scale 2
 Claim Tax Free Threshold
Medicare Levy Variation

Earnings are Not Liable for Payroll Tax
WorkCover: 3499 Use WorkCover rate
Male Full-time
Wage Permanent
Standard Hours: 38.00 per pay 7.60 per day
Birth Date: 10/10/1971 Age: 50.6
Due Back Date: //
Annual Review: //

← Prev : F7 → Next : F8 🔍 Find : F9 📄 Save : F10 🗑 Delete : F6 🚪 Exit : Esc

MYOB EXO PAYROLL

Employee Maintenance

Employee Details | Leave Entitlements | Other | User Defined | Notes | **Standard Pay**

Employee: 1 Wallace, Edward

Wages:	0.0000	0.00
Salary:		1538.46
Allowance Taxable:		0.00
Deduction Pre-Tax:		0.00
Leave:		0.00
Gross Taxable:		1538.46
PAYG: <input type="checkbox"/> Override		348.00
Allowance Non-Tax:		0.00
Deduction Post-Tax:		0.00
Rounding:		0.00
Net Pay:		1190.46

Hours Paid: 38.00

Tax treatment Code: HUXXXX
 Income Stream Type: WHM Country Code: cl [Change Income Stream Type](#)

Prev : F7 | Next : F8 | Find : F9 | Save : F10 | Reset | Exit : Esc

Edits to Employee Information

- Income Stream Type
- Country Code

Single Touch Payroll - Income Stream Type

Individual Non-Business

SAW CHP IAA WHM SWP

Business Personal Services

VOL LAB OSP

INB

FEI JPD*

* deprecated

Pay As You Go Withholding is dependent upon Income Type. If working in another country, then it is the residual PAYGW payable after deducting Foreign Tax Paid (or payable) from the PAYGW as per the Tax Treatment

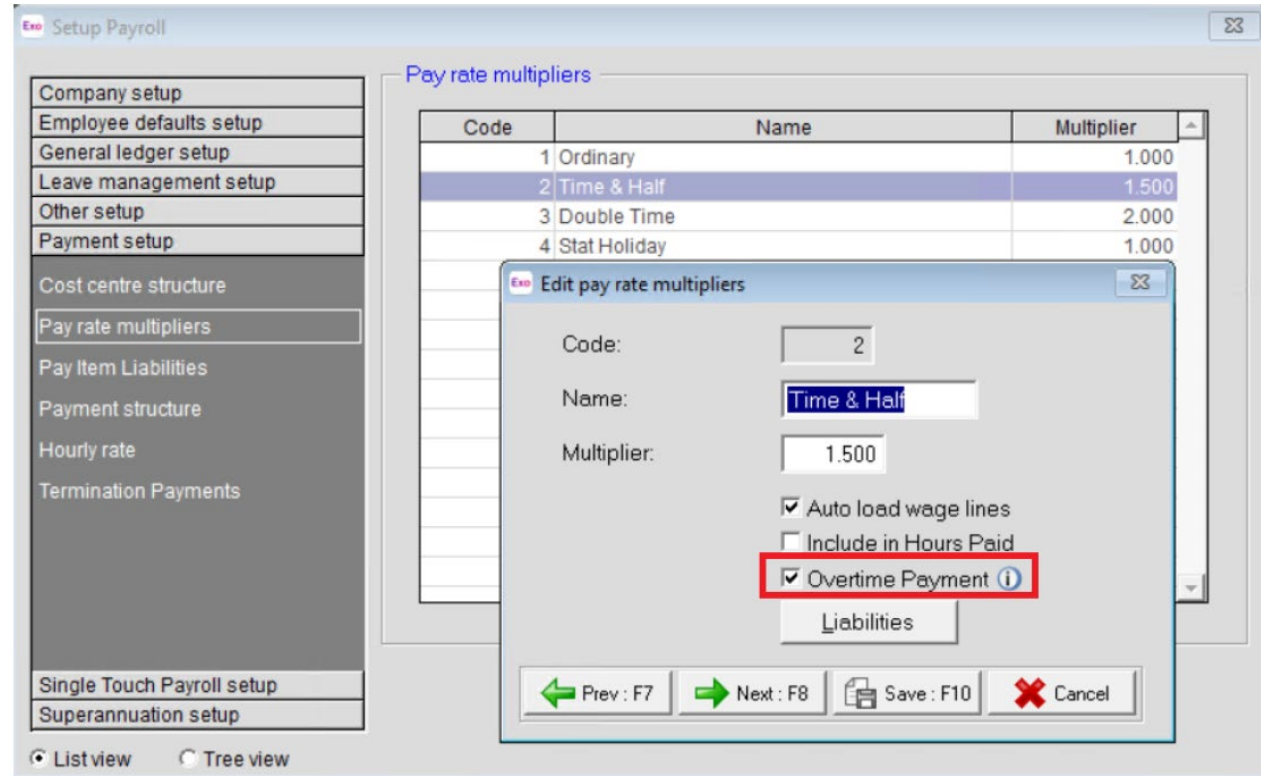
Income Stream Type: **SAW** Salary and Wages

