



STP Reference Guide Version: 1.1



# **Document Control Table**

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**Commercial in Confidence** 

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V1.1	08/07/2018	AT/WJ	First Edition





# **Table of Contents**

Introduction	5
Scope	5
Document conventions	5
Terms and definitions	6
Overview	7
STP Set Up	8
System Configuration	8
Menu Setup	8
Activating your SSP Client Code	8
Company Configuration	8
System Parameters – STP Activation	8
Other System Parameters - Company Details	10
Payroll Configuration	10
Employees to be included in STP submissions	10
Check and Fix Group Tax Codes	11
Allowance Categories for Error Free STP Submission	13
Other Data Cleansing for Error Free STP submission	15
STP Operations	17
STP Submissions Navigation	17
The STP Submissions - Summary Screen	17
The Payrun Details Screen	18
Processing STP Submissions	24
Step 1 - Process Payroll	24
Step 2 - Create an ABA and Transfer Payments to Employees	25
Step 3 – Submit STP Data to the ATO	25
Step 4 – Monitoring Submission Status	28
Correcting Errors if Submission is Rejected	30





31
32
32
32
34
36
38
39
40
40
40
40
41
41
41
41
42





# Introduction

# Scope

The purpose of this document is to assist customers ...

- To Set up STP parameters and activate
- In the use of STP with Jobpac Connect as part of their weekly operations
- To Transition to STP when using for the first time
- To register with OZEDI if OZEDI is selected as your Sending Service Provider.

# **Document conventions**

The following table contains the naming conventions, typographical conventions and symbols used in this document.

example.dat	Filenames are displayed in courier font to identify the filename from the body of the text.
[Enter]	Square brackets and bold typeface are used to indicate a specific key to press on the keyboard.
Type in 'XYZ' into the Name field.	Field names are highlighted by the use of bold text.
Select the File menu	All buttons, field icons, menus and checkboxes are displayed in italics.
Type in 'ABC' in the XYZ field	Single quotes are used to identify information in the instructions that is to be entered by the user.
Value between '1' and '99'.	Single quotes are used to identify possible field values.
One to nine, 10 to 1,000.	All numbers below ten are written as text unless a value to be entered. Numbers 10 or greater are written as numerals unless starting a sentence. Numeric field values are displayed in single quotes.
File>Save As>Filename>OK	Command paths are displayed using italic typeface and forward chevrons (>). Menu Paths are described as per the standard Jobpac Menu system at the time of creation of this manual but may be different in the customers customised menu system.
The <i>Register Invoices</i> screen displays.	Bolded Italic typeface is used to refer to all screens, modules and windows. The first appearance of a screen is referred to in the present tense and the sentence finished with the word 'displays'.
(field) ►	Signifies that a pop-up window is associated with a field.
► (action)	Signifies an action undertaken in a screen <i>Actions</i> menu or a menu selection.





# Terms and definitions

The following table contains the terms and definitions used in this document.

Term	Definition
С	This denotes a non-enterable field.
E	This denotes an enterable field.

Terms and Definitions table









# **Overview**

Starting July 1st 2018, employers with 20 or more employees will be required to report their employees' salaries and wages, allowances, deductions (for example, workplace giving) and other payments, pay as you go (PAYG) withholding and superannuation information, through Single Touch Payroll (STP) each time you pay your employees. Viewpoint is currently working on a mechanism to enable this reporting through Jobpac Connect using a Sending Service Provider (SSP) that transmits the data to the ATO.

## How will STP work in Jobpac Connect?

In brief, STP will work simply as follows...

- 1. Each Payrun or adjustment to employee YTD values will produce a file for submission to the ATO.
- 2. You will use the new Jobpac Connect STP submission facility to send these files to the ATO.
- 3. Files will be transmitted automatically to the ATO via an SSP. This part of the process will be largely invisible to the Jobpac Connect user if you are on the Jobpac Cloud \*
- 4. The ATO will send success messages back to Jobpac for each submission via the SSP \*
- 5. There is an opportunity to send update files to the ATO for corrections and transition.

\* If you are not on the Jobpac Cloud we will provide a facility for Manual submission and submission status updates. Please contact us through your Account Manager if you are unsure that you are on the Jobpac Cloud. Customers not on the Jobpac Connect Version of the Jobpac software are not supported.

## What is a Sending Service Provider and who is OZEDI?

A Sending Service Provider (SSP) is a third-party service that sends the STP information to the Australian Taxation Office (ATO). Viewpoint has selected OZEDI as our Recommended Sending Service Provider. You can learn more about OZEDI here: <u>Click here to Learn more about OZEDI</u> Note, you will need to register with OZEDI after the Jobpac Connect STP software is generally available and prior to your first STP Submission. OZEDI do charge low fees for Data handling and you can buy Data in blocks directly from OZEDI.

Should you decide to use a different SSP that is not OZEDI, or you are not on the Jobpac Cloud then we also allow manual STP file Download so that you can submit manually through your chosen SSP.

It is important to note that OZEDI is not a partner of Viewpoint and their software is not managed or maintained by Viewpoint. Therefore you may want to ensure that you are comfortable in your direct agreement with OZEDI. Once Data has left the Jobpac Cloud whether by manual download of file or by automatic push via a web service it is not subject to Viewpoint Security Policy. For this reason it is important that you are comfortable with the security policy of any SSP that you choose to use.





# STP Set Up

To activate STP in Jobpac Connect there are System Level, Company level and Payroll configuration elements. These are described in detail below.

# System Configuration

# Menu Setup

The following menu Items should be set up in your Customisable Menu System. We recommend the following positions in the menu system but you may place at your preference. The Standard Jobpac Menu System will be updated as per below.

• Single Touch payroll should be added in *Payroll*  $\rightarrow$  *Payroll Processing* 

Technical Note: The new menu option should call "Single Touch Payroll" - STPLISTP

• Fix Group Tax Codes should be added in *Payroll*  $\rightarrow$  *Utilities* 

Technical Note: The new menu option should call "Fix Trans Group Tax Code" - REBPAYGFXP

• Employee Group Values Report should be added in *Payroll*  $\rightarrow$  *Employee Reports* 

Technical Note: The new menu option should call "Employee Group Values" - EMPGRPRPTP

# Activating your SSP Client Code

To Activate STP in Jobpac Connect at System level, it is a requirement that you notify Jobpac Support of your SSP Client Code as part of your SSP Registration Process. A Jobpac Technician will apply your Client Code and you must ensure this is complete before commencing to process STP.

Technical Note: The System Level SSP Client Code is set up in JPCONFIG

# **Company Configuration**





# System Parameters – STP Activation

The following System Parameters should be configured for each company that is required to submit via STP. Seek Consulting advice or Support for assistance in setting up System Parameters if required.

#### STPPER – Single Touch Payroll Start Period Parameter

This is a multi-positional numeric parameter configured as follows ...

Num01	=	Start Period for commencement of STP Reporting Format YYYYNN
		(Where 201801 would represent July 2018)
Num02	=	Represents the Starting Payrun Number for your First STP transmission.
		Payruns starting from this number will be brought into STP Submission screens.

#### **OZEDI – SSP API Activation for OZEDI Parameter**

This is a multi-positional Alpha-numeric parameter configured as follows ...

Pos 1	Activate OZEDI API (Y/N)	=	Set to Y to activate the API submission
			methodology via OZEDI SSP. You can only use
			the API methodology if on the Jobpac Cloud.
			Otherwise set to N for Manual.
Pos 2-9	OZEDI Client Code	=	WorkID Level OZEDI Client Code.

#### **Adding New Parameters**

To add and maintain System Parameters navigate to the Jobpac Connect menu option, System Administration  $\rightarrow$  Define Companies  $\rightarrow$  Maintain Parameters...

In most cases when activating STP for the first time you will need to add a new parameter codes. To add a new parameter code click on the action option to Add/Maintain 1 Code as shown below.

neter C	Code Main	tenance			Q Actions 🛛 📀 O	<	G Fast	Exit 🤇	Back
					Help				
					Prompt	Ι.			
					Refresh	1	Next	- Ot	ptions
Тр	Wkid	Parameter Description	Alphanumeric			3	Num 04	Num 05	E
Α	111	Singular Low Order Currency			Add/Maintain 1 Code				
A	111	Singular High Order Currency	KINA						
A	111	ABN mandatory check	W						
	Tp A A	<b>Tp Wkid</b> A 111 A 111	A 111 Singular Low Order Currency A 111 Singular High Order Currency	Tp         Wkid         Parameter Description         Alphanumeric           A         111         Singular Low Order Currency         KINA           A         111         Singular High Order Currency         KINA	Tp         Wkid         Parameter Description         Alphanumeric           A         111         Singular Low Order Currency         KINA	Tp     Wkid     Parameter Description     Alphanumeric       A     111     Singular Low Order Currency     KINA	Tp     Wkid     Parameter Description     Alphanumeric       A     111     Singular Low Order Currency       A     111     Singular Low Order Currency       KINA     4dd/Maintain 1 Code	Wkid     Parameter Description     Alphanumeric       A     111     Singular Low Order Currency       A     111     Singular High Order Currency       KINA     Image: Currency	Wkid     Parameter Description     Alphanumeric       A     111     Singular Low Order Currency       A     111       Singular High Order Currency     KINA

Type in the new Parameter Code (eg STPPER or OZEDI) in the top left *Parm Code* field as shown below and hit [Enter] or click [OK]. Then on the Work ID for which you wish to activate STP, use the right click option to go to the  $\triangleright$  *Details* of that parameter.



#### STP Reference Guide



System P	arameter Maintenance - Add/Ma	aintain 1 Cod	е						O Actions	🕑 ОК	G Fast Exit	Back
Parm Code		or Single Touch F	ayroll				Type *N	UMBER				
Prompt Tex	t Start Period for Single Touch Payroll	l										
									Goto page	of 2		
									•	Previous	Next	<ul> <li>Options</li> </ul>
Wkid	Description		Num 01	Num 02	Num 03	Num 04	Num 05	Alphanumeric			Exists	EQ.
111	*SB TR Constructions										N	
621	*SB TM Properties P/L	Details									N	
622	*SB TM Contracting P/L	Copy Valu	es								N	
623	*SB TM Corporate Services Pty Ltd										N	
666	*SB Vintech Pty Limited	Paste Valu	les								N	
700	*SB ABC Corporate Services	Copy to A	LL Work Id	ls 16							Y	
710	*SB ABC Construction Division										N	
720	*SB ABC Contract Housing (NSW)	Delete									N	
730	*SB Property Development (NSW)										N	

For the **STPPER parameter**, update the numeric parameter details as per the parameter definition with similar values to those shown the example in the screenshot below, but taking into account the correct Starting Payroll Period and Starting Payrun Number for the Work ID you are activating.

