

## STP Phase 2

Once you have processed the last pay for the month, please do the following.

1. When all users are logged out, load the STP Phase 2 changes.

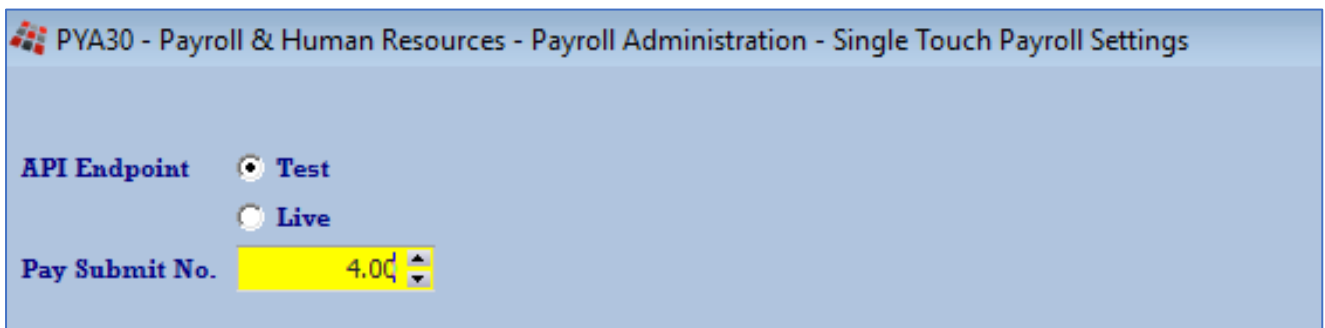
### *System Administration*

#### *Load Latest Patches/Changes option*

2. Change the STP *Pay Submit No.* setting to 4.

### *Payroll Administration*

#### *Single Touch Payroll Settings*



API Endpoint  Test  
 Live  
 Pay Submit No. 4.00

## Employees terminated since 1<sup>st</sup> July 2022

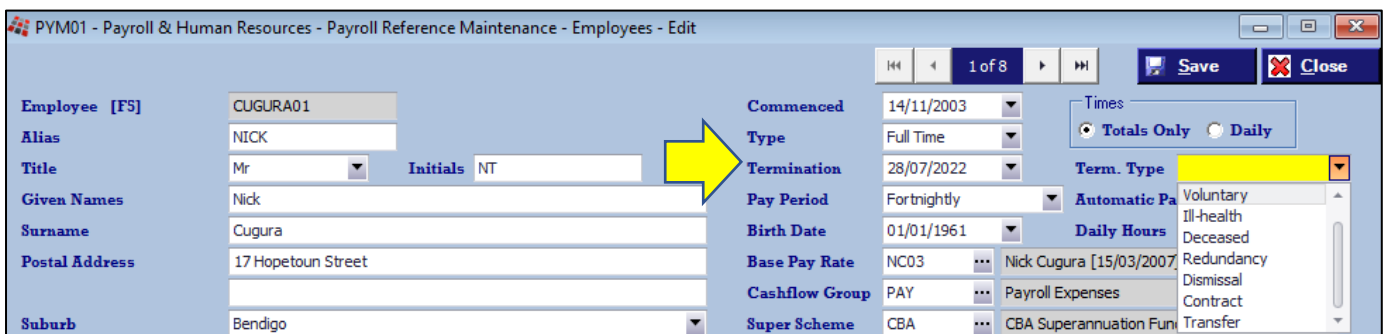
### *Payroll Reference Maintenance*

#### *Employees*

On recording a termination date, you will also need to specify the termination reason.

