e-PayDay Legacy Payroll User Guide

1 — Last update: May 26, 2023

e-PayDay Pty Ltd

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1. e-PayDay Legacy Payroll Manual

Welcome to e-PayDay, let's get you started on your journey to processing your first pay run!

Getting Started with e-PayDay
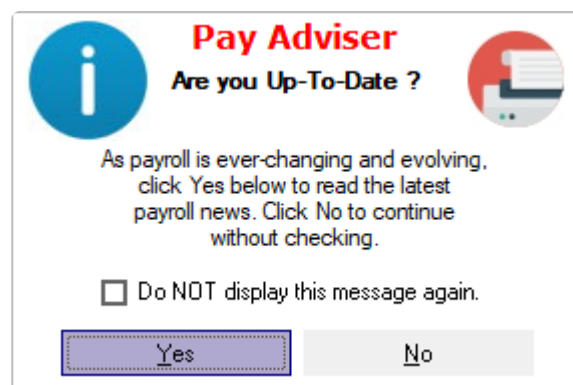
We strive to provide you with the most up-to-date information in relation to compliance, legislation, Australian Taxation Office and Superannuation requirements which will impact the way you use **e-PayDay**. We endeavour to make these changes as easy as possible for you to use and remain compliant.

If you are unable to locate a resolution to your inquiry, please **request a support call** and we will be in touch as soon as possible.

Revision: 91 — Last modified: Dec 19, 2022

1.1. Latest Payroll News Reminder

The Latest Payroll New Reminder will display before the pay run can be commenced.

This alert is designed to remind you to check our website, by clicking Yes, to access this page prior to commencing your pay run to ensure you are up to date with the most recent information and versions available.

1. **Mandatory Employer Superannuation Guarantee Changes from 1 July 2022**
2. **Stapled Superannuation Funds in effect from 1 November 2021**
3. **User Access Accounts required for Audit Logging**

Revision: 6 — Last modified: Jun 08, 2022

1.1.1. Mandatory Employer Superannuation Guarantee increases to 11.00%

The **2023 Budget** confirmed that the mandatory Employer Superannuation Guarantee increases to

11.00% from **1 July 2023**.

This increase was originally scheduled for **1 July 2017** however, the Government amended the legislation before this date, postponing these rate rises.
At this stage, the Government still plans to increase the mandatory Employer Superannuation Guarantee by half a percent per year for the next 4 years until reaching **12.00% on 1 July 2025**.

Once **Version 24.00** is installed, the following alert will be displayed,

Please select **Yes** to **automatically** increase all Awards and Employees which are presently set to **9.00%**, **9.25%**, **9.50%**, **10.00%** and **10.50%** to ^11.00%* Super.

Otherwise, to manually increase all Awards and Employees to 11.00% Super, please select **No** and follow **Manually increase the Employer Superannuation Guarantee Percentage**

> **!** Payees with a set $ amount are not affected by this change, and we recommend reviewing this amount to confirm if this also requires increasing.
> Please follow **Manually increase the Mandatory Employer Superannuation Guarantee Percentage**

> **✳** ATO References:
> **Table 21: Super guarantee percentage**
> **How much super to pay**

Revision: 1 — Last modified: May 26, 2023

1.1.1.1. Manually increase the Employer Superannuation Guarantee Percentage

To manually increase the Mandatory Employer Superannuation Guarantee Percentage, you have the option to either use the Search and Replace Function or edit the Employee

To edit an individual Employee,

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight) then select **Edit**.
3. Select **Superannuation**.
4. Navigate to **SG (% or $)** and enter **11.00%**.
5. Select **Save** then **Exit**.

To Search and Replace the Superannuation Guarantee Percentage for multiple Employees,

1. Click **Employees** > **Search Employees** *or*
   Click **Employees** from the Side Bar then click **Search**.

2. Navigate to **Enter your search details. . .**
3. In **Search in**, select **Super ($ or %)**
4. In **Your Requested Search Results. . .**, select the Employee/s you wish to update
   a. Multiple Employees can be selected by holding down the **Ctrl** key on your keyboard
5. Navigate to **Replace selected item/s with. . .**
6. In **Replace with**, enter **11.00%**
7. Select **Replace**

Revision: 5 — Last modified: May 26, 2023

1.1.2. Family and Domestic Violence Leave

From 1 February 2023, employers with 15 or more employees will be required to provide their employees with 10 days of paid family and domestic violence leave (FDVL) per year.

Due to the STP Phase 2 requirements and the development of our new payroll offering, e-PayDay Go, we will be unable to add the accrual rules in the Award/Agreement.

To cater to these requirements, we recommend the following

- Add a Family and Domestic Violence Leave Pay Rate
- Print the Pay Rates Report to display FDVL Payments to keep track of the total days paid.

Revision: 3 — Last modified: Feb 02, 2023

1.1.2.1. Add a Family and Domestic Violence Leave Pay Rate

> **!** e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents (members of the **Tax Practitioners Board (TPB)**) and, therefore, cannot provide payroll advice. We can assist you in using the software to obtain the desired outcome based on guidance provided by your Accountant or other qualified 3rd parties.

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu, change to **Pay Rate** then click **New**.
2. In **Description**, enter **Leave – Other**
3. In **Paid by**, select **Per Day**
4. Enter the **Amount ($ or %)** the employee earns per Day.
   a. To calculate this, multiply the base hourly rate (plus any bonuses, allowances, overtime etc) by the number of hours per day the employee works.
5. In **Tax Treatment**, select **Ordinary Pay**.
6. In **Report to** enter **FDVL**.
7. Click **Save** then **Exit**.

Revision: 3 — Last modified: Feb 02, 2023

1.1.2.2. Print the Pay Rates Report to display FDVL Payments

> ❗ The option to select **FDVL** as a specific Item or Centre will only be available if you have followed **Add a Family and Domestic Violence Leave Pay Rate**

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the Side Bar.
2. Select the **Pay Rates** Report.
3. Navigate to **Report Selection Criteria**.
4. Change **Report by** from **Active – Grouped by Item/Centre** to **Specific Item/s or Centre/s**.
5. Select **FDVL**.
6. Click **Ok**.
7. Change **Report Period** from **Current Pay Period** to **Specific Date Range**.
8. Select the Date Range.
9. Click **Preview**, **Print** or **Export PDF**.

Revision: 1 — Last modified: Feb 02, 2023

1.1.3. Stapled Superannuation Funds in effect from 1 November 2021

When an eligible employee commences with you, they must be provided with and return the Superannuation standard choice form (or another alternative document which contains the same information) within 28 days of their start date.

if the employee has not returned the relevant document within the specified time frame, from 1 November 2021 you'll need to request your employee's stapled super fund details from the ATO.

What is a Stapled Superannuation Fund?
A Stapled Superannuation Fund is the employee's choice of default fund, which follows them as they change jobs.

How do I find out my Employees' Stapled Superannuation Fund?
In order to obtain the Employees stapled super fund details, their information must have been submitted via a Submit Event (Posting a Pay Run).

Wait, so how does that work?
When the Employee is added into e-PayDay Legacy, we recommend they are assigned to your Nominated Default Superannuation Fund unless they have already returned the relevant forms.. Once they have been included in a Pay Run which has been sent to the ATO, follow Step 2: Request stapled super fund details immediately.

Once the Stapled Superannuation Fund details have been obtained,

1. Access **Super Manager** to locate the Superannuation Fund and if it does not exist, add the required details.
2. Access **Employees** and **Edit** the Employee to update their Superannuation Fund.

For full details, please refer to the **ATO website here.**

Revision: 12 — Last modified: Oct 29, 2021

1.1.3.1. Locate a Superannuation Fund in Super Manager

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Navigate to **Status** and ensure BOTH **Active** and **Inactive** are selected.
3. Select **Search**.
4. In **Search In**, select **ABN** or **Fund Name and Plan Name**
5. In **Search By** select **Containing**
6. In **Search For** enter the value you wish to locate (eg. SunSuper) and press Enter
    a. If the Fund exists, it will be displayed in **Your Requested Search Results** – Take note of the **Fund #**.
7. Select **Exit**
    a. If the Fund did not exist, add it by selecting **New**.
    b. If the Fund did exist, scroll through the Fund List until you locate the correct **Fund #**
        i. Select the Super Fund to edit (click once to highlight).
        ii. Select **Edit**
        iii. Select **Active** if the option is deselected
        iv. Select **Payment**
        v. Select **Edit**
        vi. Change **Fund Paid**.if required.
        vii. Change **Period Start Date** if required – this should be set to the 1st of the month for the required period.
            i. eg. Superannuation Payments processed Quarterly: **Period Start Date** should be set to **1 July**, **1 October**, **1 January** or **1 April**, depending on the reporting period you require.
        viii. Selected **SuperStream**.
        ix. Ensure all details are up-to-date and correct.
8. Click **Save** then **Exit**.

Revision: 2 — Last modified: Oct 18, 2021

1.1.4. User Access Accounts required for Audit Logging

What is happening and why?
Due to Single Touch Payroll and the new Government Security requirements, all users of **e-PayDay®
Payroll Software** must log in to the software itself with a Username and Password.

User Access Accounts are required for Audit Logging which is mandatory under this new legislation. Auditing was originally introduced from Series 12, by starting with your Company not automatically loading when **e-PayDay®** is opened.

> **!** Please note that this User Access Account is a separate account to the one you use to access **e-PayDay® Hosted**

What will happen when I open e-PayDay® after installing V18.20?

