

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. Whilst all users are still logged out, rebuild the indexes.

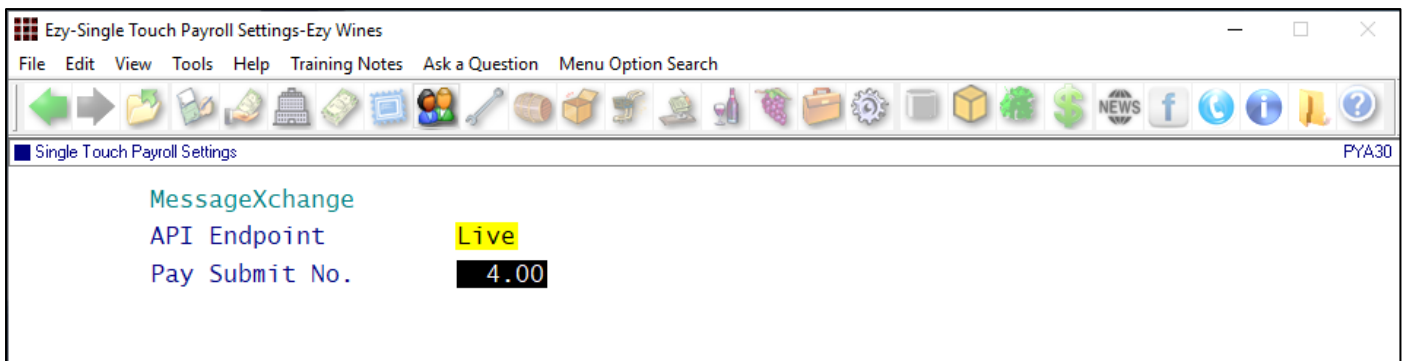
System Administration

Rebuild Indexes

3. Log out and then log back in. All users can now also log in.
4. Change the STP *Pay Submit No.* setting to 4.

Payroll Administration

Single Touch Payroll Settings



MessageXchange	
API Endpoint	Live
Pay Submit No.	4.00

STP Phase 2 (cont'd)

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.

Ezy-Employees-Ezy Wines
- □ ×

File Edit View Tools Help Training Notes Ask a Question Menu Option Search



■ Employees PYM01

Employee	CUGURN01 [F5]	Commenced	14/11/2003
Alias	NICK	Type	Full Time ←
Title	Mr Initials NT	Termination	01/07/2022 ←
Given Names	Nick	Pay Period	Fortnightly
Surname	Cugura	Automatic Pay	Yes
Postal Address	17 Hopetoun Street	Tax File No.	123-456-789
		Base Pay Rate	ADMI
	BENDIGO	Tax Scale	GNLL
Postcode	3550	Rebates	0.00
Phone	03 5441 2044	Extra Tax	0.00
Department	WINE Winemaking	Leave Rules:	
Group	PERM Permanent	Holiday	ANN1
Position	WINE Winemaker	Sick	PERS
Super Scheme	CBA CBA Superannuation F	R.D.O.	NONE
Super Policy	789562842	L.S.L.	NONE
Super GL A/C	30-260 Birth Date 23/12/1962	Cashflow Group	PAY
JobMaker	NOT APPLICABLE	Daily Hours	0.00
Term. Type	Voluntary		

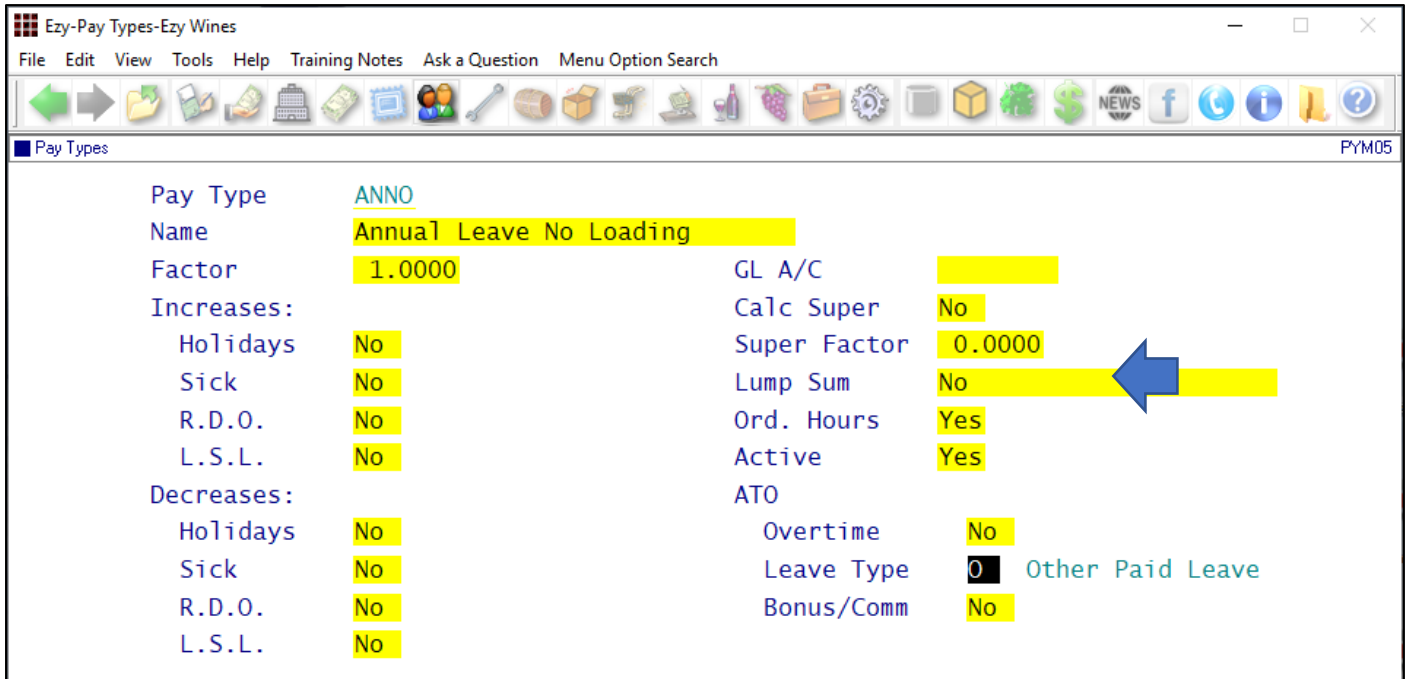
Select Whether Automatic Payslip Generation [SCROLL LIST] Modify

