STP Reference Guide

Version: 1.1

Document Control Table

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Commercial in Confidence

Change History

Version	Date	Author	Description of Changes
V1.0	05/06/2018	AT/WJ	STP Reference Guide – First Draft
V1.1	08/07/2018	AT/WJ	First Edition

Table of Contents

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 *Register Invoices* 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 *Actions* menu or a menu selection.

Terms and definitions

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

Term	Definition
C	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: Click here to Learn more about OZEDI 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* ➔ *Payroll Processing*

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

● Fix Group Tax Codes   should be added in *Payroll* ➔ *Utilities*

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

● Employee Group Values Report should be added in *Payroll* ➔ *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* → *Define Companies* → *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.
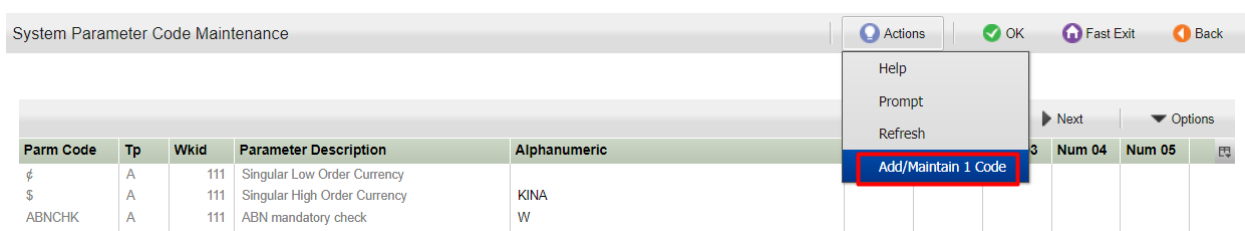
Type in the new Parameter Code **(eg STPPER or OZEDI)** in the top left *Parm Code* field as shown below and hit [Enter] or click [OK]. Then on the Work ID for which you wish to activate STP, use the right click option to go to the ► *Details* of that parameter.

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.

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 M
- **GSTREG** - ABN M
- **CONAME** - Company Name M
- **COADR1** - Address Line 1 M
- **COADR2** - Address Line 2 O
- **COSUBU** - Suburb M
- **COSTAT** - State M
- **COPCOD** - Post Code M
- **COTELN** - Telephone M

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 → Company Information → 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 → Utilities → 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]

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.

3. Once you have made your corrections you will need to take the Action option to ► *Rebuild 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.

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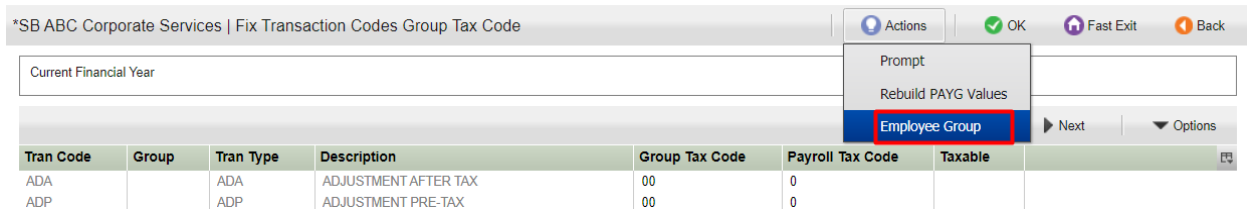
Note: This new process to Fix Group Tax Codes can be used regardless of your Qualification for STP.