The following alert will be displayed,
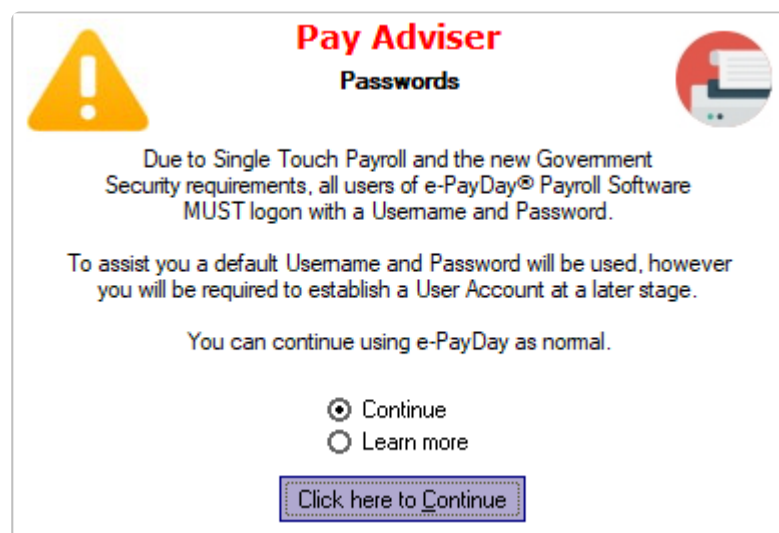
Click **Click here to Continue**. The following alert will then be displayed.
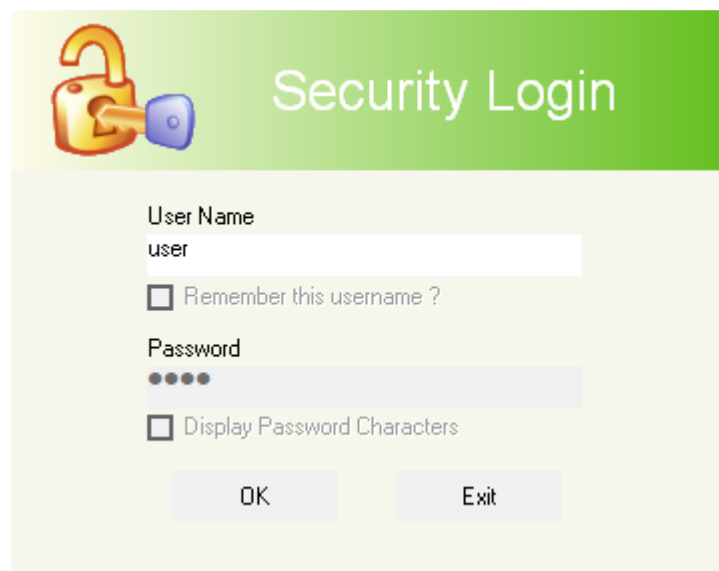
To assist you, a default Username and Password (as displayed above), will be used by **e-PayDay® Payroll Software** until an appropriate User Access Account has been created.

Simply click **Ok** when the alert is displayed to continue using **e-PayDay® Payroll Software**.

What is a User Access Account?

A User Access Account is a set of credentials specifically for your use, to gain access, use and submit

data to the ATO from the **e-PayDay® Payroll Software**.

How do I add a User Access Account?

Please follow **Set up a Username and Password (User Access Account) for e-PayDay®**

> ❗ Please ensure when you have completed the required changes in **e-PayDay®** that you close the program to disable unauthorised user access.

Revision: 24 — Last modified: Jun 24, 2022

1.1.4.1. Set up a Username and Password (User Access Account)

> ❗ Admin, Administration, and Administrator should not be used as these are our defaults.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Preferences** > **User Access** *or*
   Click **File** > **Company** > **Users / Passwords**.
2. Click **New**.
3. Enter the **User Name** as provided by your Employee.
   User name is limited to 40 characters.
4. Enter the **Position** of the Employee assigned to this User Account.
   Position is limited to 25 characters.
5. Click **Set** next to Password to enter and confirm the password for this User Account.
   Password is limited to 15 characters and is case sensitive.
6. Allow the Employee to enter their Password in both **Password** and **Confirm Password** then click **OK**.
7. Select the **Level** for this User Account.
   At minimum, One (1) Supervisor (Full Access) User Access Account MUST be established.
   a. **Supervisor (Full Access)**
   b. **User (Restricted Access)**: Full Add, Edit and View functionality with exception to
      i. Changing Tax Tables.
      ii. Accessing Employee Cessation (Termination) Information.
      iii. Accessing Passwords.
      iv. Adding or Deleting Companies.
      v. Changing YTD Balances, Accruals and Superannuation Start Date.
      vi. Changing Trading Names, and Registration Keys.
   c. **User (Custom Level)** – If selected, Customer User Settings can be selected from the window displayed.
      i. **Add**: Add selected items.
      ii. **Edit**: Edit selected items.

      iii.   **View**: ONLY able to VIEW selected items and will be unable to add or edit.

8. Select which **Companies** the User can access by ticking the checkbox next to each Company or Trading Name.
9. Select the **Default Company** to open on Load for this User.
10. Click **Save** then **Exit**.

Revision: 12 — Last modified: Feb 15, 2022

1.1.4.2. Introduction of the Audit Log (Operational Framework and Single Touch Payroll)

What is the Audit Log?

The Audit Log is a .CSV document which contains the following information, providing a **User Access Account** has been established,

- Date of Action Performed
- Time or Action Performed
- The user account that performed the action
- STP File Created (Pay Event, Full File Replacement, Update Event, Final Event, Update Final Event)
- File creation success
- Legal Entity Name the file was created for

Why is it required?

Audit Logging is a mandatory part of the Operational Framework requirements, which aims to strengthen the security of the digital taxation and superannuation ecosystem. The Framework is part of the ATO response in recognizing and responding to the risks associated with Digital Services Providers (like ourselves) transmitting information and defines a minimum set of security standards which must be met.

How do I generate my Audit Log?

Please follow **How to do I generate my STP Audit Log for review?**

Revision: 5 — Last modified: Mar 18, 2020

1.1.4.2.1. Generate a STP Audit Log for review

1. Click **Tax** > **STP** > **Generate Audit Log**.
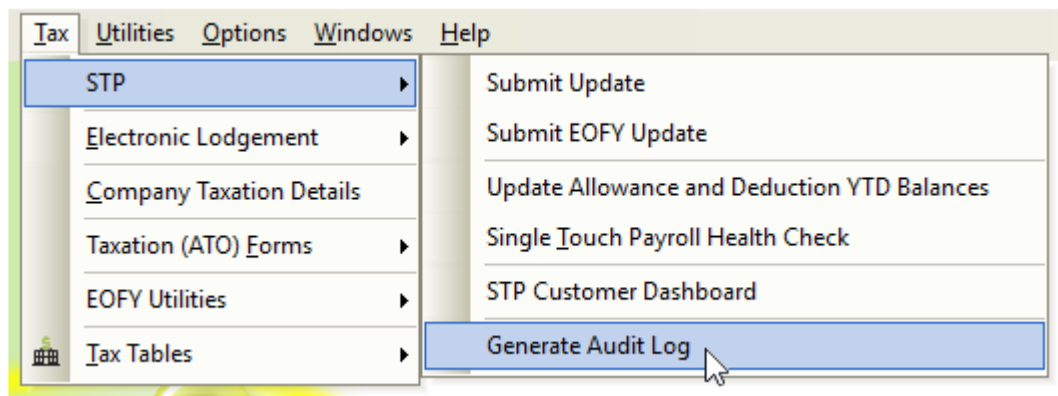
Revision: 3 — Last modified: Mar 18, 2020

1.2. Getting Started with e-PayDay® Legacy

- **Existing Entity previously STP reporting**. read our Getting Started Guide **here**
- **Existing Entity not yet STP reporting**. read our Getting Started Guide **here**
- **New Entity (eg. never processed a pay run for the ABN)**: read our Getting Started Guide **here**

Revision: 96 — Last modified: Jun 25, 2020

1.2.1. Getting Started for the New Financial Year

1. **Download and Install** e-PayDay®
2. **Enter your Software Serial Number** (SSN) and load your Licence,
3. **Add** your Company,
4. **Add** your Employees Awards & Agreements (Rates, Rules and Employment Conditions)
5. **Add** your Employees Superannuation Funds
6. **Add** your Employees
7. **Enter** your Employees Accrual Balances (if required)
8. **Enter** the Employees Tax File Number Declaration.
9. **Create a Back Up** of your **e-PayDay®** Data,
10. **Register with SuperChoice** to commence STP Reporting
11. **Set up** your information for Single Touch Payroll Reporting.
12. **Register**, your Company or Companies,
13. **Enter** your Company Registration Key/s,
14. **Commence** processing pay runs.

Revision: 7 — Last modified: Jun 29, 2021

1.2.2. Getting Started with a New Entity

> ❗ The below guide is intended for a New Entity (eg. never processed a pay run for the ABN).

e-PayDay FREEPAY® Skip Steps 2, 11 and 12.
e-PayDay Hosted® Skip Steps 1 and 2.

1. Read **here** to download and install e-PayDay®.
2. Read **here** to enter your Software Serial Number (SSN) and load your Licence,
3. Read **here** to add your Company,
4. Read **here** to add your Employees Awards & Agreements (Rates, Rules and Employment Conditions)
5. Read **here** to add your Employees Superannuation Funds
6. Read **here** to add your Employees
7. Read **here** to enter the Employees Tax File Number Declaration.
8. Read **here** to create a back up of your **e-PayDay®** Data,
9. Read **here** to commence STP reporting by registering with **SuperChoice**.
10. Read **here** to set up your information for Single Touch Payroll Reporting.
11. Read **here**, to register your Company or Companies,
12. Read **here** to enter your Company Registration Key/s,
13. Read **here** to commence processing pay runs.

Revision: 5 — Last modified: Jun 29, 2021

1.2.3. Getting Started part way through the Financial Year (Not yet STP Reporting)

e-PayDay FREEPAY® Skip Steps 2, 11 and 12.
e-PayDay Hosted® Skip Steps 1 and 2.

1. Read **here** to download and install e-PayDay®.
2. Read **here** to enter your Software Serial Number (SSN) and load your Licence,
3. Read **here** to add your Company,
4. Read **here** to add your Employees Awards & Agreements (Rates, Rules and Employment Conditions)
5. Read **here** to add your Employees Superannuation Funds
6. Read **here** to add ALL Employees that need to be reported using Single Touch Payroll, even if they have ceased employment.
7. Read **here** to enter Accrual Balances.
8. Read **here** to enter ALL YTD Information that is required for STP reporting.
9. Read **here** to create a back up of your **e-PayDay®** Data,
10. Read **here** to commence STP reporting by registering with **SuperChoice**.
11. Read **here** to set up your information for Single Touch Payroll Reporting.
12. Read **here** to send an STP Update to the ATO,
13. Read **here**, to register your Company or Companies,
14. Read **here** to enter your Company Registration Key/s,
15. Read **here** to commence processing pay runs.

Revision: 12 — Last modified: Feb 02, 2022

1.2.3.1. Set up your information for Single

Touch Payroll Reporting

> **!** **IF YOU WILL BE REPORTING YOUR PAYROLL DATA USING STP, PLEASE ENSURE INTERMEDIARY DOES NOT CONTAIN ANY INFORMATION OTHERWISE YOUR SUBMISSIONS MAY BE UNSUCCESSFUL**.