System Par	rameter N	laintenance - Details					🔾 Actions 🛛 📀	OK 🕜 Fast	t Exit 🔇 Back
Parm Code Parm Value	STPPER 201801	Start Period for Single Touch Payroll		We Ty		SB ABC Corporate S			
							Goto page of	1	
							Previous	Next	<ul> <li>Options</li> </ul>
Field#	Туре	Description	Str	Len	Number	Alphanumeric			CQ.
01	*NUM	Payroll Period	1	1 6	201801				
02	*NUM	Payrun Number	1	1 4	1				

Add the **OZEDI** parameter in a similar fashion.

## **Other System Parameters - Company Details**

The following parameters will be used to set the company details for your STP submission. Please review and update as required for each Work ID that is required to submit STP data. Ensure each parameter is added has a value where indicated as (M)andatory.

Note: The parameters listed below are not exclusive to STP and adjusting them will impact the company and address details on other reports produced from Jobpac Connect.

•	COACN	- ABN	Μ
•	GSTREG	- ABN	Μ
•	CONAME	- Company Name	Μ
•	COADR1	- Address Line 1	Μ
•	COADR2	- Address Line 2	0
•	COSUBU	- Suburb	Μ
•	COSTAT	- State	Μ
•	COPCOD	- Post Code	Μ
•	COTELN	- Telephone	Μ





# Payroll Configuration

## Employees to be included in STP submissions

All Employees with YTD group values will be included in STP Reporting except Employees marked as Contractors and Non Bonafied Contractors. There is no additional configuration to include/exclude employees.

## Check and Fix Group Tax Codes

It is important to ensure that your Payroll Transaction Codes are configured to the correct Group Tax codes so that they are reported correctly for each employee to the ATO. This is a normal part of any PAYG reporting and applies similarly to STP Reporting.

It is recommended that you carry out this check prior to your transition to STP and prior to each year end process in case new transaction codes have been added during the year. This should be done for each Payroll entity.

Note: Group Tax Codes and their definitions can be found in the Payroll Tech Ref Guide

To check your Group Tax codes, and correct them if required, take the following steps...

## Check Group Tax Codes

Firstly, print the *Company Transaction Report* via menu path *Payroll*  $\rightarrow$  *Company Information*  $\rightarrow$  *More Options* to review group tax codes of all transaction codes.

Note: For STP all Super Guarantee Amount Transaction codes to be reported in SGA YTD must be set up as Transaction Type ERC and have a Group Tax Code 08. This is an important part of STP setup.

Reportable Super Contributions must be set up as Group Tax Code 19 to be reported correctly.

#### **Fix Group Tax Codes**

If there are transaction codes with incorrect group tax codes, then you will need to fix the group tax code and rebuild the employee group values and PAYG Values via *Payroll*  $\rightarrow$  *Utilities*  $\rightarrow$  *Fix Trans Group Tax Code* 

1. Select the year to correct either Current Financial Year or Last Financial Year as shown below. Then click [OK]



STP Reference	Guide	
*SB ABC Corporate	e Services   Fix Transaction Codes Group Tax Code	💽 Actions 🛛 OK 🕞 Fast Exit 🔇 Back
Fix which year?	Current Financial Year     Last Financial Year	

2. You will be presented with the screen as shown below that lists all the *Transaction Codes* in the current Work ID. It is possible to edit the *Group Tax Code*, the *Payroll Tax Code* and the *Taxable Flag* for each transaction code in this screen. Double click in the *Group Tax Code* field against the Transaction code that you wish to edit and change as required as shown below.

Current Financ	ial Year						
						Previous	Next   Options
Tran Code	Group	Tran Type	Description	Group Tax Code	Payroll Tax Code	Taxable	
ADA		ADA	ADJUSTMENT AFTER TAX	00	0		
ADP		ADP	ADJUSTMENT PRE-TAX	00	0		
AL		AL	ANNUAL LEAVE	00	0		
ALN		ALN	ANNUAL LEAVE NOT PAID	00	0		
BD1		BDP	BANK DEPOSIT	00	0		
BKP		BKP	BACK PAY	00	0		
BNS		ALL	BONUS PAYMENT	00	0	Y	
CAR		ALL	CAR ALLOWANCE	04	4	N	
СВА		ERC	COMMONWEALTH BANK (2%)	00	0		
CHL		DED	CHILD CARE	00	0	N	
DT		DT	DOUBLE TIME	00	0		
DT	99	DT	DOUBLE TIME - CONTRACTORS	00	0		
ETF		LMC	ETP Tax Free Component	00	0	N	
F&T		ALL	FARES & TRAVEL	04	4	Y	
FEE		DED	Union Fees	17	0	N	
GAR		DED	GARNISHEE - CHILD SUPPORT	00	0	N	

3. Once you have made your corrections you will need to take the Action option to *PAYG Values* as shown below. This will ensure that all Employee Group values are rebuilt with new Group Tax Code settings if you have changed any.

SB ABC Corp	orate Servio	ces   Fix Trans	action Codes Group Tax Code			O Actions	📀 ок	G Fast Exit	Back
Current Financi	al Year					Prompt			
						Rebuild	PAYG Values	l	
						Employe	e Group	Next	<ul> <li>Options</li> </ul>
Tran Code	Group	Tran Type	Description	Group Tax Code	Payroll 1	fax Code	Taxable	-	EŞ.
ADA		ADA	ADJUSTMENT AFTER TAX	00	0				
ADP		ADP	ADJUSTMENT PRE-TAX	00	0				

4. Once you have made your corrections and performed the PAYG Rebuild you can take the Action option to view and check Employee Group Values using the Action option ► *Employee Group* As shown below.



#### STP Reference Guide



SB ABC Corp	orate Servi	ces   Fix Trans	action Codes Group Tax Code			Actions	🔷 ок	G Fast Exit	Back
Current Financi	al Year					Prompt			
						Rebuild I	PAYG Values		
						Employe	e Group	Next	<ul> <li>Options</li> </ul>
Tran Code	Group	Tran Type	Description	Group Tax Code	Payroll T	ax Code	Taxable		E\$
ADA		ADA	ADJUSTMENT AFTER TAX	00	0				
ADP		ADP	ADJUSTMENT PRE-TAX	00	0				

Note: This new process to Fix Group Tax Codes can be used regardless of your Qualification for STP.

Ie. It can be used to make corrections to regular PAYG Reporting in the same way

## Allowance Categories for Error Free STP Submission

Under Single Touch Payroll, specific types of allowances and deductions are to be separately itemised on the Income Statement, as they currently are on the employer payment summary. However, for STP, the separately itemised allowances and deductions are to be grouped and reported by category. These amounts may be used for income tax return prefill.

The rules for reporting allowances and deductions for the STP pay event are the same as the rules that are currently in place for the various payment summaries. This includes:

- For INB allowances, determining whether they are deductible or non-deductible and following the *ATO Withholding for Allowances table*; and
- Deductions should be listed and presented to the employee in-line with current guidance that stipulates a list showing the nature and amount of deduction should be issued if not discretely identified via STP pay event.

Some specific Allowance Categories must now be nominated under the *Short Name* of the Transaction Code in order for the ATO to recognize the category.

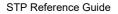
If transaction type is 'ALL' and group tax code is '04', then *Short Name* must be one of the ATO predefined Allowance Categories as presented in the table below.

Note: Only Tran Type 'ALL' with Group Tax Codess of 04 should be updated as part of this step.

To ensure your data is ready for STP, you will need to update the *Short Name* on all the required Transaction Codes, as per this definition in each of the Payroll Work ID's that will use STP.

Firstly, to identify which Transaction Codes should be checked, you could use the *Company Transaction Report* via menu path *Payroll*  $\rightarrow$  *Company Information*  $\rightarrow$  *More Options*, or otherwise, to see the Group Tax Codes of all Transaction Codes







Then navigate to maintain *Transaction Definitions* in Jobpac Connect via menu option, *Payroll*  $\rightarrow$  *Company Information*  $\rightarrow$  *Transaction Definitions*.

Select the desired Transaction Code as shown in the example below, and click [OK].

*SB ABC Corporate Services   Transaction Code Maintenance	Actions	🕑 ОК	G Fast Exit	Back
Transaction Code CAR Q Group				

On the next screen, as shown in the example below, ensure that the *Short Name* for the Transaction Code is exactly as per the ATO Allowance Category defined in the table below. Case sensitivity is important.

Note: If the **Short Name** on the required Tran codes are not as per the ATO Allowance Category then STP submission will be rejected. Case sensitivity is important.

*SB ABC Corporate Services   Transaction	on Code Maintenance		O Actions	🕑 ОК	G Fast Exit	Back
Mode EXAMINE						
Transaction Code CAR	Group					
Transaction Type     ALL       Description     CAR ALLOWANCE       Include Super. Calculation     Include RDD Calculation       Include RDD Calculation     Default for Payroll Processing       GL Account Number     216311       Multiplier     Default Cost Code	ERC/ACC Code Employer Super Related Prevent Expense Account Default Job Required (N/O/Y)	Short Name     Car       Column     0       Affix (N/P/S)     N       Image: State of the	]			
Allowance/Deduction/Tax Adi/ERC Details Group Tax Code 04 Rate 55.0000 ERC Liability G/L		Get Rate from Job Parameters Type (A/P/S) A Affix (N/P/S)				
Allowances/Lump Sums Payroll Tax Code Taxable		Deductions Only Pre Tax Deduction				

Allowance Category	Examples Of Allowances
Transpor	Award transport payments that are deductible transport expenses.
	Note: this is not a typo. "Transport" should be shortened to <b>Transpor</b> in Jobpac to fit within the 8 Character Field.
Travel	Domestic or overseas travel allowance involving an overnight absence from employee's ordinary place of residence including amounts over reasonable allowances amount.



Meals	Award overtime meal allowance over reasonable allowances amount (allowance must be paid under an industrial instrument in connection with overtime worked)
Car	Payments made by applying the approved (or a lower) rate to the number of kilometres travelled up to 5,000 business kilometres Payments made by applying the approved (or a lower) rate to the number of kilometres travelled in excess of 5,000 business kilometres Payments made at a rate above the approved rate for distances travelled up to 5,000 business kilometres
Laundry	Laundry (not dry cleaning) allowance for deductible clothing up to the threshold amount. Laundry (not dry cleaning) allowance for deductible clothing over the
	threshold amount.
Other	Tools
	Compulsory Uniform or Dry Cleaning
	Motor vehicle for work related travel, including cents per kilometer payments in excess of ATO rate.

# Other Data Cleansing for Error Free STP submission

To ensure error free STP Submission the ATO also requires correct formatting of the Employee Phone number and no special characters are allowed and they must be numeric. Therefore prior to commencement of STP submissions you will need to check your employee phone numbers and remove any special characters. Spaces, Brackets and Dashes are allowed and Jobpac will strip these characters out automatically as part of Submission. This can be carried out as follows.