Save : F10 | Cancel

MYOB EXO PAYROLL

Pay Item Configuration

- Setup for Overtime



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MYOB EXO PAYROLL

Allowances

Options change depending on settings selected

Allowance Code: 12
Allowance Name: Car Allowance Can Modify Name
PAYG Taxable Non-Taxable
Calculation Method: Fixed Dollar Amount
Amount: 0.0000
Pay Rate Multiplier:
Wage Rate Code:
Type: Normal
Cost Centre:
Maximum Number:
STP Reporting Type: Allowance Item
STP Category: 1 CD - Cents per Kilometre
STP Reporting Payment Type: Directors Fees Leave Payment: Overtime Payment
Override Tax Rate:
Add to gross liable for:
 Superannuation Annual Leave
 Payroll Tax Personal Leave
 WorkCover Long Service Leave

Allowance Code: 4
Allowance Name: Commission Can Modify Name
PAYG Taxable Non-Taxable
Calculation Method: Fixed Dollar Amount
Amount: 0.0000
Pay Rate Multiplier:
Wage Rate Code:
Type: Bonus & Commissions & Similar Payments
Cost Centre:
Maximum Number:
STP Reporting Type: Ordinary Salary and Wages
STP Reporting Payment Type: Directors Fees Leave Payment: Overtime Payment
 Historical Allowance
Add to gross liable for:
 Superannuation Annual Leave
 Payroll Tax Personal Leave
 WorkCover Long Service Leave
Applies prior to FY 2012/2013
Periods to tax over:
Applies from FY 2012/2013
Additional payment relates to: a number of pay periods
Determine gross earnings from: this pay

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MYOB EXO PAYROLL

Deductions – Salary Sacrifice

Code: 5
Name: Fee - Salary Sacrif
 Post-Tax
Calculation Method: Fixed Dollar Amount
Amount: 0.0000
Type: Normal Child Support PAYG
Protected Pay %: 0.0 Make a Part Deduction
Cost Centre: ...
STP Reporting Type: Fees STP: Salary Sacrifice - Other
 Historical Deduction
 Pay Deduction by Consolidated Direct Credit
BSB Number Account Reference
 -
Prev: F7 Next: F8 Find: F9 Save: F10 Cancel Exit: Esc

Non-Cash Benefits – Salary Sacrifice

Code: 91
Description: Laptop
Payment Type: Salary Sacrifice - Other
Calculation Method: Fixed Dollar Amount
Amount:
Percentage Rate:
Cost Centre: ... Employee's Default
Fringe Benefit Type: Type 2
Fringe Benefit Type Rate: 1.8868 Override Rate
STP Reporting Type: Salary Sacrifice
 Historical Deduction
 Pay Deduction by Consolidated Direct Credit
BSB Number Account Reference
 -
Find: F9 Save: F10 Cancel Delete: F6 Exit: Esc

MYOB EXO PAYROLL

Superannuation – Salary Sacrifice flag on setup

Superannuation Maintenance

Superannuation Type: Employer Superannuation

Code: 4

Contribution Type: SG RESC Salary

Calculation Method: % of Gross Pay

Percentage Rate: 10.0000

Amount: 0.00

Limit Super Contribution

Minimum Earnings Base: 450.00 per Month

Maximum Earnings Base: 58920.00 per Quarter

Name: Wallace Private Super

Superannuation Provider: Wallace Private Insurance

Cost Centre: 2041 NSW

Liabilities

Superannuation Maintenance

Superannuation Type: Employer Superannuation

Code: 3

Contribution Type: EC RESC Salary Sacrifice

Calculation Method: % of Gross Pay

Percentage Rate: 0.0000

Amount: 0.00

Limit Super Contributions

Payment Liabilities

Add Superannuations to gross liable for:

Annual Leave Superannuation

Personal Leave Payroll Tax

Long Service Leave WorkCover

Shift Leave

Other Leave

RDO

Exit

Removal of Superannuation flag on SG super pay items

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PRESENTATION – LOUISE MULQUEEN

MYOB Advanced Payroll

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MYOB ADVANCED PAYROLL

MYOB ADVANCED SOFTWARE UPGRADE IS REQUIRED.

To version 2021.1XX.403+

The good news - MYOB manages the upgrades automatically!

This may mean that some sites have already been upgraded to the required versions whilst others may have their upgrade coming.



Tenant

AUDemo



Select a sign-in option

tonya@acaciacs.com.au

.....

Sign in

[Forgot your credentials?](#)



Sign in with Secure Authentication

Customized: ACSMCA6

Build **2021.117.403.7802 [21.117.0037]**

Use of this software is subject to the [End User Licence Agreement](#)

[Sign up](#) to receive outage notifications. More information at status.myob.com

MYOB ADVANCED PAYROLL

PREPARATION FOR STP 2

Can be done before and after upgrade

- Reviewing
- Employees,
- Pay Items
- and Terminations

Once Upgraded

- the **STP 2 Feature** has to be **Enabled** by your administrator
- Only then can you transition / switch to STP2 reporting

MYOB ADVANCED PAYROLL

MYOB Document – Transitioning to STP Phase 2

Once Upgraded:

- The STP2 feature will be turned on. By your software administrator.
- New Workflow to guide through Transition

Perform the Transition:

- Must occur between Pay Runs.
- No Open Pays
- STP fully submitted / up to date
- Allow enough time to do it
- Do Before Or after EOY

The screenshot shows the 'Payroll Preferences' interface with the 'STP PHASE 2' tab selected. The page is divided into three main sections:

- 1. Enable STP Phase 2**: Includes a checked 'Get started' checkbox and explanatory text about ATO requirements.
- 2. Meet new STP requirements**: Lists several tasks with checkboxes, such as 'Update Employee Taxation Details', 'Update Pay Item ATO Categories', 'Update Lump Sum E Financial Year(s)', 'Update Cessation Reasons', 'Update Pay Item Type ATO Categories', and 'Update Company(s) if registered for Working Holiday Maker (WHM) program'.
- 3. Run validation**: Includes a 'Check data' link and instructions on how to validate the data.

At the bottom, the 'STP Phase 2 status' is shown as 'STP Phase 2 enabled date: 2/12/2021 9:54:32 AM'.

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MYOB ADVANCED PAYROLL

MYOB Advanced Document – Transitioning to STP Phase 2

STP Phase 2 Workflow:

- 1 Enable STP Phase 2
- Update Employee Taxation Details * Update Pay Items ATO Categories

The screenshot shows the 'Payroll Preferences' interface in MYOB Advanced. The 'STP PHASE 2' tab is selected. The page contains the following content:

- 1. Enable STP Phase 2**
 - Get started
 - The ATO (Australian Taxation Office) expects you to only report through STP2 once enabled.
 - After this action is enabled all STP requirements will need to be met before running the next STP report.
- 2. Meet new STP requirements**
 - To help track your progress tick each update step once you've completed your review.
 - [Update Employee Taxation Details](#)
 - This will open a screen where you can update employee details in bulk. All Individual Non-business employee's get converted to **Salary & Wages** via the **Change payment summary types to Income types** action. The ATO provides more income types, make any changes with the option dropdowns. You can then fill in additional fields, which help determine the employees' new Tax Treatment Codes. After the changes are made, use the **Apply Income type changes historically** action. [Learn more](#)
 - [Update Pay Item ATO Categories](#)

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MYOB ADVANCED PAYROLL

MYOB Advanced Document – Transitioning to STP Phase 2

STP Phase 2 Workflow:

- * Update Lump Sum E Financial Years
- * Update Pay Item Type ATO Categories
- * Check Data / Run Validation
- * Update Cessation Reasons
- * Update Company for WHM

[Update Lump Sum E Financial Year\(s\)](#)

Add a Financial year to payments categorised as Lump Sum E. [Learn more](#)

[Update Cessation Reasons](#)

If any employees have been terminated previously but will have STP reports submitted after the termination you will need to add a cessation reason. [Learn more](#)

[Update Pay Item Type ATO Categories](#)

[Update Company\(s\) if registered for Working Holiday Maker \(WHM\) program](#)

3. Run validation

[Check data](#)

When you are satisfied that all tasks are done, run the **Check Data** process to see if all Companies, Employees and Pay Items meet basic ATO requirements. Follow the link on each line of errors and warnings, make your changes, then validate again to confirm they are resolved.