1. Click **File** > **Edit** then **Government**
   Click **File** > **Company** > **Government**
2. Click **STP Info**.
3. Click **Click here to Add/Edit STP Info**
4. Click **Edit**.
5. Click **Copy Company Details** to copy the Legal Entity Name (Company Name), Full Company Name (Payer name), Branch Code, ABN, Street Address, City/Suburb, State, Postcode, Country, Phone Number, Fax Number and e-Mail from Company details.
   a. If you process payroll for multiple **GST branches** under the ONE (1) ABN, please ensure the **Branch Code** is correct.
6. Enter the name of your Company Representative in **Contact Person**.
7. Enter the **Username** you chose when you registered with our SSP, **Superchoice**.
8. Enter the **Password** you chose when you registered with our SSP, **Superchoice**.
9. If you are an **Intermediary** or will be sending your information to an **Intermediary** for submission, click **Intermediary Details**. Otherwise, Skip to **Step 7**.
   a. Click **Load Company details from another Company** if you wish to copy the Trading Name (Payer trading name), Full Company Name (Payer name), Branch Code, ABN, Street Address, City/Suburb, State, Postcode, Country, Phone Number, Fax Number and e-Mail from the selected Companies details. Otherwise,
   b. Enter the **Trading Name (Payer trading name)**.
   c. Enter the **Full Company Name (Payer name)**.
   d. Enter the Contact Name for the Intermediary in **Contact Person**.
   e. Enter the **Branch Code**.
   f. Enter the **Tax Agent Number**.
   g. Enter the **Physical Address** of the Intermediary.
   h. Enter the **City/Suburb** of the Intermediary.
   i. Select the **State** of the Intermediary.
   j. Enter the **Postcode** of the Intermediary.
   k. Select the **Country** of the Intermediary.
   l. Enter the **Phone Number** of the Intermediary.
   m. *Non-compulsory*: Enter the **Fax Number** of the Intermediary.
   n. Enter the **e-Mail Address** of the Intermediary.
10. Click **Save** then **Exit** to close **STP Info**.
11. Click **Exit** to close the Company window.

Revision: 17 — Last modified: Jul 29, 2020

1.2.4. Getting Started part way through the Financial Year (already STP Reporting)

> **!** If you start reporting through one STP solution and change to another during a financial year, you must transition correctly to make sure the information pre-filled into your employees' income tax return is accurate. Refer to the ATO's website **here** for further information.

e-PayDay FREEPAY® Skip Steps 2, 11 and 12.
e-PayDay Hosted® Skip Steps 1 and 2.

1. Read **here** to download and install e-PayDay®.
2. Read **here** to enter your Software Serial Number (SSN) and load your Licence,
3. Read **here** to add your Company,
4. Read **here** to add your Employees Awards & Agreements (Rates, Rules and Employment Conditions)
5. Read **here** to add your Employees Superannuation Funds
6. Read **here** to add ALL Employees that need to be reported using Single Touch Payroll, even if they have ceased employment.
7. Read **here** to enter Accrual Balances.
8. Read **here** to enter ALL YTD Information that is required for STP reporting.
9. Read **here** to create a back up of your **e-PayDay®** Data,
10. Read **here** to commence STP reporting by registering with **SuperChoice**.
11. Enter your Reporting information for Single Touch Payroll. You have the option to;
    a. **Migrate your year-to-date employee information and use the ORGINAL BMS ID**. You will need to obtain the BMS ID from your previous payroll solution.
        i. Read **here** to set up your information for Single Touch Payroll Reporting.
        ii. Read **here** to send an STP Update to the ATO,
    b. **Migrate your year-to-date employee information and use a NEW BMS ID**. You will need to zero the employee year-to-date values from the old payroll solution through an update event to prevent duplicate information from being displayed.
        i. Read **here** to set up your information for Single Touch Payroll Reporting.
        ii. Read **here** to send an STP Update to the ATO,
    c. **Use a NEW BMS ID WITHOUT MIRGRATING your year-to-date employee information**. You will need to finalise the employee information reported under the original payroll solution.
        i. Read **here** to set up your information for Single Touch Payroll Reporting.
12. Read **here**, to register your Company or Companies,
13. Read **here** to enter your Company Registration Key/s,
14. Read **here** to commence processing pay runs.

Revision: 17 — Last modified: Feb 02, 2022

1.2.4.1. Download and Install e-PayDay®

Before starting the installation ensure,

- There is a minimum of 1GB hard disk space available.
- You are logged in as an Administrator.
- Antivirus software will allow installations. Some Anti-Virus Software have been known to report a .exe file (install file) as a false positive.
- All open programs have been closed.

1. Download and install Full Install/Upgrade for the current financial year **here** then
2. Once downloaded, double click **E-PAYDAY_LEGACY_202X.exe** to start the **e-PayDay®** Installation.
3. Click **Next >** on the **Welcome** screen.
4. Select **I understand and wish to continue** then click **Next >**.
5. Select **I agree to the terms of this license agreement** then click **Next >**.
6. If you wish to export your payroll information from e-PayDay® to your accounting software, select the required option here. Otherwise, leave as **None** then click **Next >**.
7. When prompted, select from the following options;
   a. **Stand-Alone Installation** – **e-PayDay®** will be run on a single computer, installed onto your C:\ Drive, in a folder called e-PayDay BE. We strongly advise that you do not change the default installation settings unless you are completely sure of your requirements.
      i. Enter the **Registration Owner**: Contact for the Company.
      ii. Enter the **Registration Organisation**: Legal Entity Name (Company Name).
   b. **Server Install** – **e-PayDay®** will be run on multiple computers and the data will be obtained from a Server (UNC Path). You CANNOT run **e-PayDay®** on the same computer (as a Client) that the Company Data files are to be shared from (Server).
      i. **PLEASE COMPLETE A SERVER INSTALLATION AS PER BELOW, BEFORE COMPLETING ANY CLIENT INSTALLATIONS**.
      i. Enter or select the path to where the Data Files will be stored on the Server (UNC Path) or Mapped Network Drive (eg. \\servername\payroll).
         i. **I cannot see my Server or Mapped Network Drives**
8. **Client Install** – **e-PayDay®** will be run on multiple computers and the data will be obtained from a Server (UNC Path) or Mapped Network Drive. You CANNOT run **e-PayDay®** on the same computer (as a Client) that the Company Data files are to be shared from (Server).
   a. Enter the **Registration Owner**: Contact for the Company.
   b. Enter the **Registration Organisation**: Legal Entity Name (Company Name).
   c. Leave **Application File Path** as set, unless directed otherwise.
   d. Change **Data File Path** to the path to where the Data Files are stored on the Server (UNC Path) or Mapped Network Drive, which was previously set during the Server Install. (eg. \\servername\payroll).
      i. **I cannot see my Server or Mapped Network Drives**

Click **Next >** on the **Ready to Install** screen. Once the installer has completed, click **Finish**

Revision: 27 — Last modified: Nov 04, 2021

1.2.4.1.1. I cannot see my Server or Mapped

Network Drives

1. **Contact your IT professional to perform the below steps** (based on Microsoft Support's Help Article **here**)
2. In **Registry Editor**, locate and click **HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\ CurrentVersion\Policies\System**
3. Right-click to select **Configuration**
4. Click **New**
5. Click **DWORD (32-bit) Value**.
6. Name the new registry entry as **EnableLinkedConnections**.
7. Double-click the EnableLinkedConnections registry entry.
8. In Edit DWORD Value, in the Value data field, enter **1**.
9. Click **OK**.
10. Exit **Registry Editor**

Revision: 4 — Last modified: Mar 18, 2020

1.2.4.2. Enter your Software Serial Number (SSN) and load your Licence
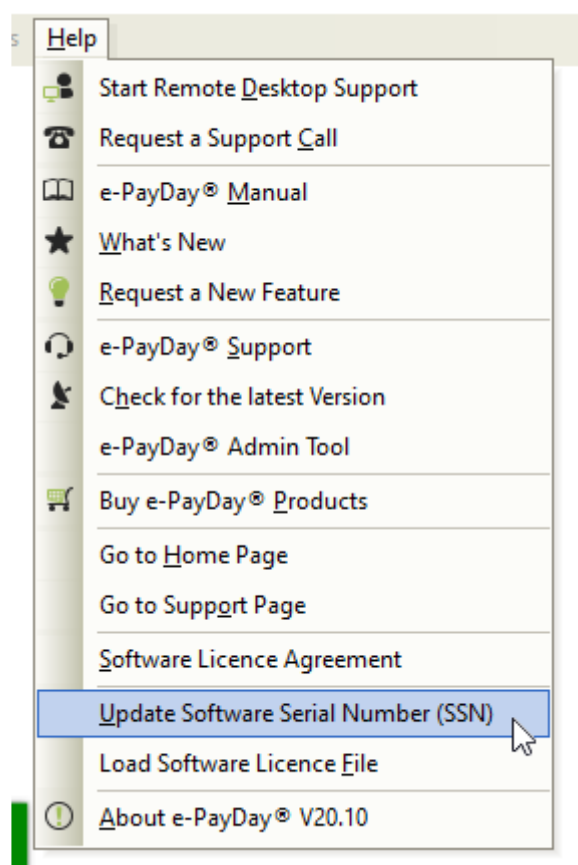
1. Click **Help** then **Update Software Serial Number**
2. Enter your Software Serial Number (SSN) as provided to you in your e-mail from us.
3. Click **OK**
4. An alert will display: **Attempting to download the latest licence file. You should receive**

confirmation shortly.

5. Click **Click Here to Continue**.
6. The following alert will display: **Licence File has been processed successfully.** unless your licence cannot be located on the server
   a. If your licence **CANNOT** be located on the server, please request a Support Call **here**.
7. Click **Click Here to Continue**.
8. Navigate back to the e-PayDay® Desktop Getting Started Guide **here**

Revision: 23 — Last modified: Mar 22, 2020

1.2.4.3. Add a Company

> ✳ When a New Company is created, the Templates Databases are used to create example Awards & Agreements, Pay Types and a Superannuation Fund to help you get started. The information used to create a new Company is the name information used in the Practice Company (eg. Pay Types are identical).