Navigate to Payroll Enquiry via the Jobpac Connect menu path Payroll  $\rightarrow$  Employee Information  $\rightarrow$  Payroll Enquiry. Then select the Address-Contacts Tab as shown below.

BABC Corpo	rate Service	es   Employee I	Payroll Enquiry					🔾 Actions 🛛 🗸 OK	🕞 Fast Exit 🛛 🔇 Ba
r 2005									
Employees	Pay Rates	s Banking	Dates-Location	Rebates	Superannuation	RDO E	imail Address	-Contacts Job Descripti	on Address
							Download	Previous	Next Options
Employee	Title	Surname	Inits	State	Post Code	Mobile	Fax	Next Of Kin Name	Next Of Kin Phone
STERNC STERNCH TOMCRU	MRS MRS	STERN STERN CRUISE			3101 3101	03 9851 8000 03 9851 8000			
TUCKERA WALSHG		TUCKER WALSH	AJ		2332 2060	02 9345 4654	Employee D	Details	
WKEMP WOODST		KEMP WOODS	WP		2000		Bank Depos		
WUIR89A 001 002	MR	SPANIC ELAINE SAFIN	В				Super Fund Annual Gro		

Scroll down your list of employees using [Page Down] and check the phone numbers for any special characters. The column heading is **Mobile** but doesn't necessarily need to be a mobile number. Should you find a phone number that needs editing, right click on the employee record and select *Employee Details* as shown in the screenshot above.



Jobpac



Note: Brackets, Spaces and Dashes are allowed as they are handled automatically by Jobpac Connect as part of the STP submission formatting. Alpha Characters and other characters will cause submission to Error. (eg \*,#@&.AtoZ+ etc are not allowed)

This will take you to the Employee Maintenance program for that Employee record as shown below. Then, Click [OK] once to go to the next screen where the Employee Phone Number is maintained.

*SB ABC Corporate	Services   Employee Maintenance - Pay I	Details	💽 Actions 🛛 💽 OK 🕠 Fast Exit	Back
Financial Year 0000	D			
Employee TUC	KERA		EXAMINE	
Surname	TUCKER Given	ANDREW Other	Initials AJ	
Status	💿 Salaried 🔘 Permanent 🔘 Tempora	ry 💿 Bonafide Contract 💿 Voluntary Agreem	nent O Non Bonafide Contract O Terminated	
If Contractor, Enter	Creditor Code to Create AP RCTI			
Pay period	Weekly O Fortnightly S Monthly			
RDO Code	(Blank=None)	RDO Credit ETS Conf	ía Code	

On the *Employee Maintenance - Personal Details* screen as shown below, click on Actions > *Modify* to open up edit mode, and then edit the Phone number as required to remove any special characters. Only Spaces and Numbers are allowed. Click [OK] or [Enter] to save your changes. Then use [Back] or [F12] to go back to the Employee Enquiry and continue your data cleansing.

*SB ABC Corporate Services   Employee Maintenance - Person	nal Details		OK G Fast Exit O Back
			Prompt
Employee TUCKERA		EXAMINE	Modify
			Pay Details
Surname TUCKER Given Names ANDREV	W Other Names		Notes
Address 12 WOOLLY DRIVE			Leave Details
Suburb SHEPHARDS PATCH	State		Qualifications 32
Phone 02 9345 4654 Fax :	Pay Point		Documents
Sex O Female I Male Marital Status M			
Date of Commencement 1/10/1988	Permanent Date 0/00/00		
Date of Birth 28/05/1970	Termination Date 0/00/00 📠		
Department RC Division Location	Trans Group		
	Annrentice (Year)		





# **STP Operations**

The next section describes how to use STP as part of your everyday operations. It is anticipated that you will need to submit STP data to the ATO after each Payrun completion within the timeframes specified by the ATO. There are also times when you will need to correct data that has been sent to the ATO and there are Year End actions that you will need to perform.

In this section we will assume that you are on Jobpac Connect in the Jobpac Cloud and will be using automatic submission via the Jobpac Connect API to the ATO via the OZEDI SSP. In subsequent sections we will describe the manual download and submit methodology and also how you will transition to STP when using it for the first time.

# **STP Submissions Navigation**

All Jobpac Connect STP Operations are carried out from the one *Single Touch Payroll Submissions* program. In this section we will describe the various screens in *Single Touch Payroll Submissions* and how to navigate to them.

# The STP Submissions - Summary Screen

Navigate to this program via Jobpac Connect menu path *Payroll*  $\rightarrow$  *Payroll Processing*  $\rightarrow$  *Single Touch Payroll* and you will see the summary submissions screen as described below.

The list of *Payroll Events* shown in this screen will be sequenced in newest to oldest order and you will note normal filtering options can be found on the bottom of the screen.

You will note that each *Payroll Event* will show a summary of that event, a unique Submission ID and a Status that is automatically updated as submissions are made and as information is received from the ATO. We will describe what the different status's mean and what actions to take later.

					Previous	Next   Optio
ayrun No.	Payrun Date	Payee Count	Gross Pay	Tax	Submission ID	Status
43	12/06/2018	10	28,674.78	6,345.78	67094544519700888004320180612124829346000	Rejected
42	11/06/2018	8	26,874.78	6,049.78	67094544519700888004220180611170539235000	Rejected
41	11/06/2018	10	28,674.78	6,345.78	67094544519700888004120180611151641539000	Rejected
40	9/06/2018	3	8,411.53	2,325.53	67094544519700001004020180609144822437000	Complete
39	9/06/2017	2	13,248.00	2,549.00	67094544519700678003920180609142029525000	Complete
38	9/06/2019	4	11,611.53	3,316.53	67094544519700678003820180609134430208000	Rejected
37	9/06/2018	10	110,845.78	26,099.78	67094544519700888003720180611141633787000	Rejected
36	9/06/2018	10	32,127.98	8,749.98	67094544519700001003620180611123911265000	Rejected
35	9/06/2018	10	32,127.98-	8,749.98-	67094544519700888003520180611145542263000	Rejected
34	9/06/2018	3	8,611.53	2,516.53	67094544519700999003420180609093643583000	Complete
33	8/07/2018	3	12,080.00	2,538.00	67094544519700678003320180608154509133000	Complete
31	8/07/2018	3	9,140.00	2,183.00	67094544519700678003120180608152129375000	Rejected
31	30/03/2018	3	9,140.00-	2,183.00-		Not Submitted
30	8/06/2018	3	8,411.53	2,325.53	67094544519700678003020180608145945847000	Rejected
29	8/06/2018	3	8,411.53	2,325.53	67094544519700678002920180608143332313000	Rejected
Ι	<u>.</u>				Statu	JS: Not Yet Submitted
		1				Submitted - In Progre
	31		L			Rejected
						Complete





Field Names	Description	Туре
Payrun No.	Payroll Run Number	С
Payrun Date	Payroll Run Date	С
Payee Count	Total Number of Employees Paid in the payrun number	С
Gross Pay	The pay period total of all the payees gross payments in the payrun number	С
Тах	The pay period total of all the payees withheld amount in the payrun number	С
Submission ID	Unique identifier to identify a transaction sent to the ATO. The submission ID is made up of the ABN, work id, branch code, payrun number and timestamp	С
Status	Status of the Submission	С

In addition there are some [Actions] you can take from this screen, that will be described later, and there are a number of Right Click options that you can take on any *Payroll Event* line, that we will describe next.

# The Payrun Details Screen

There are a number of Right Click options that you can take on each *Payroll Event* record. Right click on a *Payroll Event record*, as shown below, and select > *Details* to display all employees paid in that *Payroll Event*.

*SB ABC Cor	porate Services	Single Touch Pa	ayroll Sub	missions			Q Ad	tions 🛛 🕑 C	DK 🕞 Fast Exit	Back
								Previous	Next	<ul> <li>Options</li> </ul>
Payrun No.	Payrun Date	Payee Count	Gross Pa	iy	Тах		Submission ID		Status	民
43	12/06/2018	10		Detaile		6,345.78	67094544519700888004320180615110316	241000	Rejected	
42	11/06/2018	8		Details		6,049.78	67094544519700888004220180611170539	235000	Rejected	
41	11/06/2018	10		Submit		6,345.78	67094544519700888004120180611151641	539000	Rejected	
40	9/06/2018	3				2,325.53	67094544519700001004020180609144822	437000	Complete	
39	9/06/2017	2		Resubmit		2,549.00	67094544519700678003920180609142029	525000	Complete	

You will be taken to the *Single Touch Payroll – Payrun Details* Screen as shown below, where you will note there are a number of different tabs showing of information about that particular *Payroll Event*. You will also note that there are more right click options to drill down further into Employee data that is included in that *Payroll Event*.



Payrun No	0043 Pay Period NOV05	Date	12/0	06/2018			
Earnings	Allowances / Deductions Superan	nuation L	ump Sum	ETP			
						Previous	Next   Options
Employee Code	Employee Name	Sts	Err	Pay Period Gross Pay	Pay Period Total Tax	YTD PAYG Gross Earnings	YTD PAYG Withholding
ANDERS	ANDERSON FRANK		<u> </u>	2,940.00	355.00	33,597.25	4,921.27
APPR1	Apprentice Joseph Maria	Allowance		1,000.00	183.00	7,000.00	1,211.00
BAYER	BAYER Neal	Deduction		1,000.00	304.00	15,000.00	4,473.96
BREEDJ	BREED JOHN			800.00	113.00	12,800.00	3,131.20
BROWN	BROWN FREDERICK Frikkie	Show Erro	'S	1,400.00	504.00	29,400.00	8,638.00
BROWND	BROWN FREDERICK	S	N	5,519.23	1,708.53	116,092.29	39,065.59
DOUGLA	DOUGLAS DANIEL	S	N	4,333.25	789.25	30,332.75	5,766.75
GARLICK	GARLICK TIM	S	N	7,650.00	1,954.00	55,709.34	15,029.34
HABHAD	HADDAD HABIB	Р	Y	1,000.00	183.00	5,000.00	915.00
IBAILEY	BAILEY IAN	S	N	1,200.00	252.00	13,249.42	4,040.14

## The Earnings Tab

This tab will display gross earnings for all Employees included in that Pay Period (or Payroll Event.)