STP Phase 2 status

STP Phase 2 enabled date: 2/12/2021 9:54:32 AM

MYOB ADVANCED PAYROLL

Update Employee Taxation Details:

- Changing from Payment Summary Types to Income Stream Types
- You can change in bulk by selecting multiple rows.

Employee ID	Employ name	Employ Class	Departme	Pay Grou ID	Income type	Count	Comrr Instarr Rate	Tax-free thresh (TFT)	Daily Casuar	Medic levy surch (MLS)	Medical surcharg rate	MLS tier rate
99					Not Required		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
DAVE					Salary and Wages		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
EP00000001	Ming Hu	EMPL...	ADMIN	OP...	Salary and Wages		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	
EP00000002	Tim S...	EMPL...	FINANCE	OP...	Salary and Wages		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	
EP00000004	Matth...	EMPL...	CUSTS...	OP...	Closely Held Payees		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	
EP00000005	Micha...	EMPL...	FINANCE	SE...	Inbound Assignees to Australia		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	
EP00000006	Jim B...				Seasonal Worker Programme		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	
EP00000007	Greg ...				Working Holiday Maker		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
EP00000008	Jenny Li	EMPL...	SALES	SA...	Voluntary Agreement		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
EP00000009	Ben ...	EMPL...	SALES	SA...	Labour Hire		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
EP00000010					Other Specified Payments		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	
EP00000011					Not Required		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	
EP00000012					Salary and Wages		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	

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MYOB ADVANCED PAYROLL

Updating Pay Item ATO Categories

- Updating the Phase 1 ATO categories to the Phase 2 ATO categories.
- Note highlighted **RED** ones that identified categories no longer available

Update Pay Item ATO Category

* Pay Item ID	* Description	* Payslip label	* Type	Phase 1 ATO Category	Phase 2 ATO Category
ALLKILOM	Kilometre Allowance	Kilometre Allowance	Income	Gross Payments	Gross Payments
BONUSDIS	Bonus (Discretionary)	Bonus		Gross Payments	Gross Payments
BONUSNO...	Bonus (Non Discretionary)	Bonus		Gross Payments	Gross Payments
CHILD SUPP	Child Support	Child		Gross Payments	Gross Payments
COMMISSI...	Commission	Comm		Gross Payments	Gross Payments
COMPENS...	Compensation Payment ETP	Comp		Gross Payments	Gross Payments
GOLDHAN...	Golden Handshake Payment ETP	Golde		Gross Payments	Gross Payments
GRATUITYPT	Gratuity Payment ETP	Gratui		Gross Payments	Gross Payments
INSUFFPO...	Post-tax Insufficient notice provide...	Insuffi		Gross Payments	Employment terminatio... !
INSUFFPRE	Pre-tax Insufficient notice provided...	Insuffi		Gross Payments	Employment terminatio... !
LEAVEPA...	Annual Leave accrual	Annua		Gross Payments	Employment terminatio... !

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MYOB ADVANCED PAYROLL

Updating historical back pays and terminations:

- Lump Sum E payment require a year
- Terminations require a Cessation Reason.