1. Click **File** > **New**.
2. In **File Name**, enter the **Legal Entity Name (Company Name)**.
3. Click **Save**.
4. The **Company Information** Window will display.
   a. Enter the **Legal Entity Name (Company Name)**.
   b. Enter the Physical or Postal **Address** of the organization.
   c. Enter the **City/Suburb**.
   d. Select the **State**.
   e. Enter the **Postcode**.
   f. Select the **Country**.
   g. Enter the main **Phone Number**.
   h. Enter the Company **e-Mail Address**.
   i. Enter the **ABN** *or* **WPN**. **WPN (Withholding payer number), enter begin with 00 (eg. 00-123-456-789)**.
   j. Enter the **Branch Number** if you process payroll for multiple **GST branches** under the ONE (1) ABN.
5. Click **Banking**.

a. Select the appropriate **Payment Method** for wages/salaries and complete all displayed fields.

    i. **Cheque** and **Cash**: If chosen, there are no additional fields to complete. **Skip to Step 7**.

    ii. **ListPay**: Payment of wages from your nominated bank account(s) electronically without the need for any special software.

        i. **Bank Title**: Select the Bank that account is with.

        ii. **BSB**: Enter the **BSB** (Bank, State, Branch) for the Bank Account.

        iii. **Account Number**: Enter the **Bank Account Number**.

        iv. **Account Name**: Enter the name on the Bank Account.

        v. **Contact Name**: Enter the name of the Company Contact Person if there are issues with the ListPay File.

        vi. **Phone Number**: Enter the Phone Number if there are issues with the ListPay File.

    iii. **Deposit**: Payment of wages processed by accessing your Online Banking and manually entering information.

        i. **Bank Title**: Select the Bank that account is with.

        ii. **BSB**: Enter the **BSB** (Bank, State, Branch) for the Bank Account.

        iii. **Account Number**: Enter the **Bank Account Number**.

        iv. **Account Name**: Enter the name on the Bank Account.

    iv. **FAST-Bank™**: Payment of wages processed by accessing your Online Banking and uploading an .ABA (**FAST-Bank™**) File.

        i. **Bank Title**: Select the Bank that account is with.

        ii. **BSB**: Enter the **BSB** (Bank, State, Branch) for the Bank Account.

        iii. **Account Number**: Enter the **Bank Account Number**.

        iv. **Account Name**: Enter the **Account Name**.

        v. **Name of Remitter**: Enter the name of the Person or Company creating the **FAST-Bank™** file.

        vi. **APCA ID Number**: Enter the APCA (Australian Payments Clearing Association) ID as provided by your Bank.

        vii. **Lodgement Reference Number**: Enter the **Lodgement Reference Number** as provided by your Bank.

        viii. **Balancing File**: Select if a Self-balancing transaction batch is required within the **FAST-Bank™** file (as advised by your Bank).

        ix. **Select where you want your FAST-Bank™ file sent to by clicking the 'Browse…' button**

        x. You also have the ability to add **Holding Accounts for Gross PAYG and SG** if **FAST-Bank™** is chosen as your Primary Payment Method. HOWEVER, skip this step until the Company is added.

6. Click **Government**.

    a. Tick **Registered as an Employer of WHM's** if you are an Employer of Working Holiday Makers.

    b. Tick **Is this employer exempt from FBT under section 57A of the FBTAA 1986?** if you are exempt from FBT under section 57A of the FBTAA 1986.

    c. Enter the name of your Company Representative in **Taxation Department Authorised Officer** and **Supplier/Contact Name**.

    d. Click **Copy Company Details** to copy the e-Mail, Supplier/Contact Company, Supplier ABN, Street Address, City/Suburb, State, Postcode, Country, Phone Number and Fax Number

from Company details.

7. Click **Save** then **Exit** to close the Company window.

1.2.4.4. Add Employees Awards & Agreements (Rates, Rules and Employment Conditions)

Adding an Award & Agreement will depend on your requirements. Please follow the relevant instructions below;

1. **Add a Salary Agreement**
2. **Add a Full-Time Agreement**
3. **Add a Part-Time Agreement**
4. **Add a Casual Agreement**
5. **Add a Casual Agreement (Employee paid per unit)**

> **!** We recommend that a separate Award/Agreement is used for Employee's who are under 18, due to the **Employer SG Rule/s**

1.2.4.4.1. Add a Salary Agreement
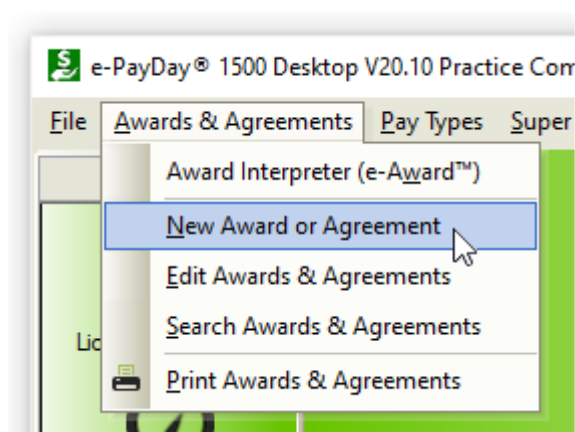
> **!** An annual salary can't be less than the minimum entitlements an employee is entitled to under the award or registered agreement that applies and the National Employment Standards. Please ensure you have read **Salary payments**

1. Click **Awards & Agreements** > **New Award or Agreement** *or*
   Click **Award & Agreements** from the Side Bar then click **New**.
2. Select the **Award** from the drop-down menu. **If there are no suitable options for your**

Employees

    a. Next to **Award**, click **Edit** (Pencil Icon).

    b. Click **New**.

    c. Enter the name of the Award or Agreement in **Description**. **eg. Clerks Private Sector Award 2010**.

    d. Click **Save** then **Exit**.

    e. You will then be able to select the new **Award** from the drop-down menu.

3. Enter the Award/Agreement **Classification**. **eg. Level 2, Year 2**.

4. In **Type**, select **Salary**

5. In **Nominal Base Gross Wages / Salary** enter the Employees Annual Salary **(excluding Super)**. **Hours**, **Per Hour** and **Days** will then autocomplete.

    a. If your Employees Salary is based on more than 38.00 hours p/w as coded in **e-PayDay®**.

        i. Navigate to **Type**

        ii. Select **Full Time**.

        iii. Once you have changed **Hours**, simply change this setting back to **Salary**.

6. Click **Superannuation**.

    a. Enter the **Employer SG** percentage in **SG (% or $)**.

    b. Select **SG on Salary Sacrifice** as employees are entitled to earn Superannuation on their **Concessional (Before Tax) Superannuation Contributions**.

    c. Select **SG on Annual Leave Loading** if employees are entitled to accumulate **Employer SG** on the loading percentage (17.50%) when paid **Annual Leave & Loading**.

        i. Please see **Ordinary time earnings – annual leave loading**

7. Click **Super Rules**.

    a. Enter the applicable **Employer SG** rule/s in **Rules – Weekly** and/or **Rules – Calendar Month** as required.

8. Click **Accruals**.

    a. **Annual Leave**

        i. Enter the Number of **(Weeks)** entitlement (eg. 4 Weeks as per the **NES**)

        ii. If required, change the **Accrual Method**

    b. **Personal Leave**.

        i. Enter the **(Days)** entitlement for the **First** year of employment (eg. 10 Days as per the **NES**)

        ii. If required, change the **Accrual Method**

        iii. Enter the **(Days)** entitlement for the **Thereafter** years of employment (eg. 10 Days as per the **NES**)

        iv. If required, change the **Accrual Method**

    c. **Long Service Leave**

        i. Enter both the **Years** and **= Weeks** entitlement of **Long Service Leave**.

        ii. If required, change the **Accrual Method**

9. Click **Save** then **Exit**.

Revision: 24 — Last modified: Mar 02, 2021

1.2.4.4.2. Add a Full-Time Agreement
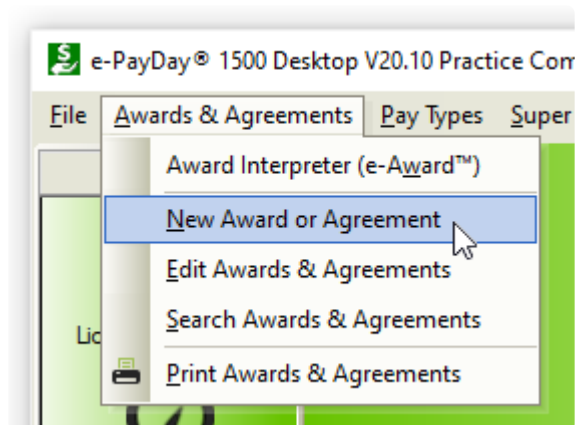
1. Click **Awards & Agreements** > **New Award or Agreement** *or*
   Click **Award & Agreements** from the Side Bar then click **New**.
2. Select the **Award** from the drop-down menu. **If there are no suitable options for your Employees**
   a. Next to **Award**, click **Edit** (Pencil Icon).
   b. Click **New**.
   c. Enter the name of the Award or Agreement in **Description**. **eg. Clerks Private Sector Award 2010**.
   d. Click **Save** then **Exit**.
   e. You will then be able to select the new **Award** from the drop-down menu.
3. Enter the Award/Agreement **Classification**. **eg. Level 2, Year 2**.
4. In **Type**, select **Full Time**.
5. In **Hours**, enter the maximum WEEKLY working hours.
6. Enter the Hourly Rate in **Per Hour**.
7. Click **Superannuation**.
   a. Enter the **Employer SG** percentage in **SG (% or $)**.
   b. Select **SG on Salary Sacrifice** as employees are entitled to earn Superannuation on their **Concessional (Before Tax) Superannuation Contributions**.
   c. Select **SG on Annual Leave Loading** if employees are entitled to accumulate **Employer SG** on the loading percentage (17.50%) when paid **Annual Leave & Loading**.
      i. Please see **Ordinary time earnings – annual leave loading**
8. Click **Super Rules**.
   a. Enter the applicable **Employer SG** rule/s in **Rules – Weekly** if required.
9. Click **Accruals**.
   a. **Annual Leave**
      i. Enter the Number of **(Weeks)** entitlement (eg. 4 Weeks as per the **NES**)
      ii. If required, change the **Accrual Method**
   b. **Personal Leave**.
      i. Enter the **(Days)** entitlement for the **First** year of employment (eg. 10 Days as per the **NES**)
      ii. If required, change the **Accrual Method**
      iii. Enter the **(Days)** entitlement for the **Thereafter** years of employment (eg. 10 Days as per the **NES**)

        iv.   If required, change the **Accrual Method**

    c. **Long Service Leave**

        i.   Enter both the **Years** and **= Weeks** entitlement of **Long Service Leave**.