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 → Company Information → 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* →
Company Information → *Transaction Definitions.*

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

*SB ABC Corporate Services | Transaction Code Maintenance		Actions	OK	Fast Exit	Back

Transaction Code [CAR 🔍]   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 Code Maintenance   Actions   OK   Fast Exit   Back

Mode   EXAMINE

Transaction Code   CAR   Group

Transaction Type	ALL		Short Name	Car
Description	CAR ALLOWANCE		Column	0
☑ Include Super. Calculation		ERC/ACC Code		
☐ Include RDO Calculation		☐ Employer Super Related		
☐ Include LSL Calculation				
☐ Default for Payroll Processing				
GL Account Number	216311	☐ Prevent Expense Account Default	Affix (N/P/S)	N
Multiplier		Job Required (N/O/Y)		
Default Cost Code			☐ Keep History	
			Default Cost Type	

Allowance/Deduction/Tax Adj/ERC Details

Group Tax Code	04	☐ Get Rate from Job Parameters	
Rate	55.0000	Type (A/P/S)	A
ERC Liability G/L		Affix (N/P/S)	

Allowances/Lump Sums   Deductions Only

Payroll Tax Code	4	☐ Pre Tax Deduction
☐ Taxable		

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 **Transpor** 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* → *Employee Information* → *Payroll Enquiry.* Then select the *Address-Contacts* Tab as shown below.

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.

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.

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.

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* → *Payroll Processing* → *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.

Payrun No.	Payrun Date	Payee Count	Gross Pay	Tax	Submission ID	Status
43	12/06/2018	10	28,674.78	6,345.78	6709454451970088800432018061212482934600	Rejected
42	11/06/2018	8	26,874.78	6,049.78	6709454451970088800422018061117053923500	Rejected
41	11/06/2018	10	28,674.78	6,345.78	6709454451970088800412018061115164153900	Rejected
40	9/06/2018	3	8,411.53	2,325.53	6709454451970000100402018060914482243700	Complete
39	9/06/2017	2	13,248.00	2,549.00	6709454451970067800392018060914202952500	Complete
38	9/06/2019	4	11,611.53	3,316.53	6709454451970067800382018060913443020800	Rejected
37	9/06/2018	10	110,845.78	26,099.78	6709454451970088800372018061114163378700	Rejected
36	9/06/2018	10	32,127.98	8,749.98	6709454451970001003620180611123911265000	Rejected
35	9/06/2018	10	32,127.98-	8,749.98-	6709454451970088800352018061114554226300	Rejected
34	9/06/2018	3	8,611.53	2,516.53	6709454451970099900342018060909364358300	Complete
33	8/07/2018	3	12,080.00	2,538.00	6709454451970067800332018060815450913300	Complete
31	8/07/2018	3	9,140.00	2,183.00	6709454451970067800312018060815212937500	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	6709454451970067800302018060814594584700	Rejected
29	8/06/2018	3	8,411.53	2,325.53	6709454451970067800292018060814333231300	Rejected

Status:
☑ Not Yet Submitted
☑ Submitted - In Progress
☑ Rejected
☑ Complete

Field Names	Description	Type
Payrun No.	Payroll Run Number	C
Payrun Date	Payroll Run Date	C
Payee Count	Total Number of Employees Paid in the payrun number	C
Gross Pay	The pay period total of all the payees gross payments in the payrun number	C
Tax	The pay period total of all the payees withheld amount in the payrun number	C
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	C
Status	Status of the Submission	C

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*.

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*.

The Earnings Tab

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

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

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.

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

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.

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

The Lump Sum Tab

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

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

The ETP Tab

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

Field Names / Description / Type

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

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*.

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.

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

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*

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.

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 ➔ Payroll Processing ➔ 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.)
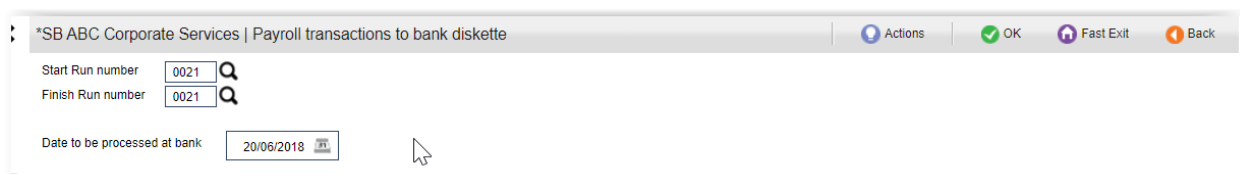
Step 2 - Create an ABA and Transfer Payments to Employees

As part of your normal Payroll Process via **Payroll** → **Payroll Processing** → **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.