Update Lump Sum E Financial Year ☆ CUSTOMISATION TOOLS ▾

🔄 ⏪ 📄 📄 🔄

<input type="checkbox"/>	Employee ID	Employee name	Pay Group CD	Pay run ID	Physical pay day	Pay Item ID	Pay Item Description	Calculated Amount	Financial Year
<input type="checkbox"/>	APAUS0008	Grand Gale, Mrs.	ROUBLERWEEKLY	PAY-001566	12/11/2021	ROBBACKPAY	Robins back pay	800.00	2021

Update Cessation Reasons CUSTOMISATION TOOLS ▾

🔄 ⏪ 📄 📄 🔄

<input type="checkbox"/>	Employee ID	Employee name	Pay run ID	Physical pay day	Last day of employment	Termination Reason	Cessation reason
<input checked="" type="checkbox"/>	EP00000016	Oliver White	PAY-001595	2/08/2016	13/02/2018		
<input checked="" type="checkbox"/>	EP00000011	Sophie Naylor	PAY-001623	16/06/2015	14/06/2015	Resignation	
<input checked="" type="checkbox"/>	EP00000005	Michael Palmer	PAY-001624	16/06/2015	3/09/2019	Resignation	
<input type="checkbox"/>	EP00000038	John Saili	PAY-001625	16/08/2016	6/09/2019	Resignation	
<input type="checkbox"/>	EP00000021	Kevin Toeava	PAY-001626	23/08/2016	6/09/2019	Resignation	
<input type="checkbox"/>	EP00000001	Ming Hu	PAY-001747	14/05/2020	21/05/2020	Genuine Redundancy	
<input type="checkbox"/>	EP00000002	Tim Stevens	PAY-001751	14/07/2020	27/08/2020	Resignation	

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MYOB ADVANCED PAYROLL

Updating Pay Item Type ATO Categories

- Updating the Default ATO Reporting Category.
- Note highlighted **RED** ones that identified categories no longer available

Pay Item Types TOOLS ▾

* Pay Item Type ID	* Pay Item Type	* Description	Payroll Tax Liabile	Default Payroll Tax Category	Default GL Purpose	GL Purpose Description	Default ATO reporting category
ALLOWANCE	Allowance	Allowance	<input checked="" type="checkbox"/>	Allowances	GLP000021	Allowance	Allowances
DEDUCTION	Deduction	Deduction	<input type="checkbox"/>				
EMPLOYEE SUPER	Employee Super	Employee Superannuation contribution	<input type="checkbox"/>				
EMPLOYER SUPER	Employer Super	Employer Superannuation contribution	<input checked="" type="checkbox"/>	Employer			
ENTITLEMENT ACCRUAL	Entitlement Accrual	Entitlement Accrual	<input type="checkbox"/>				
ENTITLEMENT PAYMENT	Entitlement Payment	Entitlement Payment	<input checked="" type="checkbox"/>	Wages & S			
ETP TAX FREE	ETP Tax Free	ETP Tax Free	<input type="checkbox"/>				
ETP TAXABLE	ETP Taxable	ETP Taxable	<input checked="" type="checkbox"/>	Terminatio			
FRINGE BENEFIT REPORTING	Fringe Benefit Reporting	Reportable fringe benefits amount	<input checked="" type="checkbox"/>	Fringe Ber			
INCOME	Income	Income	<input checked="" type="checkbox"/>	Wages & S			
ONCOST	Oncost	Oncost	<input type="checkbox"/>				
REIMBURSEMENT	Reimbursement	Reimbursement	<input type="checkbox"/>				
UNUSED LEAVE	Termination - Unused Leave	Termination - Unused Leave	<input checked="" type="checkbox"/>	Wages & S			

SELECT

Category

- Allowance Car
- > Allowance Laundry
- Allowance Meals
- Allowance Other
- Allowance Transport

ion - ... RESC Payments

Super Guarantee Amount !

Gross Payments

Employment termination payments !

Employment termination payments !

Reportable fringe benefits amount

ages ... Gross Payments

Gross Payments

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MYOB ADVANCED PAYROLL

Check Company Data:

- Your Payroll is checked for missing mandatory data
- If no errors are found, you passed the mandatory data ATO requirements check.

Check Company Data CUSTOMISATION TOOLS ▾

RUN VALIDATION

Pay run ID: _____

ID	Entity Name	Error
AKL	Payer	ABN # cannot be null or empty
AKL	Payer	State cannot be null or empty
CO2	Payer	ABN # cannot be null or empty
OVERVIEW	Payer	Postal Code cannot be null or empty
OVERVIEW	Payer	State cannot be null or empty
EP00000009	Employee	State cannot be null or empty
EP00000016	Employee	State cannot be null or empty

You are now ready to report with STP2 !!