        ii. If required, change the **Accrual Method**

10. Click **Save** then **Exit**.

Revision: 17 — Last modified: May 31, 2022

1.2.4.4.3. Add a Part-Time Agreement
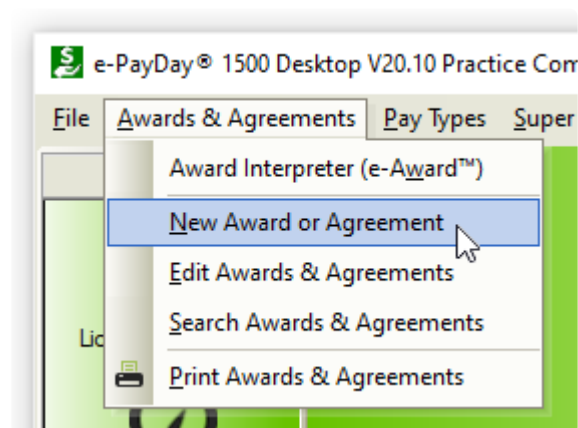
1. Click **Awards & Agreements** > **New Award or Agreement** *or*
   Click **Award & Agreements** from the Side Bar then click **New**.
2. Select the **Award** from the drop-down menu. **If there are no suitable options for your Employees**
   a. Next to **Award**, click **Edit** (Pencil Icon).
   b. Click **New**.
   c. Enter the name of the Award or Agreement in **Description**. **eg. Clerks Private Sector Award 2010**.
   d. Click **Save** then **Exit**.
   e. You will then be able to select the new **Award** from the drop-down menu.
3. Enter the Award/Agreement **Classification**. **eg. Level 2, Year 2**.
4. In **Type**, select **Part Time**.
5. In **Hours**, enter the maximum WEEKLY working hours.
6. Enter the Hourly Rate in **Per Hour**.
7. Click **Superannuation**.
   a. Enter the **Employer SG** percentage in **SG (% or $)**.
   b. Select **SG on Salary Sacrifice** as employees are entitled to earn Superannuation on their **Concessional (Before Tax) Superannuation Contributions**.
   c. Select **SG on Annual Leave Loading** if employees are entitled to accumulate **Employer SG** on the loading percentage (17.50%) when paid **Annual Leave & Loading**.
      i. Please see **Ordinary time earnings – annual leave loading**
8. Click **Super Rules**.
   a. Enter the applicable **Employer SG** rule/s in **Rules – Weekly** if required.
9. Click **Accruals**.
   a. **Annual Leave**
      i. Enter the Number of **(Weeks)** entitlement (eg. 4 Weeks as per the **NES**)

        ii. If required, change the **Accrual Method**

  b. **Personal Leave**.

        i. Enter the **(Days)** entitlement for the **First** year of employment (eg. 10 Days as per the **NES**)

        ii. If required, change the **Accrual Method**

        iii. Enter the **(Days)** entitlement for the **Thereafter** years of employment (eg. 10 Days as per the **NES**)

        iv. If required, change the **Accrual Method**

  c. **Long Service Leave**

        i. Enter both the **Years** and **= Weeks** entitlement of **Long Service Leave**.

        ii. If required, change the **Accrual Method**

10. Click **Save** then **Exit**.

Revision: 17 — Last modified: May 31, 2022

1.2.4.4.4. Add a Casual Agreement

Select **Awards & Agreements** > **New Award or Agreement**
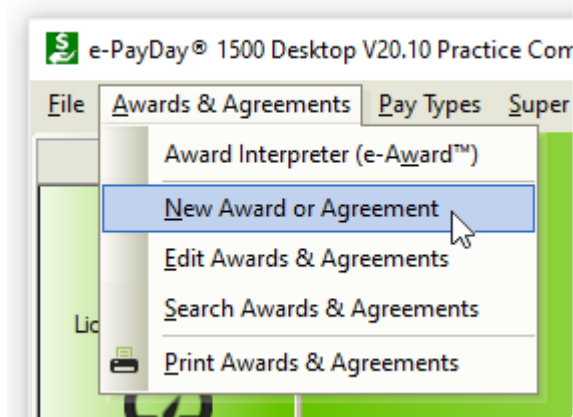
The following window will be displayed,

Select the **Award** from the drop-down menu

❗ If there a suitable option does not exist for your employee, please follow **Add a new Award Description**:

Enter the Award/Agreement **Classification**. **eg. Level 2, Year 2**.

In **Type**, select **Casual**.

In **Hours**, enter the maximum WEEKLY working hours.

Enter the Base Hourly Rate in **Per Hour Paid**

Change the number of **Days** s required.
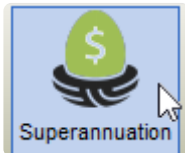
Select **Superannuation**.

Enter the **Employer SG** percentage in **SG (% or $)**.

Select **SG on Salary Sacrifice** as employees are entitled to earn Superannuation on their **Concessional (Before Tax) Superannuation Contributions**.

Select **Super Rules**.
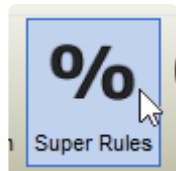
If the Employee is subject to the Under 18 or Domestic or Private Worker Employer SG Rule please complete **Rules – Weekly** – **No Payment if less than**

Employees under 18

Domestic/Private Workers

Select **Accruals**

Select **Long Service Leave**

Enter both the **Years** and **= Weeks** entitlement of **Long Service Leave** and if required, change the **Accrual Method**

Select **Save**

Select **Exit**

Revision: 20 — Last modified: Jul 29, 2022

1.2.4.4.5. Add a Casual Agreement
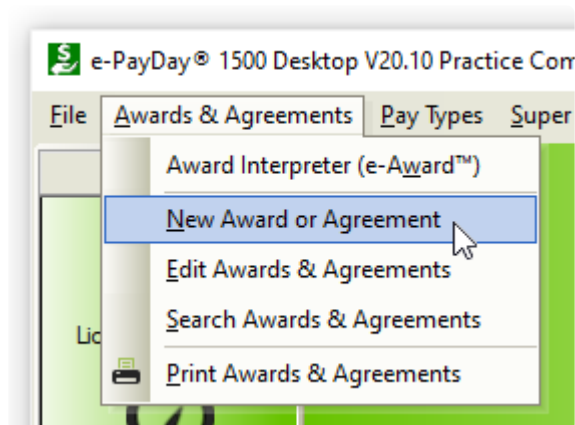
(Employee paid per unit)

1. Click **Awards & Agreements** > **New Award or Agreement** *or*
   Click **Award & Agreements** from the Side Bar then click **New**.
2. Select the **Award** from the drop-down menu. **If there are no suitable options for your Employees**
   a. Next to **Award**, click **Edit** (Pencil Icon).
   b. Click **New**.
   c. Enter the name of the Award or Agreement in **Description**. **eg. Clerks Private Sector Award 2010**.
   d. Click **Save** then **Exit**.
   e. You will then be able to select the new **Award** from the drop-down menu.
3. Enter the Award or Agreement **Classification**. **eg. Pieceworker**.
4. In **Type**, select **Casual**.
5. Enter **-38.00** in **Hours**.
6. Enter **$1.00** in **Per Hour Paid**.
7. Click **Superannuation**.
   a. Enter the **Employer SG** percentage in **SG (% or $)**.
   b. Select **SG on Salary Sacrifice** as employees are entitled to earn Superannuation on their **Concessional (Before Tax) Superannuation Contributions**.
   c. Select **SG on Annual Leave Loading** if employees are entitled to accumulate **Employer SG** on the loading percentage (17.50%) when paid **Annual Leave & Loading**.
      i. Please see **Ordinary time earnings – annual leave loading**
8. Click **Super Rules**.
   a. Enter the applicable **Employer SG** rule/s in **Rules – Weekly** if required.
9. Click **Accruals** then **Long Service Leave**
   a. Enter both the **Years** and **= Weeks** entitlement of **Long Service Leave**
   b. If required, change the **Accrual Method**
10. Click **Save** then **Exit**.

Revision: 15 — Last modified: May 31, 2022

1.2.4.5. Add a Superannuation Fund

> ⚠ **If you use the e-PayDay® SuperStream Gateway, log on to the e-PayDay SuperStream Portal then click Fund Index to locate the details required below**.
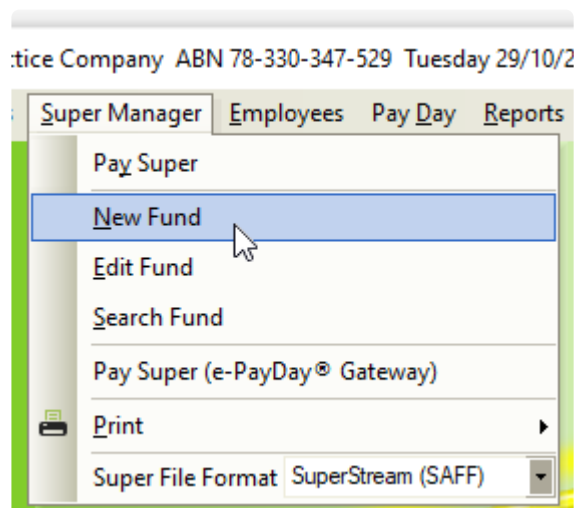
1. Click **Super Manager** > **New Fund**
2. Enter the **Fund and Plan Name**.
3. Click **Payment**.
4. Select the **Fund Paid**. Frequency, Generally we find this is either **Monthly** *or* **Quarterly**
5. Select the **Payment Method**., generally, we find this is **EFT**.
6. Deselect **Receipt/Cheque No.** if you do not wish to enter a reference number when recording the payments.
7. Select or enter the **Period Start Date** as the 1st of the required period
   a. **Monthly**: 1st of the first month you require to process payments for.
   b. **Quarterly**: 1st of the quarter you require to process payment for (even if the employee commenced AFTER the quarter began)
8. Click **SuperStream**.
9. Enter the Superannuation Funds **ABN** and **USI**. **A USI is not required for a Self Managed Super Fund (SMSF)**.
10. Enter Superannuation Funds **Organisation Name**.
11. If the selected fund is a Self Managed Super Fund (SMSF), Enter the **Electronic Service Address**. **An electronic service address is an alias used by your SMSF that represents the uniform resource locator (URL) or internet protocol (IP) address of a messaging provider**.
12. Select the **Payment Method**.
    a. **Direct Credit**: Enter the **BSB**, **Account Number**, **Account Name**, **Account Branch Name** and **Financial Institution Name**. **Payment / Customer Reference Number** can be left blank.
    b. **Direct Debit**: Enter a **Payment / Customer Reference Number** if advised by your Superannuation Fund or Clearing House.
    c. **BPay**: Enter the **BPay Biller Code** and **Payment / Customer Reference Number** as provided by the Superannuation Fund.
    d. **Direct Credit**: Enter the **BSB**, **Account Number**, **Account Name**, **Account Branch Name**

and **Financial Institution Name** and **Payment / Customer Reference Number** as provided by the Superannuation Fund.