Payrun No	0043 Pa	ay Period N	OV05	Date	12/0	16/2018			
Earnings	Allowances / De	eductions	Superannuatio	n L	ump Sum	ETP			
								Previous	Next
	Employee Na	lame		Sts	Err	Pay Period Gross Pay	Pay Period Total Tax	Previous YTD PAYG Gross Earnings	Next Options YTD PAYG Withholding Tax
Code	Employee Na			Sts P	<b>Err</b> N	Pay Period Gross Pay 2,940.00	Pay Period Total Tax 355.00	YTD PAYG Gross	YTD PAYG Withholding Tax
ANDERS		FRANK						YTD PAYG Gross Earnings	YTD PAYG Withholding
Employee Code ANDERS APPR1 BAYER	ANDERSON F	FRANK oseph Maria		P	N	2,940.00	355.00	YTD PAYG Gross Earnings 33,597.25	YTD PAYG Withho Tax

Field Names	Description	Тур е
Employee Code	The Jobpac Connect Employee master file Code	С
Employee Name	The Employee Name defined in Employee Maintenance	С
Employee Status	Relates to the Employment Status from Employee Maintenance P (Permanent), S (Salaried), T (Temp) etc	С
Error	If submission has been rejected as the result of an Employee Error, then it will show which employee is in error	С
Pay Period Gross Pay	Pay period (Pay Event) gross salary or wages	С
Pay Period Total Tax	Pay Period PAYG withholding Tax	С
YTD PAYG Gross Earnings	Year to Date values of gross salary or wages	С
YTD PAYG Withholding Tax	Year to Date PAYG Withholding Tax	С







## The Allowances / Deductions Tab

This tab will display the employee allowances / deductions summary information for the pay period (or *Payroll Event*.) Note you can use right click options to show details of the Allowances and deductions for each employee.

Payrun No	0043 Pay Period NOV05	Date 1	2/06/2018			
Earnings	Allowances / Deductions Superannua	tion Lump Su	JIM ETP			
					4 0 1	
					Previous	Next Optio
	Employee Name	Status	Pay Period Allowance	YTD Allowance	Previous Pay Period Deduction	YTD Deduction
Code	Employee Name	<b>Status</b> P	Pay Period Allowance	YTD Allowance 1,306.02		
ANDERS						
ANDERS	ANDERSON FRANK	P				
Employee Code ANDERS APPR1 BAYER BREEDJ	ANDERSON FRANK Apprentice Joseph Maria	P P		1,306.02		

Field Names	Description	Туре
Employee Code	The Jobpac Connect Employee master file Code	С
Employee Name	The Employee Name defined in Employee Maintenance	С
Employee Status	Relates to the Employment Status from Employee Maintenance P (Permanent), S (Salaried), T (Temp) etc	С
Pay Period Allowance	Pay Period Allowance Totals	С
YTD Allowance	Year to Date Allowance Totals	С
Pay Period Deduction	Pay Period Total Deductions	С
YTD Deduction	Year to Date Total Deductions	С

#### The Superannuation Tab

This tab will display Reportable Employer Superannuation Contribution (RESC) and Superannuation Guarantee Amount (SGA) for the pay period (or *Payroll Event*.)

RESC will include values for Transaction Codes defined with Group Tax Code of 19 SGA will include values for Transaction Codes defined with a Transaction Type of ERC and a Group Tax Code of 08. Ensure your Setup is correct prior to commencing with STP.

Payrun No	0043 Pay Period NO	V05 Date	12/06/2018				
,							
Earnings	Allowances / Deductions	Superannuation Lump	Sum ETP				
					Provio	us Noxt	▼ Ontions
					Previo	us 🕨 Next	<ul> <li>Options</li> </ul>
Employee	Employee Name	Status	Pay Period RESC	YTD RESC	Previo		
Employee Code	Employee Name	Status	Pay Period RESC	YTD RESC			<ul> <li>Options</li> </ul>
	Employee Name	Status	Pay Period RESC	YTD RESC			





# 

Field Names	Description	Туре
Employee Code	The Jobpac Connect Employee master file Code	С
Employee Name	The Employee Name defined in Employee Maintenance	С
Employee Status	Relates to the Employment Status from Employee Maintenance P (Permanent), S (Salaried), T (Temp) etc	С
Pay Period RESC	Reportable Employer Super Contribution (GTC=19)	С
YTD RESC	Year to Date RESC	С
Pay Period SGC	Super Guarantee Amounts (Tran Type ERC & GTC=08)	С
YTD SGC	Year to Date SGA	С

## The Lump Sum Tab

This tab will display lump sum payments made to employees that were terminated in the pay period (or Payroll Event.)

⊃ayrun No	0043 Pay Period NOV05	Date 12	2/06/2018				
Earnings	Allowances / Deductions Superannu	ation Lump S	um ETP				
					Drovieus	Novt .	Ontiono
Employee Code	Employee Name	Status	Lump Sum A	Lump Sum B	Previous     Lump Sum D	Next	Options
Code	Employee Name ANDERSON FRANK	Status	Lump Sum A	Lump Sum B			
Code ANDERS			Lump Sum A	Lump Sum B			
ANDERS APPR1	ANDERSON FRANK	P	Lump Sum A	Lump Sum B			
	ANDERSON FRANK Apprentice Joseph Maria	P P	Lump Sum A				

Field Names	Description	Туре
Employee Code	The Jobpac Connect Employee master file Code	С
Employee Name	The Employee Name defined in Employee Maintenance	С
Employee Status	Relates to the Employment Status from Employee Maintenance P (Permanent), S (Salaried), T (Temp) etc	С
Lump Sum A	Unused Annual Leave Payout (refer to ATO definition)	С
Lump Sum B	LSL accrued before 1978 (Refer to ATO definition)	С
Lump Sum D	Tax Free Redundancy (Refer to ATO definition)	С
Lump Sum E	Lump Sum Back Payments (Refer to ATO Definition)	С

## The ETP Tab

This tab will display Employee Termination Payments (ETP) for the pay period (or Payroll Event.)





ABC Corpo	orate Services   Single Touch Payroll	Submissions - F	Payrun Details		Actions	🥑 OK 🛛 🞧 Fast Exi	it ( Ba
<sup>o</sup> ayrun No	0043 Pay Period NOV05	Date 12	2/06/2018				
Earnings	Allowances / Deductions Superannu	uation Lump S	Sum				
¥[							
	Employee Name	Status	ETP Code	ETP Taxable Amount	Previous     ETP Tax Free Amount		<ul> <li>Options</li> </ul>
Employee	Employee Name	Status	ETP Code	ETP Taxable Amount	Previous     ETP Tax Free Amount	Next	Options
Employee Code	Employee Name	Status	ETP Code	ETP Taxable Amount			
Employee Code ANDERS			ETP Code	ETP Taxable Amount			
Employee Code ANDERS APPR1 BAYER	ANDERSON FRANK	P	ETP Code	ETP Taxable Amount			

Field Names	Description	Туре
Employee Code	The Jobpac Connect Employee master file Code	С
Employee Name	The Employee Name defined in Employee Maintenance	С
Employee Status	Relates to the Employment Status from Employee Maintenance P (Permanent), S (Salaried), T (Temp) etc	С
ETP Code	Termination Code	С
ETP Taxable Amount	Tax applicable to Termination Payout (Tran Codes with Tran Type LMC with Taxable flag ticked)	С
ETP Tax Free Amount	Tax applicable to Termination Payout (Tran Codes with Tran Type LMC with Taxable flag not ticked)	С
ETP Tax	Year to Date Total Deductions (Tran Codes with Tran Type TXC)	С

#### **Employee Allowance Details**

From any of the tabs in the *Payrun Details* screen, and to substantiate Allowance / Deduction Total
 Values on the Allowances / Deductions tab, you can use Right Click on an employee and then select
 *Allowance* to show the detailed breakdown of allowances for that employee in that *Payroll Event*.

Payrun No	0043 Pay Period NOV05	Date 1	12/06/2018				
Earnings	Allowances / Deductions Superann	uation Lump	Sum ETP		Previous	▶ Next	▼ Options
	Employee Name	Status	ETP Code	ETP Taxable Amount	ETP Tax Free Amount	ETP Tax	E
Code	Employee Name ANDERSON FRANK	Status	ETP Code	ETP Taxable Amount	ETP Tax Free Amount	ETP Tax	E
Code ANDERS			ETP Code	ETP Taxable Amount	ETP Tax Free Amount	ЕТР Тах	E
Code ANDERS APPR1	ANDERSON FRANK	P	ETP Code	Allowance	ETP Tax Free Amount	ETP Tax	E
Code ANDERS APPR1 BAYER	ANDERSON FRANK Apprentice Joseph Maria	P P	ETP Code		ETP Tax Free Amount	ETP Tax	E
Employee Code ANDERS APPR1 BAYER BREEDJ BROWN	ANDERSON FRANK Apprentice Joseph Maria BAYER Neal	P P S	ETP Code	Allowance	ETP Tax Free Amount	ETP Tax	E
Code ANDERS APPR1 BAYER BREEDJ	ANDERSON FRANK Apprentice Joseph Maria BAYER Neal BREED JOHN	P P S P	ETP Code	Allowance Deductions	ETP Tax Free Amount	ETP Tax	E

Or select > *Deductions* to show the detailed breakdown of deductions for that employee in that *Payroll Event*.





The Allowances / Deductions Screen will show as described below showing the detailed breakdown of Allowances or Deductions depending on the right click option selected.

SB ABC Cor	porate Services	Single Touch	Payroll Submi	ssions - Allowances/Dedu	ctions		O Actions	OK 🕜 Fast Exit	Back
Employee Payrun No	BROWN 43	Date	12/06/2018	Total Pay Period	00.00	Total YTD	5,000.00		
							Previous	Next	<ul> <li>Options</li> </ul>
Tran Code	Description			Pay Period Amount	YTD Amount				E
отн	Tools			500.0	U	5,000.00			

Field Names	Description	
Tran Code	The Transaction Code for the Allowance / Deduction	С
Description	The Transaction Code Description	С
Pay Period Amount	The amount of that Allowance / Deduction in that Pay Period (or Payroll Event)	С
YTD Amount	The Year to Date Value of that Allowance / Deduction	С

#### **Show Errors**

If a Submission is rejected or flagged with errors at an Employee Level then the *Payrun Details* screen will show which Employee is in error with a 'Y' in the Error column. You can then use the Right Click option to *Show Errors as shown below* 

BAYER	BAYER Neal	S	N	1,000.00	304.00	15,000.00	4,473.96
BREEDJ	BREED JOHN	Р	Ν	800.00	113.00	12,800.00	3,131.20
BROWN	BROWN FREDERICK Frikkie	S	Y	1.400.00	504.00	29,400.00	8,638.00
BROWND	BROWN FREDERICK	S	Ν	Allowance	1,708.53	116,092.29	39,065.59
DOUGLA	DOUGLAS DANIEL	S	N	Deductions	789.25	30,332.75	5,766.75
GARLICK	GARLICK TIM	S	N	Deductions	1,954.00	55,709.34	15,029.34
HABHAD	HADDAD HABIB	Р	Y	Show Errors	183.00	5,000.00	915.00
IBAILEY	BAILEY IAN	S	N	1,200.00	252.00	13,249.42	4,040.14

If you select this option you will be taken to the *STP Submission Errors* screen as shown below where errors will be listed on the default tab and other tabs will show more detailed error information from the ATO. You should be able to use this information to repair any data before resubmission.



