



## STP Phase 2 Changes

### 1 Overview

Following document describes changes to c9's payroll system as part of STP Phase 2 changes.

### 2 Setup

STP Phase 2 introduces additional changes that need to be setup in order to do payruns in c9

Specifics:

- 1) All employees, you need to key in a start date
- 2) All employees who have finished in current financial year period : you need to key in a finish date and a finish reason
- 3) All employees must have a employment basis configured
- 4) For working holiday visa holders, you need to select their origin country.

All this is configured on staff screen. For example:

The screenshot shows the 'Modifying Staff' window with the 'Payroll' tab selected. The 'Payroll Stats' section contains the following fields:

- Pay Cycle: AAA Manual Test
- Work Arrangement: New Employment Arrangement
- TFN: 111111111
- ABN: (empty)
- Onboarding: TFN Declaration Signed:  Yes  No
- Date Declaration was Signed: ...
- Employment Start Date: 1.1.20 (highlighted with red circle 1)
- Finish: 1.1.21 (highlighted with red circle 2)
- Reason: Voluntary (highlighted with red circle 2)
- Resident:  Resident  Non Resident (Working Holiday)  Non Resident
- Closely Held Employee:  Closely Held Employee  Death Beneficiary
- Claim Tax Free Threshold:  Claim Tax Free Threshold
- Country: Ireland IRL (highlighted with red circle 4)
- Employment basis:  Full Time  Part Time  Casual (highlighted with red circle 3)

## 3 Pay runs

Some types of payrun functions need to be logged differently with phase 2.

### 3.1 Manual Leave

When logging salary which is manual leave, such as cashed out leave. You need to tag the paid income as coming from cashed out leave.

e.g. a typical construction for cashed out leave involves about 2 to 3 entries.

- The cashed out leave (and leave loading if any)
- The -ve hours to log the cashed out leave

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Cashed Out Leave	Salary	Manual (Private)	35.00	40.00		1,400.00
Cash Out Leave Loading	Overtime	Manual (Private)	35.00	40.00	0.18	245.00
Used Cashed out Leave	Annual Leave	Manual (Private)				-40.00

For wages and overtime entry you need to add additional information to tag these items as being cashed out leave.

In modify line, advanced tag you need to add tags to disaggregate the nature of the payline. For example:

The screenshot shows the 'Pay Record' dialog box with the 'Advanced' tab selected. The 'Leave Disaggregation' section has the 'Cashed Out' radio button selected. A red circle with the number '1' highlights the 'Advanced' tab and the 'Cashed Out' radio button.

Deductions / Salary Sacrifice		
<input checked="" type="radio"/> N/A	<input type="radio"/> Fees	<input type="radio"/> Workplace Giving
<input type="radio"/> Salary Sacrifice (Other)		

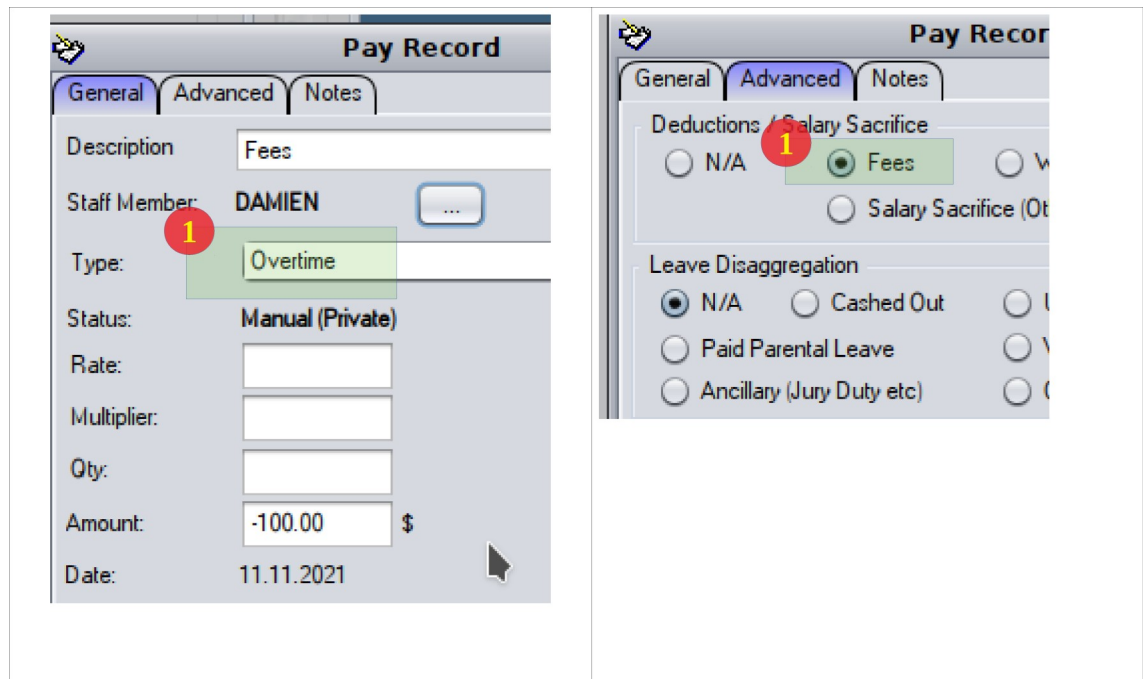
Leave Disaggregation		
<input type="radio"/> N/A	<input checked="" type="radio"/> Cashed Out	<input type="radio"/> Unutilised on Termination
<input type="radio"/> Paid Parental Leave	<input type="radio"/> Workers Compensation	
<input type="radio"/> Ancillary (Jury Duty etc)	<input type="radio"/> Other / Ordinary	

Other Disaggregation	
<input type="radio"/> N/A	<input type="radio"/> Directors Fees

Allowances		
<input type="radio"/> Car	<input type="radio"/> Transport	<input type="radio"/> Travel

### 3.2 Fees and Workplace Giving

Fees and Workplace giving are inputted as overtime with a -ve figure. On advanced tab is an option to clarify what exact fee is for.



### 3.3 Child Support

STP Phase 2 provides a mechanism to log child support garnish payments automatically via STP.

But this cannot be configured automatically. You need to contact relevant child support bodies to request reporting via STP. Once arranged you can configure garnish records in c9 to automatically log child support.