13. Click **Save** then **Exit**.
14. Repeat the above steps for every Superannuation Fund.

Revision: 19 — Last modified: Jun 09, 2020

1.2.4.6. Add a new Employee

> **!** It is the responsibility of all Australian businesses to employ legal workers. A person is a legal worker if they are:
> – An Australian citizen
> – An Australian permanent resident
> – A New Zealand citizen, or
> – A foreign national with a visa with permission to work in Australia
> Read more **here…**

> **!** Before adding the Employee, we recommend
>
> 1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.
>
> 2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds in **Super Manager** to determine if a suitable Super Fund exists and ilf not Add the required details
>
> 3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

A New Employee can be added by clicking either **New** icon in the Employee List Window. The FIRST **New** Icon allows comprehensive Employee set up whereas the SECOND **New** icon runs our Employee Wizard which requires significantly less information making it the quicker option.

The below guide will step you through the second **New** icon being our Employee Wizard,*

- **Option 1** – The Employee selected An **Australian resident for tax purposes** and has **not provided a TFN or selected any other option** at Question 1 in the **Tax file number declaration (NAT 3092)**.
- **Option 2** – The Employee selected An **Australian resident for tax purposes** and **provided a TFN** or **selected I have made a separate application/enquiry to the ATO for a new or existing TFN** at Question 1 in the **Tax file number declaration (NAT 3092)**.
- **Option 3** – The Employee selected **An Australian resident for tax purposes** in the Tax file number declaration (NAT 3092) and **selected I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax** at Question 1 in the **Tax file number**

declaration (NAT 3092).

- **Option 4** – The Employee selected **An Australian resident for tax purposes** and **provided a TFN** or **selected I am claiming an exemption because I am in receipt of a pension, benefit or allowance** or **I have made a separate application/enquiry to the ATO for a new or existing TFN** at Question 1 in the **Tax file number declaration (NAT 3092)**. They have advised they wish to claim the Seniors and Pensioners Tax Offset (SAPTO) by returning either the **Withholding declaration (NAT 3093)** or the **Withholding declaration – short version for Seniors and Pensioners (NAT 5072)**.
- **Option 5** – The Employee selected **Working Holiday Maker** in the **Tax file number declaration (NAT 3092)** (irrespective of whether a TFN is supplied).
- **Option 6** – The Employee selected **A foreign resident for tax purposes** and has **not provided a TFN or selected any other option** at Question 1 in the **Tax file number declaration (NAT 3092)**.
- **Option 7** – The Employee selected **A foreign resident for tax purposes** and has either **provided a TFN or selected I have made a separate application/enquiry to the ATO for a new or existing TFN** at Question 1 in the **Tax file number declaration (NAT 3092)**.

❗ Before adding an Employee who is a foreign resident for tax purposes (Option 6 & 7), please read **here**

---

1. Read **here** how to add a FLAT Tax Employee
2. Read **here** how to add a Sole Trader / Contractor
   a. Once added, a Recipient Created Tax Invoice can be generated. Read more **here**
3. Read **here** how to add a Australian Resident Employee who works overseas and income is from a 'Foreign Source'

✱ However, if you would prefer you can follow our guide **here** to add employees with complete comprehensive details in one step.

Revision: 40 — Last modified: Feb 21, 2023

1.2.4.6.1. Add an Australian Resident who has not provided thier TFN

ABN 60-053-962-299 Tuesday 29/10/201'

| Employees | Pay Day | Reports | Tax |

New Employee

New Employee Wizard

Edit Employee

Search Employee

Export Employees (SIF)

e-Roster™

Work Cover Bulk Payment

Print ▸

! Before adding the Employee, we recommend

1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.

2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds in **Super Manager** to determine if a suitable Super Fund exists and iIf not Add the required details

3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

---

1. Click **Employees** > **New Employee Wizard** *or*
   Click **Employees** from the Side Bar then click **New** (Wand Icon).
2. Click **Next**.
3. In **Payee Type**, select **Employee**.
4. Enter or select the Employees
   a. **Surname**.
   b. **Given Names**.
   c. **Alternate Name** (If the employee is known as any other name)
   d. **Address**.
   e. **Suburb/City**.
   f. **State**.
   g. **Post Code**.
   h. **Country**.
   i. **Birthdate**.

      j. **Gender (Sex)**.

5. Click **Next**.
6. Enter or select the Employees
   a. **Pay Period**.
   b. **Date Hired**
   c. **Job Title**.
   d. **Award #**
   e. **Status**
7. Click **Next**.
8. Enter or select the Employees
   a. **Superannuation Fund**.
   b. **SG (% or $)**
   c. **Additional SG $ Amount** if required.
   d. **RESC Payment % or $** if required.
   e. **SG Start Date**.
   f. **Employee Super Number**.
9. Click **Next**.
10. Navigate to **Payee TFN**.
11. Click **Edit** (Pencil Icon).
12. Enter **000-000-000** per **Unique Tax File Number**.
13. Click **Next**.
14. Navigate to **Pay Location/Department**.
15. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.
16. Navigate to **Payment Method**.
17. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).
    If Cheque or Cash are is chosen, there are no additional fields required therefore skip to Step 46.
    a. Click **Edit** (Pencil Icon).
       i. Click **New**.
       ii. Enter the
          i. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.
          ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.
          iii. **BSB**.
          iv. **Account Number**.
          v. **Reference** to show on the Employees Bank Statement.
          vi. **Account Name**.
          vii. Click **Save**.
       iii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.
          i. Click **Exit**.
18. Click **Next**.
19. Enter the Employees
    a. Contact **Phone Number**.
    b. **e-Mail Address** for e-Mailing Pay Slips and **Single Touch Payroll reporting**.

20. Click **Save**.
    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payroll**.
    b. Select **Close** then click **Click here to continue** to close the alert.
21. If you wish to add another employee, select **Yes** then click **Next to continue**. Repeat the above process until each employee is added *or*

    If you do not wish to add any other employees, select **No** then click **Finished** to Exit.

Revision: 4 — Last modified: Aug 17, 2022

1.2.4.6.2. Add an Australian Resident who has provided thier TFN or selected I have made a separate application/enquiry to the ATO for a new or existing TFN

> ❗ Before adding the Employee, we recommend
>
> 1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.
>
> 2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds in **Super Manager** to determine if a suitable Super Fund exists and ilf not Add the required details
>
> 3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

1. Click **Employees** > **New Employee Wizard** *or*
Click **Employees** from the Side Bar then click **New** (Wand Icon).
2. Click **Next**.
3. In **Payee Type**, select **Employee**.
4. Enter or select the Employees
   a. **Surname**.
   b. **Given Names**.
   c. **Alternate Name** (If the employee is known as any other name)
   d. **Address**.
   e. **Suburb/City**.
   f. **State**.
   g. **Post Code**.
   h. **Country**.
   i. **Birthdate**.
   j. **Gender (Sex)**.
5. Click **Next**.
6. Enter or select the Employees
   a. **Pay Period**.
   b. **Date Hired**
   c. **Job Title**.
   d. **Award #**
   e. **Status**
7. Click **Next**.
8. Enter or select the Employees
   a. **Superannuation Fund**.
   b. **SG (% or $)**
   c. **Additional SG $ Amount** if required.
   d. **RESC Payment % or $** if required.
   e. **SG Start Date**.
   f. **Employee Super Number**.
9. Click **Next**.
   a. Change / update the Employees
      i. **Medicare Levy**
      ii. **Tax Free Threshold**
      iii. **HELP Debt**
      iv. **Financial Supplement Debt**
10. Navigate to **Payee TFN**.
11. Click **Edit** (Pencil Icon).
12. Either enter the TFN provided by the Employee or enter **111-111-111** per **Unique Tax File Number** if **I have made a separate application/enquiry to the ATO for a new or existing TFN** was selected
13. Click **Next**.
14. Navigate to **Pay Location/Department**.
15. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.
16. Navigate to **Payment Method**.
17. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).

If Cheque or Cash are is chosen, there are no additional fields required therefore skip to Step 46.

    a. Click **Edit** (Pencil Icon).

       i. Click **New**.

      ii. Enter the

         i. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.

         ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.

         iii. **BSB**.

         iv. **Account Number**.

         v. **Reference** to show on the Employees Bank Statement.

         vi. **Account Name**.

         vii. Click **Save**.

      iii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.

         i. Click **Exit**.

18. Click **Next**.

19. Enter the Employees

    a. Contact **Phone Number**.

    b. **e-Mail Address** for e-Mailing Pay Slips and **Single Touch Payroll reporting**.

20. Click **Save**.

    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payroll**.

    b. Select **Close** then click **Click here to continue** to close the alert.

21. If you wish to add another employee, select **Yes** then click **Next to continue**. Repeat the above process until each employee is added *or*

If you do not wish to add any other employees, select **No** then click **Finished** to Exit.

Revision: 1 — Last modified: Aug 17, 2022

1.2.4.6.3. Add an Australian Resident who selected I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax

ABN 60-053-962-299 Tuesday 29/10/201

Employees Pay Day Reports Tax

New Employee

New Employee Wizard

Edit Employee

Search Employee

Export Employees (SIF)

e-Roster™

Work Cover Bulk Payment

Print

❗ Before adding the Employee, we recommend

1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.

2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds in **Super Manager** to determine if a suitable Super Fund exists and iIf not Add the required details

3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

---

1. Click **Employees** > **New Employee Wizard** *or*
   Click **Employees** from the Side Bar then click **New** (Wand Icon).
2. Click **Next**.
3. In **Payee Type**, select **Employee**.
4. Enter or select the Employees
   a. **Surname**.
   b. **Given Names**.
   c. **Alternate Name** (If the employee is known as any other name)
   d. **Address**.
   e. **Suburb/City**.

      f. **State**.

      g. **Post Code**.

      h. **Country**.

      i. **Birthdate**.

      j. **Gender (Sex)**.