#### STP Reference Guide



*SB ABC Corporate Services   Single Touch P	ayroll Submission Errors	💽 Actions 💿 OK 🕠 Fast Exit 🔇 Back
Payrun No 43 Pay Period Employee	Date 12/06/2018 Employee Status	Gross Pay 26,842.48 Tax 0.00
Detail Errors Error Details More Error I	Details	
		♦ Previous  Next  Options
Errors		e9
A valid postcode must be supplied		

# **Processing STP Submissions**

You will need to submit STP data to the ATO after each Payrun completion and after generation of the EFT ABA file, within the timeframes specified by the ATO.

In this section we will describe the steps required to make an STP submission for a Regular Pay Event.

## Step 1 - Process Payroll

As part of your normal Payroll Process via **Payroll**  $\rightarrow$  **Payroll Processing**  $\rightarrow$  **Payroll Processing** an Employer runs either a regular pay cycle or pays an employee outside of regular pay cycle

- A regular pay cycle is when an employer carries out payroll at fixed regular intervals to remunerate employees. This is usually weekly, forthnightly or monthly. An employer can have different regular pay cycles for different employees.
- An out of cycle payment is when employer carries out specific payroll activities for an individual employee on any day and can included commissions, bonus payments, payments in advance or back payments.

You should be familiar with the screenshot below showing the Run Number for Payroll Processing. (Further instructions on Payroll Processing can be found in the Payroll Technical Reference guides and will not be covered in this document.)

:	*SB ABC Corporate Services   >>> Pay	roll Processing <<<	💽 Actions 🛛 🕑 OK	🕜 Fast Exit	Back
	Run Number 21 Q	2			





## Step 2 - Create an ABA and Transfer Payments to Employees

As part of your normal Payroll Process via **Payroll**  $\rightarrow$  **Payroll Processing**  $\rightarrow$  **Electronic Transfer** the Employer should create an ABA file for electronic transmission of Payments to Employees.

You should be familiar with the screenshot below showing the Start Run Number and Finish Run number and the date that the ABA file will be processed at the Bank. (Further instructions on Payroll Processing and Electronic Payroll Bank Transfers can be found in the Payroll Technical Reference guides and will not be covered in this document.)

Enter Payrun number and date to transfer payment to the bank. The payment date will be reported in Single Touch Payroll. It will also determine the financial year of an STP report.

:	*SB ABC Corporate Services   Payroll transactions to bank diskette	💽 Actions 🛛 🥑 OK	G Fast Exit	Back
	Start Run number 0021 Q Finish Run number 0021 Q			
~	Date to be processed at bank 20/06/2018 📠			

## Step 3 – Submit STP Data to the ATO

After completing your Bank Transfer and paying Employees you can now submit that *Payroll Event* to the ATO using the Single Touch Payroll Submissions facility and the steps described in this section.

#### Submit a Payroll Event

Navigate to the Jobpac Connect menu option **Payroll**  $\rightarrow$  **Payroll Processing**  $\rightarrow$  **Single Touch Payroll** 

In the STP Submissions Summary screen, as shown below, you will see the Payrun No.'s (*Payroll Events*) awaiting Submission as they will initially have a status of **'Not Submitted'**. You can also use the filters as highlighted in the screenshot below to show only those records that are **'Not Submitted'**.





					Previous	Next   Options
ayrun No.	Payrun Date	Payee Count	Gross Pay	Тах	Submission ID	Status
28	7/06/2018	3	7,911.53	6,015.53	12000111928700678002220180607114006628000	Complete
27	8/06/2018	1	3,080.00	355.00	17088268884700001002720180608091451446000	Rejected
26	7/06/2018	10	117,278.98	29,175.98	67094544519700678002620180608153312970000	Rejected
26	7/06/2018	10	116,946.68-	29,175.98-		Not Submitted
25	7/06/2018	10	31,627.98	8,566.98	67094544519700001002520180608103107688000	Rejected
25	7/06/2018	10	31,295.68-	8,566.98-		Not Submitted
24	31/05/2018		1,000.00	304.00	17088268884700001002420180607135604999000	Rejected
23	7/06/2018	3	5,080.00	842.00	12000111928700678002320180607140123352000	Rejected
22	7/06/2018	3	7,911.53	2,142.53	67094544519700678002220180607123702694000	Complete
21	31/05/2018	1	8,911.53	2,142.53	62483468038700001002120180607105857699000	Complete
20	6/06/2018	3	7,911.53	2,142.53	67094544519700001002020180607103209127000	Complete
19	30/04/2018	3	7,911.53	2,142.53	67094544519700001001920180601103905156000	Complete
18	31/05/2018	3	7,911.53	2,142.53	67094544519700001001820180531173438909000	Complete
18	31/05/2018	3	7,911.53	2,142.53	67094544519700001001820180531172326694000	Complete
17	16/05/2018	3	7,911.53	2,142.53	67094544519700001001720180516154805577000	In Progress No Response
	31				Status	Not Yet Submitted
				]		Submitted - In Progres
	(31)					Rejected

Right Click on the *Payroll Event* Line that you wish to submit, and then select > *Submit* to send the STP Data to ATO, as shown below.

3B ABC Cor	porate Services	Single Touch Pa	ayroll Submissions				O Actions	OK G Fast Exit	Back
							Previous	Next	<ul> <li>Options</li> </ul>
Payrun No.	Payrun Date	Payee Count	Gross Pay	Тах	Submissio	on ID		Status	E
28	7/06/2018	3	7,911.53	6,015.53	120001119	287006780022201806	07114006628000	Complete	
27	8/06/2018	1	3,080.00	355.00	170882688	847000010027201806	08091451446000	Rejected	
26	7/06/2018	10	117,278.98	29,175.98	670945445	19700678002620 <mark>1</mark> 806	08153312970000	Rejected	
26	7/06/2018	10	116,946.68-	29,175.98-	Γ	Details		Not Submitted	
25	7/06/2018	10	31,627.98	8,566.98	67094544	Details	03107688000	Rejected	
25	7/06/2018	10	31,295.68-	8,566.98-		Submit		Not Submitted	
24	31/05/2018		1,000.00	304.00	17088268	Desubasit	35604999000	Rejected	
23	7/06/2018	3	5,080.00	842.00	12000111	Resubmit	40123352000	Rejected	
22	7/06/2018	3	7,911.53	2,142.53	67094544	Print	23702694000	Complete	
21	31/05/2018	1	8 911 53	2 1/2 53	62483468		05857699000	Complete	

#### **Enter STP Employee Withholding Details**

You will be presented with a screen as shown below where you will need to enter all required information for that submission. Company details will initially be retrieved from system parameters. Any changes you make on the company details will be stored and will be used on succeeding submissions to save time. Company information in the System Parameters however, will be preserved. This information will be included in the STP data sent to the ATO for that particular submission.

**Start and Finish dates** for that Payrun must be selected and should reflect the Pay Period that you used on your Payroll Pre Processing Reports for that Run. **Branch** will default to *001*. **Run Type** should be *"Lodge Payrun Number"* for first submission. Other Run Types will be described later.

Click [OK] or [Enter] to proceed.



#### STP Reference Guide

:	*SB ABC Corporate Services   STP - Re	port Payroll Run WHT Details		O Actions	🕑 ОК	G Fast Exit	O Back
	Pay Run Number	21.00					
L	Start Date	31/05/2018 🖭					
	End Date	24/05/2018 🔟					
	Run Type	Lodge Payrun Number					
		Replace Submitted Payrun and Payrun to Replace	0.00 <b>Q</b>	-			
		<ul> <li>Cancel Submitted Payrun</li> </ul>		0			
ų.	Company Name	ABC Construction Pty Ltd					
L	Address	Level 6					
L		67 Albert Street					
L	Suburb	Chatswood State NSW	Post Code	2067			
L	Country		Branch	1.00			
L	A.B.N	62483468038					
L	Contact	Marc Raynor					
L	Declared and Authorised By	Marc Raynor	Date	7/06/2018 📧			
L	eMail Address	marc.raynor@viewpoint.com					
L	Business Hours Phone Number	02 94924100					
L	Report option	Spooled File PDF Excel					

#### SSP Declaration and DSP Acknowledgment

On clicking [OK] from the previous screen you will be presented with two STP Acknowledgment checkboxes. Both must be checked before data can be sent to the ATO for STP.

The first Acknowledgment checkbox indicates your understanding that Payroll Data is leaving Jobpac Connect and being transmitted to the ATO via an SSP whose security policies are their own. You should ensure that you are comfortable with the SSP's security policy. We have selected OZEDI as the SSP to complete our product testing with but you are not limited to OZEDI should you select a different SSP and choose to transmit STP data by the manual method. Please read the Acknowledgment when it is presented to you and check the box if you are OK to proceed.

Secondly, the ATO requires a declaration indicating the information contained within the payroll report is true and correct. This declaration must be made by the sender (declarer.) This is called the Sending Service Provider Declaration.

To make a declaration, the sender must be aware of two things:

- the statement they are making, and
- that it becomes a declaration by them 'signing' it.

As a result, in every case that a declaration is required to accompany a transaction, the sender must have displayed to them:

- Specific statement(s) describing what they are about to declare, and
- an acknowledgment that the declaration is made by signing the statement(s) in a particular way.

The sender must sign by actively confirming what constitutes their 'signature' by ticking box as shown below.



obbac



Note: These declarations and acknowledgments, the user who makes them and timestamp are audited for each submission

Digital Service Provider	
ticking the box below and clicking on "OK", your data will be submitted	t to a portal and network
hat is controlled by Ozedi Holdings Pty Ltd ("Ozedi"), a third-party. Viewp	point has no control
ver Ozedi or its portal or network, does not recommend or endorse any	opinions, ideas, products,
formation, or content of Ozedi, and makes no warranties as to the accu	racy, completeness,
eliability, or suitability of Ozedi or its portal or network. To the maximum e	extent permitted by
aw, Viewpoint disclaims all liability for any data submitted to Ozedi and it	s portal and network.
Please note that Ozedi may have a privacy and/or security policy that is o	different from that of
/iewpoint. You represent you have the authority to submit data to Ozedi.	
Tick this box yacknowledge this disclosure and agree to submit dat	a to Ozedi.
Sending Service Provider	
By ticking the box below and clicking on "OK", I am notifying the ATO that	
Ozedi Holdings Pty Ltd ("Ozedi") provides my business with lodgment tr	ansaction services; and
my business, for the purposes of its transactions with the ATO via the SI	BR channel, sends (and
receives) those transactions to (and from) the ATO via Ozedi.	
declare the information transmitted in this payroll report is true and corre	ect and I am
uthorised to make this declaration.	
Tick this box to sign the declaration with the credentials you used to i	login and to authorise lodgement with Ozedi. OK Cancel

Check the checkboxes and press [OK] to proceed and the submission will be complete. A report listing the information you are sending to ATO will be generated and you can print it or save it as required. This report can be reprinted at any time by right click options on the Pay Event.