NICK | Payroll & Human Resources - Payroll Reference Maintenance - Employees
25/07/2022

STP Phase 2 (cont'd)

Pay Types

Payroll Reference Maintenance Pay Types



Pay Type		ANNO
Name	Annual Leave No Loading	
Factor	1.0000	GL A/C
Increases:		Calc Super
Holidays	No	Super Factor
Sick	No	Lump Sum
R.D.O.	No	Ord. Hours
L.S.L.	No	Active
Decreases:		ATO
Holidays	No	Overtime
Sick	No	Leave Type
R.D.O.	No	Bonus/Comm
L.S.L.	No	

Lump Sum (new options)

- Non-Term Pay E
- Return To Work.

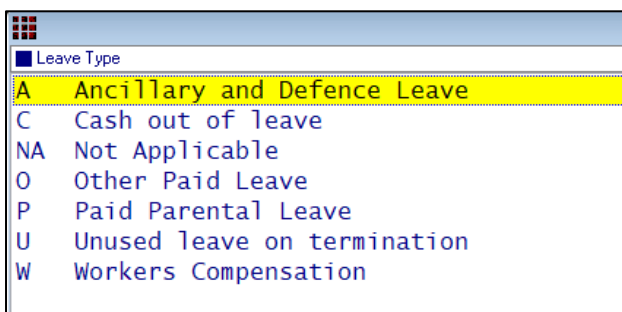
ATO Overtime

- Yes
- No.

ATO Bonus/Comm

- Yes
- No.

ATO Leave Type



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

STP Phase 2 (cont'd)

Pay Types (cont'd)

Payroll Reference Maintenance *Pay Types*

Overtime

Set to ATO Overtime to Yes.

Ezy-Pay Types-Ezy Wines		PYM05	
Pay Type	OT1		
Name	Overtime 1.5		
Factor	1.5000	GL A/C	
Increases:		Calc Super	No
Holidays	No	Super Factor	1.5000
Sick	No	Lump Sum	No
R.D.O.	No	Ord. Hours	No
L.S.L.	No	Active	Yes
Decreases:		ATO	
Holidays	No	Overtime	Yes
Sick	No	Leave Type	NA Not Applicable
R.D.O.	No	Bonus/Comm	No
L.S.L.	No		

Annual Leave Cashed Out

Set to ATO Leave Type to C.