5. Click **Next**.

6. Enter or select the Employees

      a. **Pay Period**.

      b. **Date Hired**

      c. **Job Title**.

      d. **Award #**

      e. **Status**

7. Click **Next**.

8. Enter or select the Employees

      a. **Superannuation Fund**.

      b. **SG (% or $)**

      c. **Additional SG $ Amount** if required.

      d. **RESC Payment % or $** if required.

      e. **SG Start Date**.

      f. **Employee Super Number**.

9. Click **Next**.

10. Navigate to **Payee TFN**.

11. Click **Edit** (Pencil Icon).

12. Enter **333-333-333** per **Unique Tax File Number**

13. Click **Next**.

14. Navigate to **Pay Location/Department**.

15. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.

16. Navigate to **Payment Method**.

17. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).

   If Cheque or Cash are is chosen, there are no additional fields required therefore skip to Step 46.

      a. Click **Edit** (Pencil Icon).

          i. Click **New**.

          ii. Enter the

              i. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.

              ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.

              iii. **BSB**.

              iv. **Account Number**.

              v. **Reference** to show on the Employees Bank Statement.

              vi. **Account Name**.

              vii. Click **Save**.

          iii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.

              i. Click **Exit**.

18. Click **Next**.
19. Enter the Employees
    a. Contact **Phone Number**.
    b. **e-Mail Address** for e-Mailing Pay Slips and **Single Touch Payroll reporting**.
20. Click **Save**.
    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payroll**.
    b. Select **Close** then click **Click here to continue** to close the alert.
21. If you wish to add another employee, select **Yes** then click **Next to continue**. Repeat the above process until each employee is added *or*
    If you do not wish to add any other employees, select **No** then click **Finished** to Exit.

Revision: 1 — Last modified: Aug 17, 2022

1.2.4.6.4. Add an Australian Resident who is claiming the Seniors and Pensioners Tax Offset (SAPTO)

! Before adding the Employee, we recommend

1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.

2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds in **Super Manager** to determine if a suitable Super Fund exists and iIf not Add the required details

3. If the Payee has not returned the relevant document, we recommend they are

> assigned to your **Nominated Default Superannuation Fund** until after the Employee
> has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled
> Superannuation Fund** can be obtained from the ATO.

1. Click **Employees** > **New Employee Wizard** *or*
   Click **Employees** from the Side Bar then click **New** (Wand Icon).
2. Click **Next**.
3. In **Payee Type**, select **Employee**.
4. Enter or select the Employees
   a. **Surname**.
   b. **Given Names**.
   c. **Alternate Name** (If the employee is known as any other name)
   d. **Address**.
   e. **Suburb/City**.
   f. **State**.
   g. **Post Code**.
   h. **Country**.
   i. **Birthdate**.
   j. **Gender (Sex)**.
5. Click **Next**.
6. Enter or select the Employees
   a. **Pay Period**.
   b. **Date Hired**
   c. **Job Title**.
   d. **Award #**
   e. **Status**
7. Click **Next**.
8. Enter or select the Employees
   a. **Superannuation Fund**.
   b. **SG (% or $)**
   c. **Additional SG $ Amount** if required.
   d. *RESC Payment % or $ if required.
   e. **SG Start Date**.
   f. **Employee Super Number**.
9. Click **Next**.
   a. Change / update the Employees
      i. **Medicare Levy**
      ii. **HELP Debt**
      iii. **Financial Supplement Debt**
10. Navigate **Special Tax Table** and select the relevant option per the Employees completed
    Withholding declaration (NAT 3093) or Withholding declaration – short version for Seniors and
    Pensioners (NAT 5072)
    a. Illness Separated Pensioner/Senior (Yes Q8 Withholding Declaration)
    b. Member of a Couple Pensioner/Senior (Yes Q8 Withholding Declaration)
    c. Single Pensioner/Senior (Yes Q8 Withholding Declaration)
11. Navigate to **Payee TFN**.

12. Click **Edit** (Pencil Icon).
13. Either enter the TFN provided by the Employee or enter
    a. **111-111-111** per **Unique Tax File Number** if **I have made a separate application/enquiry to the ATO for a new or existing TFN** was selected
    b. **444-444-444** per **Unique Tax File Number** if **I am claiming an exemption because I am in receipt of a pension, benefit or allowance** was selected
14. Click **Next**.
15. Navigate to **Pay Location/Department**.
16. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.
17. Navigate to **Payment Method**.
18. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).
    If Cheque or Cash are is chosen, there are no additional fields required therefore skip to Step 46.
    a. Click **Edit** (Pencil Icon).
        i. Click **New**.
        ii. Enter the
            i. **Priority No.** **If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.
            ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.
            iii. **BSB**.
            iv. **Account Number**.
            v. **Reference** to show on the Employees Bank Statement.
            vi. **Account Name**.
            vii. Click **Save**.
        iii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.
            i. Click **Exit**.
19. Click **Next**.
20. Enter the Employees
    a. Contact **Phone Number**.
    b. **e-Mail Address** for e-Mailing Pay Slips and **Single Touch Payroll reporting**.
21. Click **Save**.
    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payroll**.
    b. Select **Close** then click **Click here to continue** to close the alert.
22. If you wish to add another employee, select **Yes** then click **Next to continue**. Repeat the above process until each employee is added *or*
    If you do not wish to add any other employees, select **No** then click **Finished** to Exit.

Revision: 1 — Last modified: Aug 17, 2022

1.2.4.6.5. Add a Working Holiday Maker

> ❗ To employ a working holiday maker in Australia on a visa subclass 417 or 462, **you must**:
>
> – **Register with the ATO** to withhold tax at the working holiday maker tax rate, before making your first payment to the Employee.
> – Check your worker's visa status using the **Visa Entitlement Verification Online (VEVO)** service.
> – Enable the **Registered as an employer of Working Holiday Makers checkbox** in Company > Taxation Details

> ❗ Before adding the Employee, we recommend
>
> 1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.
>
> 2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds in **Super Manager** to determine if a suitable Super Fund exists and iIf not Add the required details
>
> 3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

1. Click **Employees** > **New Employee Wizard** *or*
   Click **Employees** from the Side Bar then click **New** (Wand Icon).
2. Click **Next**.
3. In **Payee Type**, select **Working Holiday Maker**.
4. Enter or select the Employees

    a. **Surname**.

    b. **Given Names**.

    c. **Alternate Name** (If the employee is known as any other name)

    d. **Address**.

    e. **Suburb/City**.

    f. **State**.

    g. **Post Code**.

    h. **Country**.

    i. **Birthdate**.

    j. **Gender (Sex)**.

5. Click **Next**.

6. Enter or select the Employees

    a. **Pay Period**.

    b. **Date Hired**

    c. **Job Title**.

    d. **Award #**.

7. Click **Next**.

8. Enter or select the Employees

    a. **Superannuation Fund**.

    b. **SG (% or $)**

    c. **Additional SG $ Amount** if required.

    d. **RESC Payment % or $** if required.

    e. **SG Start Date**.

    f. **Employee Super Number**.

9. Click **Next**.

10. Navigate to **Payee TFN**.

11. Click **Edit** (Pencil Icon).

12. Enter the Employees TFN – If the Employee has not provided you with a TFN, please use a **Unique Tax File Number**.

13. Click **Next**.

14. Navigate to **Pay Location/Department**.

15. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.

16. Navigate to **Payment Method**.

17. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).

    If Cheque or Cash are is chosen, there are no additional fields required therefore skip to Step 46.

    a. Click **Edit** (Pencil Icon).

        i. Click **New**.

        ii. Enter the

            i. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.

            ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.

            iii. **BSB**.

            iv. **Account Number**.

            v. **Reference** to show on the Employees Bank Statement.

           vi.   **Account Name**.

          vii.   Click **Save**.

        iii.   Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.

           i.   Click **Exit**.

18. Click **Next**.

19. Enter the Employees

    a.   Contact **Phone Number**.

    b.   **e-Mail Address** for e-Mailing Pay Slips, Payment Summaries and Single Touch Payroll Reporting. **Learn more about Single Touch Payroll here**.

20. Click **Save**.

    a.   **If you are Single Touch Payroll Reporting and the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payroll**.

    b.   Select **Close** then click **Click here to continue** to close the alert as completing the Tax File Declaration will be part of the final step.

21. If you wish to add another employee, select **Yes** then click **Next to continue**. Repeat the above process until each employee is added *or*

    If you do not wish to add any other employees, select **No** then click **Finished** to Exit.

22. If you have migrated from another payroll solution, read **here** to enter ALL YTD Information that is required for STP reporting, Including the Tax File Declaration AND Leave Accrual Balances.

Revision: 29 — Last modified: Oct 18, 2021

1.2.4.6.6. Add a Foreign Resident who has not provided thier TFN

! A Foreign Resident Employee is an Employee who has selected that they are **A foreign resident for tax purposes** on their **Tax File Number Declaration**. Due to their

> Employment status, they cannot be reported under **Single Touch Payroll** and therefore will be automatically removed when your file is created (upon posting a pay run).

> **!** Before adding the Employee, we recommend
>
> 1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.
>
> 2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds in **Super Manager** to determine if a suitable Super Fund exists and iIf not Add the required details
>
> 3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

1. Click **Employees** > **New Employee Wizard** *or*
   Click **Employees** from the Side Bar then click **New** (Wand Icon).
2. Click **Next**.
3. In **Payee Type**, select **Foreign Employee**.
4. Enter or select the Employees
   a. **Surname**.
   b. **Given Names**.
   c. **Alternate Name** (If the employee is known as any other name)
   d. **Address**.
   e. **Suburb/City**.
   f. **State**.
   g. **Post Code**.
   h. **Country**.
   i. **Birthdate**.
   j. **Gender (Sex)**.
5. Click **Next**.
6. Enter or select the Employees
   a. **Pay Period**.
   b. **Date Hired**
   c. **Job Title**.
   d. **Award #**
   e. **Status**
7. Click **Next**.
8. Enter or select the Employees
   a. **Superannuation Fund**.
   b. **SG (% or $)**
   c. **Additional SG $ Amount** if required.
   d. **RESC Payment % or $** if required.
   e. **SG Start Date**.

    f. **Employee Super Number**.