*SB ABC Corporate Services   ST	P - Report Payroll Run WHT Details	Actions	🕑 OK 🕠 Fast Exit ( Back
Pay Run Number Start Date End Date Run Type Company Name	20.00         1/05/2018         30/06/2018         O         Lodge Payrun Number         Replace Submitted Payrun and Payrun to Replace         O         Penalece Submitted Payrun and Payrun to Replace		
Address	Your report is now ready. Note: You can Print or Save application.	e the report via the associated	
Suburb Country A.B.N Contact	Directory /JPReports/AWE File Name ST201806071031009730.CSV	Cancel	
Declared and Authorised By eMail Address	Marc Raynor	Date 7/06/2018	
evial Address Business Hours Phone Number	marc.raynor@viewpoint.com 02 94924100		
Report option	Spooled File PDF  Excel		





## Step 4 – Monitoring Submission Status

Submitted *Payroll Events*, after submission, will move through a number of different statuses to allow you to track the progress of each submission. The different statuses are described in this section.

Note: It can take some time for the SSP and ATO to process transactions and send messages back to Jobpac. 30 minutes would be a good response time but it can take more than a Day according to the ATO. You should not be worried unless the Status has not changed prior to the next Event or unless the Status indicates that you must take action.

#### **Status - In Progress Sending**

The payrun status will now change to 'In Progress Sending' as soon as you submit data.

SB ABC Corp	porate Services	Single Touch Pa	ayroll Submissions		🔾 Actions 🛛 OK 🕠 Fast Exit								
	Previous Next Options												
Payrun No.	Payrun Date	Payee Count	Gross Pay	Tax	Submission ID	Status							
21	31/05/2018	3	8,911.53	2,142.53	62483468038700001002120180607106857699000	In Progress Sending							
18	31/05/2018	3	7,911.53	2,142.53	6709454451970000100182018053117	In Progress with OZEDI							
18	31/05/2018	3	7,911.53	2,142.53	67094544519700001001820180531172326694000	In Progress with OZEDI							
17	16/05/2018	3	7,911.53	2,142.53	67094544519700001001720180516154805577000	In Progress with OZEDI							
16	1/05/2018	2	7,111.5	2,029.53	67094544519700001001620180516152106560000	Rejected							

#### Status - In Progress with OZEDI

As soon as it is submitted to OZEDI, status will change to 'In Progress with OZEDI'

Euroline   Sin	K 🕠 Fast Exit (	Back					
	▶ Next ▼ Opti	ions					
Payrun No.	Payrun Date	Payee Count	Gross Pay	Tax	Submission ID	Status	E.
3	3/07/2018	25	29,975.60	7,339.00	68092592802400001000320180706144515827000	In Progress with OZEDI	

#### **Status - In Progress with ATO**

When OZEDI pushes data to ATO, status will change to 'In Progress with ATO'

Euroline   Single Touch Payroll Submissions OK 🕟 Fast Exit											
					Previous	Next 🗸 O	ptions				
Payrun No.	Payrun Date	Payee Count	Gross Pay	Tax	Submission ID	Status	<b>E</b> .				
3	3/07/2018	25	29,975.60	7,339.00	68092592802400001000320180706144515827000	In Progress with ATO					

# Status - Complete

If there are no errors and was accepted by ATO, the status will change to 'Complete'.



#### STP Reference Guide



SB ABC Cor	porate Services	Single Touch Pa	ayroll Submissions		🔾 Actions 🖉 OK 🕠 Fast Exit ( I						
Previous Next Coptions											
Payrun No.	Payrun Date	Payee Count	Gross Pay	Tax	Submission ID	Status	173				
20	6/06/2018	3	7,911.53	2,142.53	67094544519700001002020180607103209127000	Complete					
19	30/04/2018	3	7,911.53	2,142.53	67094544519700001001920180601103905156000	Complexe					
18	31/05/2018	3	7,911.53	2,142.53	67094544519700001001820180531173438909000	Rejected					
40	24/06/2040		7.044.63	2,442,62	£765.4£4.4£407555554654655465554475555££54655	Delevied					

#### Status – Rejected

If there are errors and the submission is rejected by ATO, the status will change to '**Rejected**' and you must take action before Re-Submission.

SB ABC Cor	porate Services	Single Touch Pa	ayroll Submissions	💽 Actions 🖉 OK 🕜 Fast Exit					
					Previous	Next   Options			
Payrun No.	Payrun Date	Payee Count	Gross Pay	Tax	Submission ID	Status			
43	12/06/2018	10	26,842.48	6,345.78	67094544519700888004320180615110316241000	Rejected			
42	11/06/2018	8	26,874.78	6,049.78	67094544519700888004220180611170539235000	Rejected			
41	11/06/2018	10	28,674.78	6,345.78	67094544519700888004120180611151641539000	Rejected			

## Status – No Response

If there is no response from the ATO or OZEDI in a reasonable amount of time the status will change to **'In Progress No Response'** and you should Submit the Pay Event again.

	Previous     Next     ✓ Or											
Payrun No. Payrun Da	te Payee Count	Gross Pay	Тах	Submission ID	Status							
17 16/05	/2018	3 7,911.53	2,142.53	67094544519700001001720180516154805577000	In Progress No Response							

# Correcting Errors if Submission is Rejected

If submission is rejected, then you can see the reason for the error with a right mouse click > *Show Response* to show the ATO response as shown below. In most cases you should be able to correct the errors and then "Resubmit".





					Previo	ous	Next	<ul> <li>Options</li> </ul>
ayrun No.	Payrun Date	Payee Count	Gross Pay	Tax	Submission ID	Sta	atus	
43	12/06/2018	10	26,842.48	6,345.78	67094544519700888004320180615110316241000	Re	ejected	
42	11/06/2018	8	26,874.78	6,049.78	67094544519700888004220180611170539235000	Re	ejected	
41	11/06/2018	10	28,674.78	6,345.78	67094544519700888004120180611151641539000	Re	ejected	
40	9/06/2018	3	8,411.53	2,325.53	67094544519700001004020180609144822437000	Co	mplete	
39	9/06/2017	2	13,248.00	2,549.00	67094544519700678003920180609142029525000	Co	mplete	
38	9/06/2019	4	11,611.53	3,316.53	67094544519700678003820180609134430208000		ejected	
37	9/06/2018	10	110,845.78	26,099.78	67094544519700888003720180611141633787000	Re	ejected	
36	9/06/2018	10	32,127.98	8,749.98	67094544519700001003620180611123911265000		ejected	
35	9/06/2018	10	32,127.98-	8,749.98-	67094544519700888003520180611145542263000	Re	ejected	
34	9/06/2018	3	8,611.53	2,516.53	67094544519700999003420180609093643583000	Co	mplete	
33	8/07/2018	3	12,080.00	2,538.00	67094544519700678003320180608154509133000		mplete	
31	8/07/2018	3	9,140.00	2,183.00	67094544519700678003120180608152129375000		ejected	
31	30/03/2018	2	9,000.00-	2,183.00-			t Subm	itted
30	8/06/2018	3	8,411.53	2,325.53	67094544519700678003020180608145945847000		ejected	
29	Details	3	7,719.23	2,325.53	67094544519700888002920180614174747275000	Re	ejected	
	Submit					Status:	<b>*</b>	Not Yet Submitted
	Resubmit						1	Submitted - In Progress
	-						1	Rejected
	Print						<b>V</b>	Complete
	Submissio	ons						
	Download	1 XML						
	Set Subm	itted						
	Set Reject	ted						
	Set Comp	lete						
	Show Res							

An example of an Error Response from the ATO is shown below. Note the additional Tabs and right click option to show more error detail that should indicate how to fix your submission.

SB ABC Corporate Services   Single Touch Payroll Submission Errors	Actions		🕑 ок	G Fast Exit	Back
Payrun No         29         Date         8/06/2018         Payree Count         3         Gross Pay         7,719.23           Submission Id         67094544519700888002920180614174747275000         Status         R	Та	x	2,325.53		
Header Error Details More Error Details					
		Previo	us 🕨	Next	Options
Errors The date entered for Payer Declaration Date must not be later than today's date					<i>1</i> 0

If the error is Employee Data related you can also check which employees are rejected by right mouse click on the *Pay Event* that has been rejected, select > *Details* to display *Pay Event* Details. Employees in error will have 'Y' on the Err Column as shown below.

You can then use the Right Click option on the Employee in Error to > Show Errors as shown below

BAYER	BAYER Neal	S	Ν	1,000.00	304.00	15,000.00	4,473.96
BREEDJ	BREED JOHN	Р	Ν	800.00	113.00	12,800.00	3,131.20
BROWN	BROWN FREDERICK Frikkie	S	Y	1.400.00	504.00	29,400.00	8,638.00
BROWND	BROWN FREDERICK	S	Ν	Allowance	1,708.53	116,092.29	39,065.59
DOUGLA	DOUGLAS DANIEL	S	N	Deductions	789.25	30,332.75	5,766.75
GARLICK	GARLICK TIM	S	N	Deductions	1,954.00	55,709.34	15,029.34
HABHAD	HADDAD HABIB	Р	Y	Show Errors	183.00	5,000.00	915.00
IBAILEY	BAILEY IAN	S	N	1,200.00	252.00	13,249.42	4,040.14





If you select this option you will be taken to the *STP Submission Errors* screen as shown below where errors will be listed on the default tab and other tabs will show more detailed error information from the ATO. You should be able to use this information to repair any data before *Resubmission*.

SB ABC Corporate Services   Single Touch Payroll St	ubmission Err	ors	Q Act	💽 Actions 🛛 🤡 OK 🕠 Fast Exit 🔇 Ba				
Payrun No 43 Pay Period Employee	Date	12/06/2018 Employee Status	Gross Pay Tax	26,842.48 0.00				
Detail Error Details More Error Details								
				Previous	Next	<ul> <li>Options</li> </ul>		
Errors A valid postcode must be supplied						Ę		

## Resubmitting a Pay Event after correcting Errors on a Rejected Submission

After correcting data on a Rejected status Submission you should take the Right Click option to *Resubmit* the *Pay Event* as shown below.