MYOB ADVANCED PAYROLL

MYOB Document: Changes in MYOB Advanced for STP Phase 2

Employee Pay Detail Screen changes:

- Income Type
- Country

The screenshot displays the 'Pay Details' screen in MYOB Advanced. The main interface shows the following fields and options:

- Previous last name: [Text Field]
- Employment basis: Full-time (Dropdown)
- Contract type: Individual (Dropdown)
- Residency?: Australian Foreign Working Holiday Maker
- Income type: Salary and Wages (Dropdown, circled in red) Override Income Type Update open pay(s) Update all completed pay(s)
- Commissioner's instalment rate (CIR): [Dropdown]
- Country: [Text Field]
- Claim tax-free threshold?: No
- Daily casual?: No
- Claim seniors tax offset?: No
- Other options: Illness-separated couple Couple

An expanded dropdown menu for 'Income type' is shown, listing the following options: Salary and Wages, Closely Held Payees (highlighted), Inbound Assignees to Australia, Seasonal Worker Programme, Working Holiday Maker, Voluntary Agreement, Labour Hire, Other Specified Payments, and Not Required.

A second, smaller screenshot of the 'Pay Details' screen is overlaid on the bottom right, showing the following changes:

- Residency?: Australian Foreign Working Holiday Maker
- Income type: Working Holiday Maker (Dropdown, circled in red) Override Income Type
- Commissioner's instalment rate (CIR)?
- Country: PG - Papua New Guinea (Text Field, circled in red)

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MYOB ADVANCED PAYROLL

MYOB Document: Changes in MYOB Advanced for STP Phase 2

Employee Details Taxation Tab: Tax Treatment Code

During Termination: Cessation reason

Pay Details

Employee ID: EP00000015 - Alby Osborne Status: Active

Employee name: Alby Osborne

STANDARD PAY PAY GROUPS **TAXATION** EMPLOYMENT SETTINGS EMPLOYEE DEFAULTS ENTITLEMENT BALANCES

TAX DECLARATION SUMMARY

Tax File Number (TFN):	Not supplied	Special Tax Offsets:	No special Tax Offsets claimed
Residency:	Australian resident	Medicare Levy:	Has not claimed Medicare Levy variation
Tax-free threshold (TFT):	Not claimed	Children:	Has not claimed dependent children
TFN Declaration Status:	Never Submitted	Study Debt:	Nil
TFN Last Submitted Date:		Tax Scale:	4
STP Batch:		Tax Treatment Code:	NAXXXX
STP Status:		Withholding Variation:	No withholding variation

Termination

Batch number: TERM001506
Pay run ID: PAY-001507
Employee: APAUS0056
Employee name: Marks Noah, Mr.

DETAILS UNUSED ANNUAL AND LONG SERVICE LEAVE UNUSED OTHER

This form provides for various settings that will drive calculations for the termination.

TERMINATION DETAILS

* Reason: Resignation
* Last day of employment: 4/10/2021
Date when notice was given:
* Cessation reason: **Dismissal**

EMPLOYEE DETAILS

Tax File Number:
Date of birth:
Age:
Preservation age:

Voluntary Cessation
Ill Health
Deceased
Redundancy
Dismissal
Contract Cessation
Transfer
Not met - 60 years old

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MYOB ADVANCED PAYROLL

MYOB Document: Changes in MYOB Advanced for STP Phase 2

Other Changes

STP Submissions:

now have Simplified batch statuses:

- Submitted
- Accepted
- Failed

STP Data checking on Pay Run:

- Data checking is automatically done when you process a pay run.
- Only data relevant to the pay run is checked.
- The person processing the pay run won't see data being checked, but if something is incorrect, they'll be notified in MYOB Advanced.



END OF YEAR CONSIDERATIONS

Superannuation changes to 10.5%

\$450 threshold per month is removed

Tax Rates change – MYOB EXO Upgrade

EXPECT an invitation to our EOY Webinar

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CHECKLIST



- Consider your individual employees their income stream type, country code (if applicable), employment basis and start date.
- Consider what components make up each employee's wage and ensure you have a different pay item in your payroll software for each component.
- Consider the elements and categories of each existing pay item and the additional information the ATO requires.
- **REMEMBER:** Before upgrading Exo payroll or enabling STP2 in Advanced payroll ensure you complete any open pays and send that information to the ATO via STP1

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QUESTIONS?



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THANK YOU

If you have any queries, please reach
out to us at
helpdesk@acaciacs.com.au