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** → **Payroll Processing** → **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'**.

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.

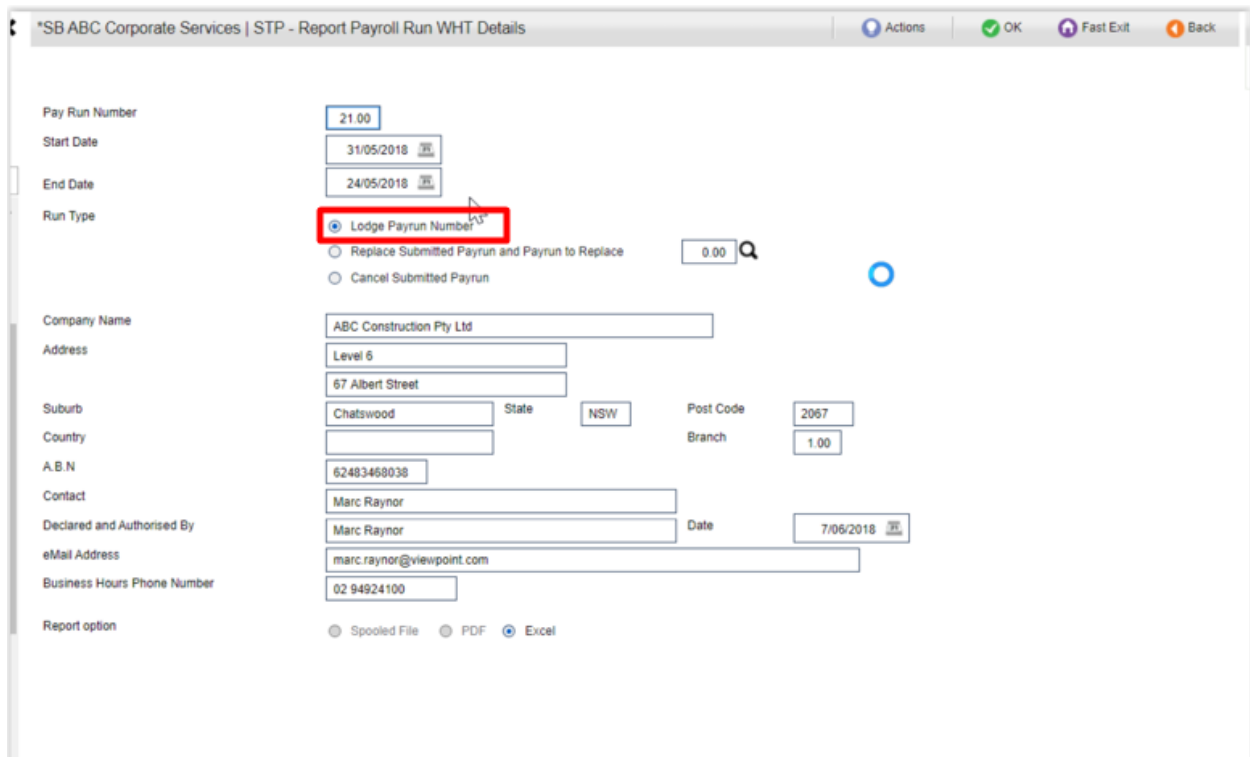**Enter STP Employee Withholding Details**

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.

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.

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

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.

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.

Status - In Progress with OZEDI

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

Status - In Progress with ATO

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

Status - Complete

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

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.

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.

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".