### Term Type.

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



Employee [FS] CUGURA01  
 Alias NICK  
 Title Mr Initials NT  
 Given Names Nick  
 Surname Cugura  
 Postal Address 17 Hopetoun Street  
 Suburb Bendigo  
 Commenced 14/11/2003  
 Type Full Time  
 Termination 28/07/2022  
 Pay Period Fortnightly  
 Birth Date 01/01/1961  
 Base Pay Rate NC03 Nick Cugura [15/03/2007]  
 Cashflow Group PAY Payroll Expenses  
 Super Scheme CBA CBA Superannuation Fun  
 Times  Totals Only  Daily  
 Term. Type **Voluntary**  
 Automatic Pa  
 Daily Hours

## STP Phase 2 (cont'd)

### Pay Types


#### *Payroll Reference Maintenance* *Pay Types*

PYM05 - Payroll & Human Resources - Payroll Reference Maintenance - Pay Types - New

**Pay Type** ANNO  
**Name** Annual Leave No Loading  
**Factor** 1.0000  
**GL A/C**   
**Calculate Super**   
**Active**

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**Details**

**Super Factor** 0.0000  
**Lump Sum** No   
**Ordinary Hours**

Increases		Decreases		ATO	
<b>Holidays</b>	<input type="checkbox"/>	<b>Holidays</b>	<input type="checkbox"/>	<b>Leave Type</b>	O <input type="text"/> Other Paid Leave
<b>Personal</b>	<input type="checkbox"/>	<b>Personal</b>	<input type="checkbox"/>	<b>Overtime</b>	<input type="checkbox"/>
<b>R.D.O.</b>	<input type="checkbox"/>	<b>R.D.O.</b>	<input type="checkbox"/>	<b>Bonus/Commission</b>	<input type="checkbox"/>
<b>L.S.L.</b>	<input type="checkbox"/>	<b>L.S.L.</b>	<input type="checkbox"/>		

### Lump Sum (new options)

- Non-Term Pay E
- Return To Work.

### ATO Leave Type

Code	Description
C	Cash out of leave
U	Unused leave on termination
P	Paid Parental Leave
W	Workers Compensation
A	Ancillary and Defence Leave
O	Other Paid Leave
NA	Not Applicable

## STP Phase 2 (cont'd)

### Pay Types (cont'd)

#### *Payroll Reference Maintenance* *Pay Types*

#### **Overtime**

Set to ATO Overtime to Yes.

PYM05 - Payroll & Human Resources - Payroll Reference Maintenance - Pay Types - Edit

5 of 12

Pay Type: OT1

Name: Overtime 1.5

Factor: 1.5000

GL A/C: [ ]

Calculate Super:

Active:

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**Details**

Super Factor: 1.5000


Lump Sum: No

Ordinary Hours:

Increases: Holidays  Personal  R.D.O.  L.S.L.

Decreases: Holidays  Personal  R.D.O.  L.S.L.

ATO: Leave Type: NA Not Applicable

Overtime:  

Bonus/Commission:

#### **Annual Leave Cashed Out**

Set to ATO Leave Type to C.

PYM05 - Payroll & Human Resources - Payroll Reference Maintenance - Pay Types - New

Pay Type: ANNC

Name: Annual Leave - Cashed Out

Factor: 1.0000

GL A/C: [ ]

Calculate Super:

Active:

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**Details**


Super Factor: 0.0000

Lump Sum: No

Ordinary Hours:

Increases: Holidays  Personal  R.D.O.  L.S.L.

Decreases: Holidays  Personal  R.D.O.  L.S.L.

ATO: Leave Type: C Cash out of leave 

Overtime:

Bonus/Commission:

## STP Phase 2 (cont'd)

### Additions & Deductions

#### *Payroll Reference Maintenance Additions & Deductions*

#### Meal Allowance

PYM06 - Payroll & Human Resources - Payroll Reference Maintenance - Additions & Deductions - Edit

6 of 9

Add/Ded: MEAL Active

Name: Meal Allowance

Type:  Addition  Deduction

Apply:  Before Tax  After Tax

Apply:  \$  %

Calculate Super

GL A/C:

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**Details**

Payment Summary:  In Gross  Separate

GST Acq.: N/A

Superannuation Sacrifice

Employee Superannuation Contribution

Union Fee

**ATO**

Type: MD Overtime Meal Allowances

Overtime:

Bonus/Commission:

#### ATO Type

Code	Description
NA	Not Applicable
CD	Cents per Kilometre
AD	Award Transport Payments
LD	Laundry
MD	Overtime Meal Allowances
RD	Domestic or Overseas Travel Allowances and Overseas Accommodation Allowances
TD	Tool Allowances
OD	Other Allowances
KN	Task Allowances
QN	Qualification Allowances