31	8/07/2018	3	9,140.00	2,183.00	67094544519700	94544519700678003120180608152129375000 Rejected		
31	30/03/2018	2	9,000.00-	2,183.00-				Not Submitted
30	8/06/2018	3	8,411.53	2,325.53	67094544519700	678003020180608145945	847000	Rejected
29	8/06/2018	3	7,719.23	2,325.53	6709454451970	Details	275000	Rejected
						Decails		
	<u></u>				ו ר	Submit	Status:	Not Yet Submitted
	_				- 1			
	30				7 I	Resubmit		Submitted - In Progress
<u> </u>					-	Print		<ul> <li>Rejected</li> </ul>
							1	

On the Employee Witholding details screen ensure you re enter the correct Start and Finish dates and check other submission Data. If you are resubmitting a *Regular Pay Event* ensure the *Run Type* is also set to 'Lodge Payrun Number' as shown below. Other Run Types and their purpose will be explained later in this document.

*SB ABC Corporate Services   STP - R	eport Payroll Run WHT Details		Actions	🕑 ок	G Fast Exit	O Back
Pay Run Number Start Date	21.00					
End Date Run Type	24/05/2018     Codge Payrun Number     Cancel Submitted Payrun	0.00 <b>Q</b>	0			

# Managing Different Types of STP Reporting Corrections

There are times when correcting STP reporting to the ATO will be required. In this section we will describe the different types of Reporting corrections and how to handle those corrections as part of your STP Reporting obligations.





# What and When to Fix STP Data

#### What to Fix

You should refer to ATO Legislation on the handling of the STP reporting corrections however the below can be used as an unofficial guide as to some common Types of Reporting corrections.

- Additional Payments If an additional payment is made and subject to withholding then the employer is required to report in a new pay event in a new Payrun.
- **Misclassification with no additional payment** A misclassification is when information has previously been reported under an incorrect salary and wage item and there is no additional payment to the employee.
- **Overpayment within a financial year** An overpayment is when an employer has mistakenly overpaid an employee the appropriate wages and entitlements due under the employee's contract of employment.
- ATO Rejections with a Business Response Message When a data validation error message is received from the ATO after the pay event has been submitted, identifying error(s) in one or more child record.
- Employee Reported under Incorrect ABN If an employee has been reported under incorrect ABN.
- Accepted Submissions needing Full File Replacement If a Payrun that has been submitted and accepted by ATO was sent in error or contains significant corrupt data and needs to be replaced.

#### When to Fix

You should refer to ATO Legislation on the handling of the STP reporting corrections however the below can be used as an unofficial guide as to the timing of when an employer needs to report a fix.

- An employer must report a fix within 14 days from when the issue is detected.
- An employer may choose to report a fix in the next pay event for an employee where this is later than 14 days from when the error is detected. Additional time will be allowed to the next regular pay cycle for the employee. For example, monthly pay cycle.
- An employer may report a fix in an *Update Event*.

## How to Fix the Different Types of STP Reporting Errors

#### **Additional Payments**

If an additional payment is made and subject to withholding then the employer is required to report in a new pay event in a new Payrun and Submit as described previously in this document for Submission of a Regular Pay Event.

#### ATO Rejections with a Business Response Message

If payroll submission has been rejected due to employee information eg. employee address, TFN number, the employer must fix the employee details using standard Jobpac Connect *Employee Maintenance* program or otherwise depending on the Error and select the option to *Resubmit* the Pay Event

After correcting data on a Rejected status Submission you should navigate back to the STP Submissions program take the Right Click option to *Resubmit* the *corrected Pay Event* as shown below.





31	8/07/2018	3	9,140.00	2,183.00	6709454451970	0678003120180608152129		Rejected
31	30/03/2018	2	9,000.00-	2,183.00-				Not Submitted
30	8/06/2018	3	8,411.53	2,325.53	6709454451970	0678003020180608145945	847000	Rejected
29	8/06/2018	3	7,719.23	2,325.53	6709454451970	Details	275000	Rejected
						Details		
	<u></u>			]	ן ר	Submit	Status:	Not Yet Submitted
	<b>3</b>					Resubmit		Submitted - In Progres
	_				- 1	Print		Rejected

On the Employee Witholding details screen ensure you re enter the correct Start and Finish dates and check other submission Data. If you are resubmitting a *Regular Pay Event* ensure the *Run Type* is also set to 'Lodge Payrun Number' as shown below. Other Run Types and their purpose will be explained later in this document.

*SB ABC Corporate Services   STP - R	Actions	🕑 ок	G Fast Exit	Back		
Pay Run Number	21.00					
Start Date	31/05/2018 🔟					
End Date	24/05/2018 🖭					
Run Type	Lodge Payrun Number <sup>5,3*</sup> Replace Submitted Payrun and Payrun to Replace     Cancel Submitted Payrun	0.00 <b>Q</b>	0			
			-			

## Overpayment within a financial year

An overpayment is when an employer has mistakenly overpaid an employee the appropriate wages and entitlements due under the employee's contract of employment.

When employee has been overpaid, employee payroll must be reversed via Standard Jobpac Connect Payroll Processes fix employee YTD values. Reversing a pay for a single employee will not create a new *Pay Event*. Employers can either include the fixed Employee YTD Group Values in the next *Regular Pay Event* for that Employee OR through an *Update Event* if there are no future payments to that employee. *Update Events* will be described later in this document.

#### Misclassification with no additional payment

When employee salary has been misclassified, The Employer should check the transaction code group tax code. If group tax codes are incorrect, then the code must be fixed using the new **Payroll**  $\rightarrow$  **Utilities**  $\rightarrow$  **Fix Transaction Group Tax Code** program and the employee group values will need to be rebuilt. This process is described in the setup section of this document. The adjustment can be reported at the next regular pay cycle or through an *Update Event* if there are no future payments for that employee. *Update Events* will be described later in this document.

## **Employee Reported under Incorrect ABN**

If an employee has been reported under incorrect ABN, the employer needs to report these amounts under the correct ABN and clear the employee YTD amounts on the incorrect ABN.

- 1. Use the Employee Group Value Maintenance Program to clear all YTD values for that Employee
- 2. Submit an *Update Event* to submit the cleared Employee YTD Values for the Incorrect ABN. *Update Events* are described in the next section





- 3. Set up the Employee under the Correct ABN.
- 4. Run the next Payroll Event as normal.
- 5. Perform a Regular Pay Event Submission under the new ABN under the Normal Pay Cycle.

#### Accepted Submissions needing Full File Replacement

If a Payrun that has been submitted and accepted by ATO was sent in error or contains significant corrupt data and need to be replaced, then a full file replacement run must be processed. Below are the rules for full file replacement

- It can only be used to replace the latest pay event which can either be for a regular pay or and out of cycle payment
- It cannot be submitted if any employee information submitted in the original pay event file has been changed by a subsequent pay.

To process a full file replacement

- 1. Cancel payrun number to replace via Standard Payroll Reversal. This will generate a new Pay Event
- 2. Fix error via Standard Jobpac Processing.
- 3. Process Payroll via Standard Jobpac Processing.
- 4. Create Aba File using EFT extraction via Standard Jobpac Processing.
- 5. Use the Right Click option to Flag the Payroll Reversal as > Complete
- 6. Submit the new *Payroll Event* details via Single Touch Payroll as a regular Submission.

Full File replacement is submitted as a regular pay. However, Ensure that on the Employee Withholding Details Screen that the *Run Type* is set to *Replace Submitted Payrun* and the payrun number to replace must also be entered as shown below.

*SB ABC Corporate Services   STP Employee Withholding Details				1	📀 ок	G Fast Exit	Back
Pay Run Number	44.00						
Start Date	<u></u>						
End Date	<u></u>						
Run Type	O Lodge Payrun Number						
	Replace Submitted Payrun and Payrun to Replace     43.00						
	Cancel Submitted Payrun						

## Fixing Data Via an Update Event

The *Update Event* allows the employer to report changes to employee YTD amounts previously reported. The *Update Event* may only be used in circumstances other than when the employee is paid. It cannot be used to fix Employer 'Total gross payments' and 'Total PAYGW Amounts'.

It is used to align the latest employer YTD value for all payments (including ETP payment date and code) with the last employee data reported to the ATO, or to assist with EOFY processes, including finalisation and amendments to STP prior finalised years.





After 30 June, any changes made to reported employee data for the prior financial year must only be submitted through the update event.

To submit an *Update Event*, from the *STP Submissions Summary* screen select the Action option **>** *Fix Employees PAYG YTD Values* as shown below.

						Refresh	
				-		Fix Employees YTD PA	YG Values
ayrun No.	Payrun Date	Payee Count	Gross Pay	Тах	Submission ID	Finalise Employees PA	/G
43	12/06/2018	10	26,842.48	6,345.78	67094544519700888004320180		
42	11/06/2018	8	26,874.78	6,049.78	670945445197008880042201806		Rejected
41	11/06/2018	10	28,674.78	6,345.78	670945445197008880041201806		Rejected
40	9/06/2018	3	8,411.53	2,325.53	670945445197000010040201806	609144822437000	Complete
39	9/06/2017	2	13,248.00	2,549.00	670945445197006780039201806	609142029525000	Complete
38	9/06/2019	4	11,611.53	3,316.53	670945445197006780038201806	609134430208000	Rejected
37	9/06/2018	10	110,845.78	26,099.78	670945445197008880037201806	611141633787000	Rejected
36	9/06/2018	10	32,127.98	8,749.98	670945445197000010036201806	511123911265000	Rejected
35	9/06/2018	10	32,127.98-	8,749.98-	670945445197008880035201806	611145542263000	Rejected
34	9/06/2018	3	8,611.53	2,516.53	670945445197009990034201806	609093643583000	Complete
33	8/07/2018	3	12,080.00	2,538.00	670945445197006780033201806	608154509133000	Complete
31	8/07/2018	3	9,140.00	2,183.00	670945445197006780031201806	608152129375000	Rejected
31	30/03/2018	2	9,000.00-	2,183.00-			Not Submitted
30	8/06/2018	3	8,411.53	2,325.53	670945445197006780030201806	608145945847000	Rejected
29	8/06/2018	3	7,719.23	2,325.53	670945445197008880029201806	614174747275000	Rejected
	<u>(77</u> )					Status:	Not Yet Submitted
	77				-		Submitted - In Progress
	(81)		L				Rejected

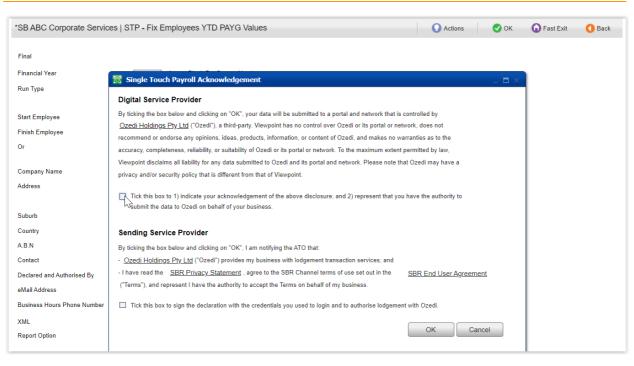
You can process the update event for a range of employees or for select employees. Check all other data and click [OK] to proceed, as shown below.

