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.
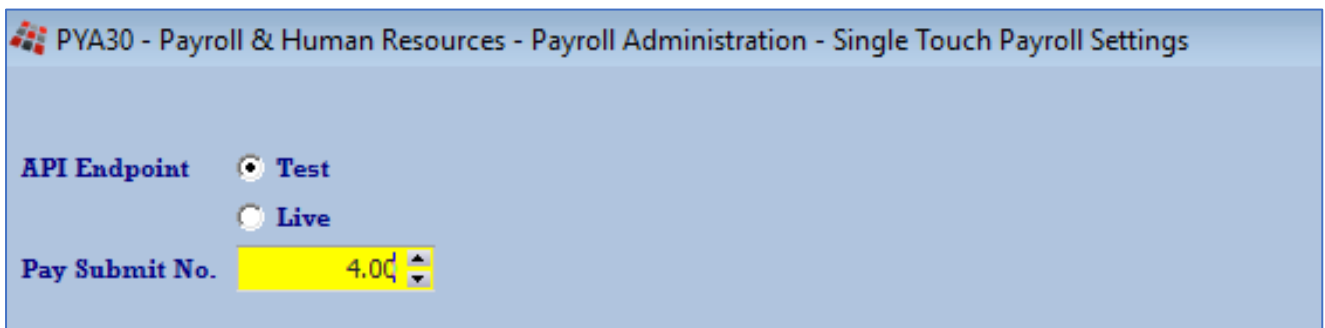
   System Administration
   ***   Load Latest Patches/Changes option***

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

   Payroll Administration
   ***   Single Touch Payroll Settings***
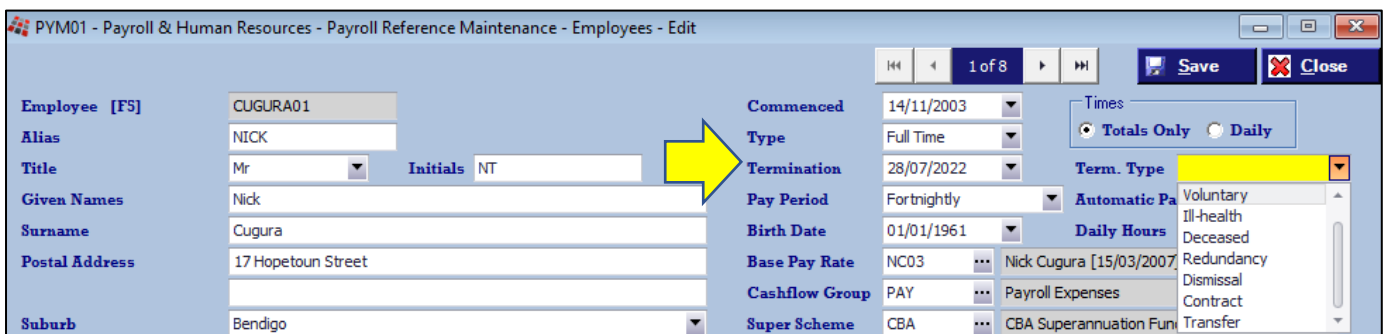

Employees terminated since 1st July 2022

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.

STP Phase 2 (cont'd)

Pay Types

Payroll Reference Maintenance
Pay Types

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.

Annual Leave Cashed Out
Set to ATO Leave Type to C.

STP Phase 2 (cont'd)

Additions & Deductions

Payroll Reference Maintenance
    Additions & Deductions

Meal Allowance

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