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.
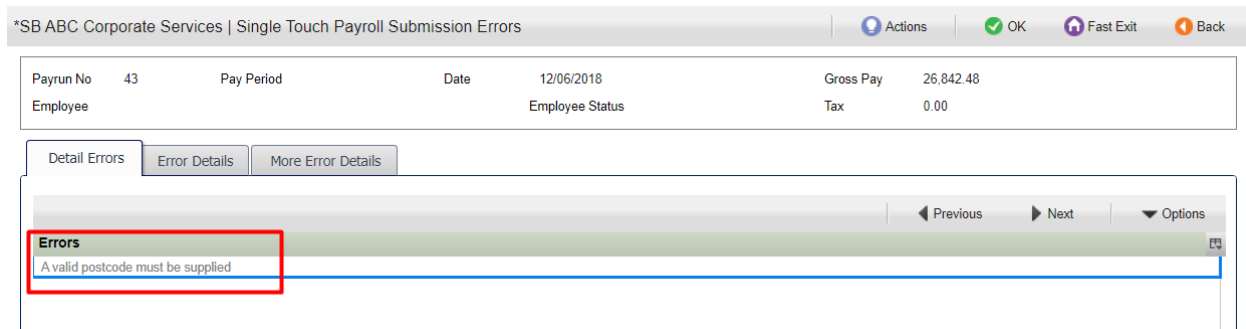

If the error is Employee Data related you can also check which employees are rejected by right mouse click on the *Pay Event* that has been rejected, select ► *Details* to display *Pay Event* Details. Employees in error will have 'Y' on the Err Column as shown below.

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

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*.

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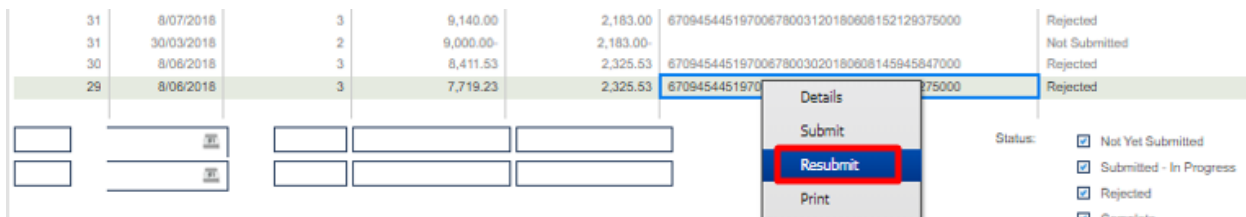
On the Employee Witholding details screen ensure you re enter the correct Start and Finish dates and check other submission Data. If you are resubmitting a *Regular Pay Event* ensure the *Run Type* is also set to 'Lodge Payrun Number' as shown below. Other Run Types and their purpose will be explained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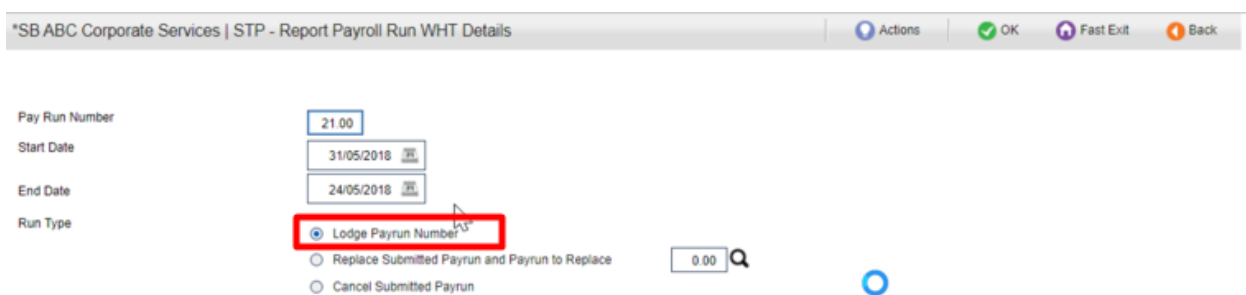
Managing Different Types of STP Reporting Corrections

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.

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.

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 → Utilities → 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.

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.

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.

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

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

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*.