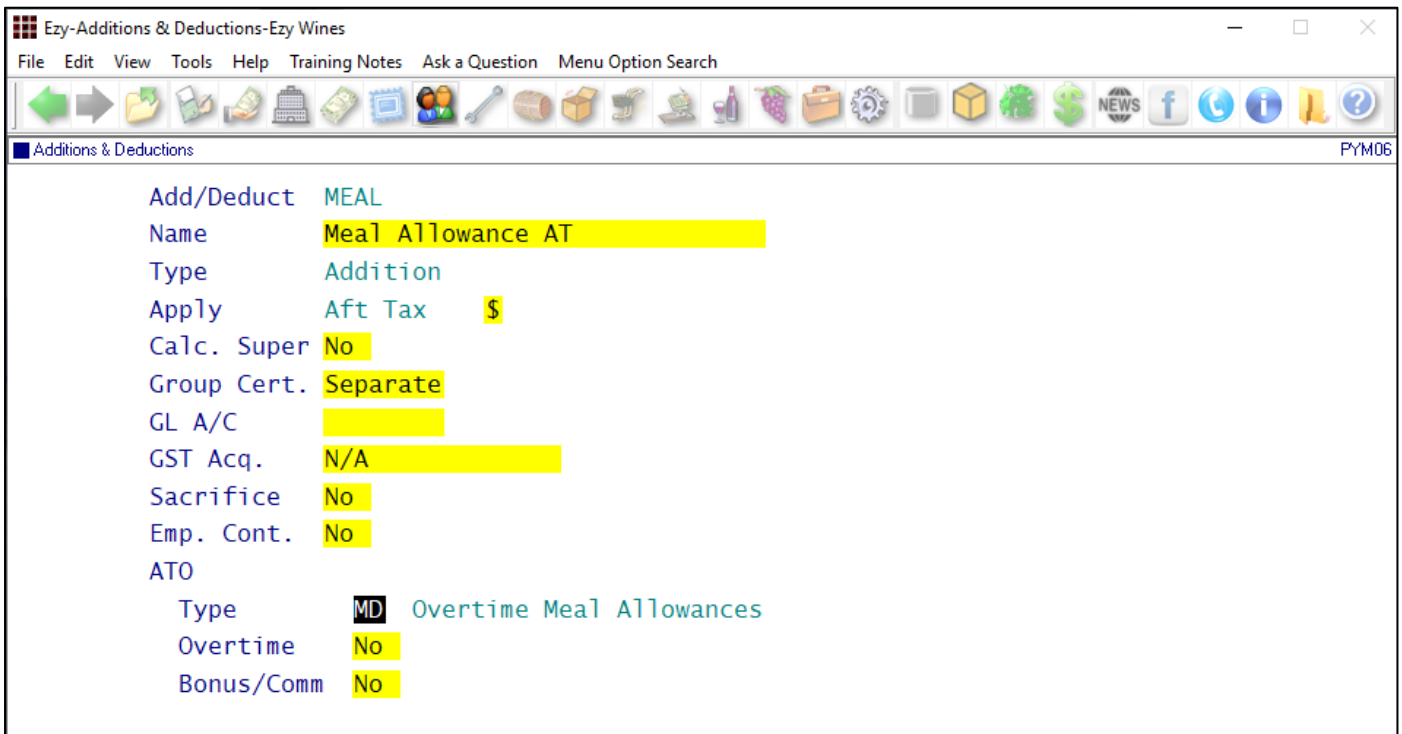
Ezy-Pay Types-Ezy Wines		PYM05	
Pay Type	ANNC		
Name	Annual Leave - Cashed Out		
Factor	1.0000	GL A/C	
Increases:		Calc Super	No
Holidays	No	Super Factor	1.0000
Sick	No	Lump Sum	No
R.D.O.	No	Ord. Hours	Yes
L.S.L.	No	Active	Yes
Decreases:		ATO	
Holidays	No	Overtime	No
Sick	No	Leave Type	C Cash out of leav
R.D.O.	No	Bonus/Comm	No
L.S.L.	No		

STP Phase 2 (cont'd)

Additions & Deductions

Payroll Reference Maintenance *Additions & Deductions*

Meal Allowance



Ezy-Additions & Deductions-Ezy Wines

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■ Additions & Deductions PYM06

Add/Deduct	MEAL
Name	Meal Allowance AT
Type	Addition
Apply	Aft Tax \$
Calc. Super	No
Group Cert.	Separate
GL A/C	
GST Acq.	N/A
Sacrifice	No
Emp. Cont.	No
ATO	
Type	MD Overtime Meal Allowances
Overtime	No
Bonus/Comm	No

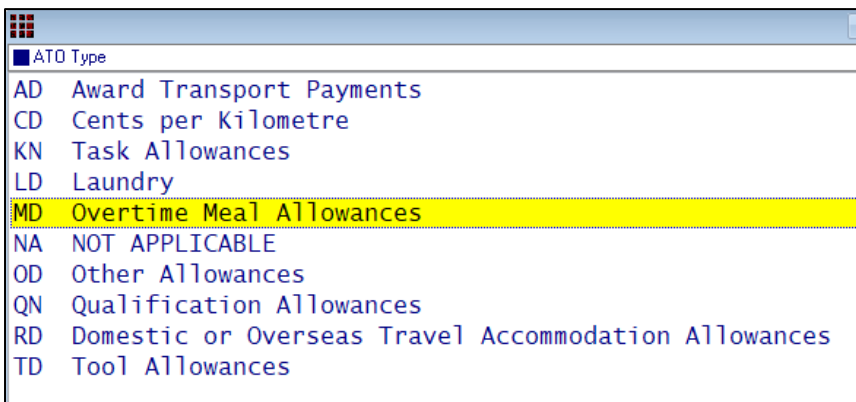
ATO Overtime

- Yes
- No.

ATO Bonus/Comm

- Yes
- No.

ATO Type



■ ATO Type

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