*SB ABC Corporate Services   S	STP - Fix Employees YTD PAYG Values			Actions	📀 ок	G Fast Exit	Back
Final Financial Year Run Type	0.00 (Leave Blank For Current Year) • Lodge Fix O Preview Report						
Start Employee Finish Employee Or	Q Q Select Employees						
Company Name Address	YALACT P/L Level 6 67 Albert Street						
Suburb Country	Chatswood State NSW	Post Code Branch	2067				
A.B.N	67094544519		888.0(				
Contact Declared and Authorised By	Mary-Anne Ackland Mary-Anne Ackland	Date	2/07/2018 🖻	4			
eMail Address Business Hours Phone Number	marc.raynor@viewpoint.com 02 94924100						
XML Report Option	Spooled File     Download     Spooled File     DOF     Excel						

Tick both the acknowledgement check boxes to allow submission and click [OK] to proceed.



#### STP Reference Guide



#### Note that the update event will not have a Payrun number.

					Previous	Next   Options
ayrun No.	Payrun Date	Payee Count	Gross Pay	Тах	Submission ID	Status
16	1/05/2018	2	7,111.53	2,029.53	67094544519700001001620180516152106560000	Rejected
	30/11/2005	51			67094544519700888000020180702183220859000	In Progress - Fix YTD
	15/06/2018	2	53,116.00	26,278.00	67094544519700888000020180615115843195000	Rejected - Fix YTD
	30/11/2005	2			67094544519700888000020180615104407528000	Not Submitted
	30/11/2005	3			67094544519700888000020180611170004182000	Rejected - Fix YTD
	30/11/2005	3			67094544519700888000020180611134454731000	Rejected - Fix YTD
	30/11/2005	3			67094544519700678000020180608140357808000	Rejected - Fix YTD
	30/11/2005	3			67094544519700678000020180608134102325000	Rejected - Fix YTD
	30/11/2005	2	15,000.00		67094544519700001000020180609145200236000	Rejected - Fix YTD
	81				Sta	atus: 📝 Not Yet Submitted
						Submitted - In Progress
	(31)					Rejected

# STP Year End operations

At the end of the year, employee group values need to be reconciled. The standard process of reconciling and fixing the PAYG summaries will still apply. If PAYG values are incorrect, the YTD amounts must be fixed through an *Update Event*.



Jobpac



An employer is required to make a declaration to the ATO that they have provided all the information for each employee for a financial year. This is done by providing the finalisation indicator as a part of an employee's STP report.

This declaration allows the ATO to make the employee information available for income tax return prefill for employees. It will also update the employee's MyGov payroll page, to show the employee income statement for STP reported information is final for the financial year. Providing the declaration for STP reported information removes the employer obligation to provide their employees with payment summaries in relation to the STP reported information.

An employer may make the declaration at any time during the financial year, after the end of the financial year up to 14 July, or on the deferred due date. Check latest ATO Legislation.

To set final indicator, from the *STP Submissions Summary* screen click the Action option ► *Finalise Employees PAYG* as shown below.

			ayroll Submissions			💽 Actions 🛛 📀 O	K G Fast E	cit ( Ba
						Refresh Fix Employees YTD PAYG Values Finalise Employees PAYG		_
								<ul> <li>Option</li> </ul>
Payrun No.	Payrun Date	Payee Count	Gross Pay	Tax	Submission ID			
43	12/06/2018	10	28,842.48	6,345.78	87094544519700888004320180	Finalise Em Noyees P		
42	11/08/2018	8	26,874.78	6,049.78	87094544519700888004220180	811170539235000	Rejected	
41	11/06/2018	10	28,674.78	6,345.78	67094544519700888004120180	811151841539000	Rejected	
40	9/06/2018	3	8,411.53	2,325.53	67094544519700001004020180	609144822437000	Complete	
39	9/06/2017	2	13,248.00	2,549.00	67094544519700678003920180	509142029525000	Complete	
	0.000.00040			0.040.00	A30048448403000300000000000		Defended	

You can select the financial year and also a range of employees or select individual employees. Check other submission data and click [OK] to proceed.

*SB ABC Corporate Services   S	STP - Finalise Employees YTD PAYG Values		Q Actions	🗸 ок	G Fast Exit	Back
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Start Employee Finish Employee Or	C Longer IX C Preview Report					
Company Name Address	YALACT P/L					
Suburb Country A.B.N	67 Albert Street Chatswood State NSW	Post Code Branch	2067 888.0(			
Contact Declared and Authorised By	67094544519 Mary-Anne Ackland Mary-Anne Ackland	] Date	2/07/2018 🖭			
eMail Address Business Hours Phone Number XML	marc.raynor@viewpoint.com           02 94924100                • Submit					
Report Option	Spooled File PDF O Excel					

Where the need for an amendment is identified after finalisation, the employer has 14 days to report the amendment. The EOFY amendments to employee payroll information must be reported via an *Update Event*.





# Manual Submissions

To be updated in V1.2 when Generally Available.





# Transition to STP

An employer may start STP reporting at any time throughout a financial year should they qualify for STP Reporting. Check ATO legislation. It is highly recommended that you engage a Jobpac Connect Consultant to assist you with Setup and Transition to STP. You will need to contact Jobpac for the preliminary system activation as described in the Setup section of this document.

The business rules for transitioning into STP are:

- Employers must be registered for PAYG withholding prior to submitting their first pay event.
- An employer who provides STP reports for employees (active/inactive and terminated) through STP will have met their reporting obligations (as long as the final declaration is provided) and will not have to provide a payment summary.

Firstly, the Setup should be completed for the Company commencing STP submission and the STPPER System parameter should be configured so that the starting Payrun number is the first *Regular Pay Event* that you will be submitting. Also ensure that data is cleansed following the setup instructions in this document. It is advised that you reconcile all Employee YTD values prior to commencing STP submissions.

Employers may transition into STP using one of the following methods. In each

- 1. An employer may provide an opening YTD balance for all employees (active/inactive and terminated) in an *Update Event*. Then continue with *Regular Pay Events* from that moment forward. If you choose this method ensure your starting STP Payrun Number is set to the first *Regular Pay Event* after the *Update Event*.
- 2. An employer may report YTD amounts for employees through a Regular Pay Event. YTD amounts for inactive/terminated employees may be reported in a later *Update Event*, which must be lodged anytime or by 14 July or the deferred due date after the Financial year end.
- 3. An employer may report YTD amounts for all employees being paid in the first regular pay cycle, through a *Regular Pay Event* and provide a payment summary and payment summary annual report, for terminated and inactive employees.
- 4. An employer may begin STP reporting employee amounts, from zero in a *Regular Pay Event* and provide a payment summary and a payment summary annual report to the ATO, for prior amounts not reported through STP.





# How to Register with OZEDI ?

### What is a Sending Service Provider and who is OZEDI?

A Sending Service Provider (SSP) is a third-party service that sends STP information to the Australian Taxation Office (ATO). Viewpoint has selected OZEDI as our Recommended Sending Service Provider. You can learn more about OZEDI here: <u>Click here to Learn more about OZEDI</u> Note, you will need to register with OZEDI after the Jobpac Connect STP software is generally available and prior to your first STP Submission. OZEDI do charge low fees for Data handling and you can buy Data in blocks directly from OZEDI.

Should you decide to use a different SSP that is not OZEDI then we also allow manual STP file Download so that you can submit manually through your chosen SSP.

It is important to note that OZEDI is not a partner of Viewpoint and their software is not managed or maintained by Viewpoint. Therefore you may want to ensure that you are comfortable in your direct agreement with OZEDI. Once Data has left the Jobpac Cloud whether by manual download of file or by automatic push via a web service it is not subject to Viewpoint Security Policy. For this reason it is important that you are comfortable with the security policy of any SSP that you choose to use.

# **OZEDI Registration Steps**

Download the OZEDI User Registration Guide for full details and use in tandem with the steps and guidance below. V1.3 of the guide can be found at the following link.

https://www.ozedi.com.au/assets/pdfs/Ozedi-Registration-User-Guide-1.3.pdf

# Step 1 – Register a User

Use the Viewpoint branded OZEDI User Registration Link below to register yourself as a User for STP.

https://dashboard-stp.ozedi.com.au/#/register?link=118105101119-R

A confirmation Email will be set to you with an activation Link. You will need to activate from this Link within 24 hours.

# Step 2 – Create a New Account

Click on the *Sign In* Link from the Activation page and follow instructions to *Create a New Account*. Your Account should represent your Parent Company or Customer name who will be responsible for purchasing Data, even though you may be submitting data for multiple ABN's through Jobpac Connect STP.





## Step 3 – Create a New Client

Clicking on the *Account* you created in step 2 will take you to the Account Management screen. You will now need to click *Manage Clients* and then *Create a New Client* that will be added to your account. It is recommended that you use a one-to-one relationship between your *OZEDI Client* and your *OZEDI Account*. It use One Account and One Client for all your Jobpac Connect STP submissions.

Creating a new Client will generate a Client ID and you will need to notify Jobpac Technical staff of this to enable the STP API. See the next step.

Note that you can have multiple ABN's for each client and you should add one ABN for each company that you will submit STP data.

#### Step 4 – Send Jobpac Connect your New Client ID

Once you have added your Client please contact Jobpac Support via a Support case and let us know your OZEDI Client ID. Jobpac Technical staff will use this Client ID to enable the STP API.

Note : you must ensure that Jobpac Techncial Staff have completed this request prior to commencing STP submissions

#### Step 5 – Additional Users

Follow the OZEDI Instructions if you want to add extra users to your Account.

#### Step 6 – Buy Data

OZEDI charges a small fee for data handling and you can buy data in blocks directly from OZEDI. The Data will be used as required and OZEDI will send you reminders to top up your data as required. It is important that you keep your Data in balance in order to prevent blockages in your STP submission process.

Use the *Buy Data* button on the OZEDI Account Management page to purchase data blocks. You may want to start with 1 mb and monitor usage initially.

Once the 6 steps for OZEDI registration above and Jobpac Configuration are completed you are ready to begin using STP with Jobpac Connect.





# Useful OZEDI Links

You can learn more about OZEDI here

https://www.ozedi.com.au/products-and-services/single-touch-payroll-stp/

User register link – to create a User for your company

https://dashboard-stp.ozedi.com.au/#/register?link=118105101119-R

Sign In link – if you have already created a User registration

https://dashboard-stp.ozedi.com.au/#/

Portal upload link – to upload STP files manually using a user interface rather than API

https://dashboard-stp.ozedi.com.au/#/upload?link=118105101119-U

OZEDI Detailed Registration User Guide V1.3 – it is also available on the OZEDI website at. Note please check for later versions with OZEDI if required.

https://www.ozedi.com.au/assets/pdfs/Ozedi-Registration-User-Guide-1.3.pdf