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.
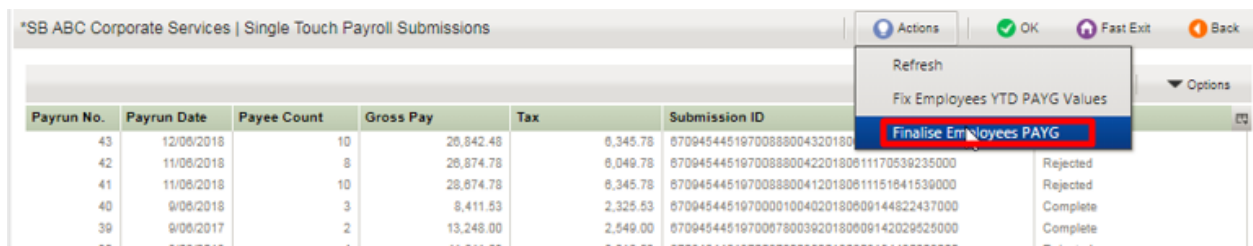
You can select the financial year and also a range of employees or select individual employees. Check other submission data and click [OK] to proceed.
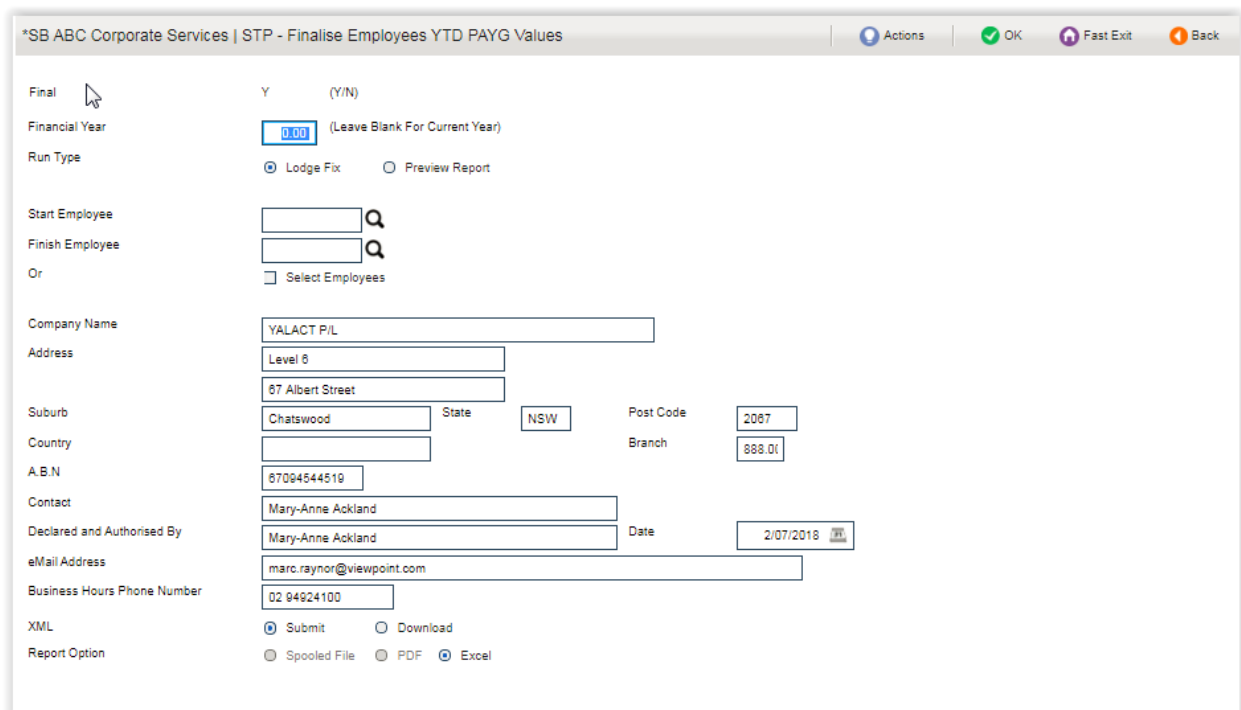
Where the need for an amendment is identified after finalisation, the employer has 14 days to report the amendment. The EOFY amendments to employee payroll information must be reported via an *Update Event*.

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: Click here to Learn more about OZEDI 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*. Ie 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