9. Click **Next**.
10. Navigate to **Payee TFN**.
11. Click **Edit** (Pencil Icon).
12. Enter **000-000-000** per **Unique Tax File Number**.
13. Click **Next**.
14. Navigate to **Pay Location/Department**.
15. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/Department**.
16. Navigate to **Payment Method**.
17. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).

    If Cheque or Cash are is chosen, there are no additional fields required therefore skip to Step 46.

    a. Click **Edit** (Pencil Icon).
       i. Click **New**.
       ii. Enter the
           i. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.
           ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.
           iii. **BSB**.
           iv. **Account Number**.
           v. **Reference** to show on the Employees Bank Statement.
           vi. **Account Name**.
           vii. Click **Save**.
       iii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.
           i. Click **Exit**.

18. Click **Next**.
19. Enter the Employees
    a. Contact **Phone Number**.
    b. **e-Mail Address** for e-Mailing Pay Slips and **Single Touch Payroll reporting**.
20. Click **Save**.
    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payroll**.
    b. Select **Close** then click **Click here to continue** to close the alert.
21. If you wish to add another employee, select **Yes** then click **Next to continue**. Repeat the above process until each employee is added *or*

    If you do not wish to add any other employees, select **No** then click **Finished** to Exit.

Revision: 2 — Last modified: May 15, 2023

1.2.4.6.7. Add a Foreign Resident who has provided thier TFN or selected I have made

a separate application/enquiry to the ATO for a new or existing TFN

! A Foreign Resident Employee is an Employee who has selected that they are **A foreign resident for tax purposes** on their **Tax File Number Declaration**. Due to their Employment status, they cannot be reported under **Single Touch Payroll** and therefore will be automatically removed when your file is created (upon posting a pay run).

! Before adding the Employee, we recommend

1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.

2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds in **Super Manager** to determine if a suitable Super Fund exists and iIf not Add the required details

3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

---

1. Click **Employees** > **New Employee Wizard** *or*
   Click **Employees** from the Side Bar then click **New** (Wand Icon).
2. Click **Next**.
3. In **Payee Type**, select **Foreign Employee**.
4. Enter or select the Employees
   a. **Surname**.
   b. **Given Names**.
   c. **Alternate Name** (If the employee is known as any other name)

        d. **Address**.

        e. **Suburb/City**.

        f. **State**.

        g. **Post Code**.

        h. **Country**.

        i. **Birthdate**.

        j. **Gender (Sex)**.

5. Click **Next**.

6. Enter or select the Employees

        a. **Pay Period**.

        b. **Date Hired**

        c. **Job Title**.

        d. **Award #**

        e. **Status**

7. Click **Next**.

8. Enter or select the Employees

        a. **Superannuation Fund**.

        b. **SG (% or $)**

        c. **Additional SG $ Amount** if required.

        d. **RESC Payment % or $** if required.

        e. **SG Start Date**.

        f. **Employee Super Number**.

9. Click **Next**.

        a. Change / update the Employees

           i. **Medicare Levy**

          ii. **Tax Free Threshold**

         iii. **HELP Debt**

         iv. **Financial Supplement Debt**

10. Navigate to **Payee TFN**.

11. Click **Edit** (Pencil Icon).

12. Either enter the TFN provided by the Employee or enter **111-111-111** per **Unique Tax File Number** if **I have made a separate application/enquiry to the ATO for a new or existing TFN** was selected

13. Click **Next**.

14. Navigate to **Pay Location/Department**.

15. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.

16. Navigate to **Payment Method**.

17. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).

    If Cheque or Cash are is chosen, there are no additional fields required therefore skip to Step 46.

        a. Click **Edit** (Pencil Icon).

           i. Click **New**.

          ii. Enter the

               i. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.

              ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is**

only being distributed to one Bank Account, Amount will be 100%.

    iii. **BSB**.

    iv. **Account Number**.

    v. **Reference** to show on the Employees Bank Statement.

    vi. **Account Name**.

    vii. Click **Save**.

  iii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.

    i. Click **Exit**.

18. Click **Next**.
19. Enter the Employees
    a. Contact **Phone Number**.
    b. **e-Mail Address** for e-Mailing Pay Slips and **Single Touch Payroll reporting**.
20. Click **Save**.
    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payroll**.
    b. Select **Close** then click **Click here to continue** to close the alert.
21. If you wish to add another employee, select **Yes** then click **Next to continue**. Repeat the above process until each employee is added *or*

    If you do not wish to add any other employees, select **No** then click **Finished** to Exit.

Revision: 2 — Last modified: May 15, 2023

1.2.4.6.8. Add a FLAT Tax Employee

ABN 60-053-962-299 Tuesday 29/10/201

| Employees | Pay Day | Reports | Tax |

- New Employee
- New Employee Wizard
- Edit Employee
- Search Employee
- Export Employees (SIF)
- e-Roster™
- Work Cover Bulk Payment
- Print ▶

> ❗ Before adding the Employee, we recommend
>
> 1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.

2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds in **Super Manager** to determine if a suitable Super Fund exists and iIf not Add the required details

3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

1. Click **Employees** > **New Employee Wizard** *or*
   Click **Employees** from the Side Bar then click **New** (Wand Icon).
2. Click **Next**.
3. In **Payee Type**, select **Employee**.
4. Enter or select the Employees
   a. **Surname**.
   b. **Given Names**.
   c. **Alternate Name** (If the employee is known as any other name)
   d. **Address**.
   e. **Suburb/City**.
   f. **State**.
   g. **Post Code**.
   h. **Country**.
   i. **Birthdate**.
   j. **Gender (Sex)**.
5. Click **Next**.
6. Enter or select the Employees
   a. **Pay Period**.
   b. **Date Hired**
   c. **Job Title**.
   d. **Award #**.
7. Click **Next**.
8. Enter or select the Employees
   a. **Superannuation Fund**.
   b. **SG (% or $)**
   c. **Additional SG $ Amount** if required.
   d. **RESC Payment % or $** if required.
   e. **SG Start Date**.
   f. **Employee Super Number**.
9. Click **Next**.
   a. Change / update the Employees
      i. **TAX Type** to **FLAT Non Business employee**
      ii. Enter the FLAT Tax **percentage** that this employee will be taxed on all payments.
      iii. **Special Tax Table**
      iv. **Add amount to Tax**
10. Navigate to **Payee TFN**.
11. Click **Edit** (Pencil Icon).

12. Enter the Employees TFN – If the Employee has not provided you with a TFN, please use a **Unique Tax File Number**.
13. Click **Next**.
14. Navigate to **Pay Location/Department**.
15. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.
16. Navigate to **Payment Method**.
17. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).
    If Cheque or Cash are is chosen, there are no additional fields required therefore skip to Step 20.
    a. Click **Edit** (Pencil Icon).
        i. Click **New**.
        ii. Enter the
            i. **Priority No.** **If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.
            ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.
            iii. **BSB**.
            iv. **Account Number**.
            v. **Reference** to show on the Employees Bank Statement.
            vi. **Account Name**.
            vii. Click **Save**.
        iii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.
            i. Click **Exit**.
18. Click **Next**.
19. Enter the Employees
    a. Contact **Phone Number**.
    b. **e-Mail Address** for e-Mailing Pay Slips, Payment Summaries and Single Touch Payroll Reporting. **Learn more about Single Touch Payroll here**.
20. Click **Save**.
    a. **If you are Single Touch Payroll Reporting and the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payroll**.
    b. Select **Close** then click **Click here to continue** to close the alert as completing the Tax File Declaration will be part of the final step.
21. If you wish to add another employee, select **Yes** then click **Next to continue**. Repeat the above process until each employee is added *or*
    If you do not wish to add any other employees, select **No** then click **Finished** to Exit.
22. If you have migrated from another payroll solution, read **here** to enter ALL YTD Information that is required for STP reporting, Including the Tax File Declaration (if required) AND Leave Accrual Balances.

Revision: 21 — Last modified: Oct 18, 2021

1.2.4.6.9. Add a Sole Trader / Contractor

> ✳ **Sole Trader / Contractor and Recipient Created Tax Invoice**

1. Click **Employees** from the Side Bar then click **New** (Wand Icon).
2. Click **Next**.
3. In **Payee Type**, select **Sole Trader (Individual)**.
4. Enter or select the Employees
   a. **Payee Trading Name**
   b. **Surname**.
   c. **Given Name**.
   d. **Alternate Name** (If the Sole Trader / Contractor is known as any other name)
   e. **Address**.
   f. **Suburb/City**.
   g. **State**.
   h. **Post Code**.
   i. **Country**.
   j. **Birthdate**.
   k. **Gender (Sex)**.
5. Click **Next**.
6. Enter or select the
   a. **Pay Period**.
   b. **Date Hired**
   c. **Job Title**.
   d. **Award #**
7. Click **Next**.
8. Enter or select the
   a. **Superannuation Fund**. **If this is not applicable to their contract, select any superannuation fund**.
   b. **SG (% or $)** **if this is not applicable to their contract, enter 0.00%**.
   c. **Additional SG $ Amount** if required.

      d. **RESC Payment % or $** if required.

      e. **SG Start Date**.

      f. **Employee Super Number**. **if this is not applicable to their contract, enter 0**.

9. Click **Next**.

10. Enter the required **Percent** for tax.

11. Enter the **Payee ABN**.

12. Click **Next**.

13. Navigate to **Pay Location/Department**.

14. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.

15. Navigate to **Payment Method**.

16. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).

    If Cheque or Cash are is chosen, there are no additional fields required therefore skip to Step 46.

    a. Click **Edit** (Pencil Icon).

       i. Click **New**.

       ii. Enter the

          i. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.

          ii. **Amount ($ or %)** being paid to this bank account. **If the Sole Trader / Contractor's Pay is only being distributed to one Bank Account, Amount will be 100%**.

          iii. **BSB**.

          iv. **Account Number**.

          v. **Reference** to show on the Sole Trader / Contractors Bank Statement.

          vi. **Account Name**.

          vii. Click **Save**.

       iii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.

          i. Click **Exit**.

17. Click **Next**.

18. Enter the

    a. Contact **Phone Number**.

    b. **e-Mail Address** for e-Mailing Pay Slips, Payment Summaries and Single Touch Payroll Reporting. **Learn more about Single Touch Payroll here**.

19. Click **Save**.

20. If you wish to add another payee, select **Yes** then click **Next to continue**. Repeat the above process until each employee is added *or*

    If you do not wish to add any other payees, select **No** then click **Finished** to Exit.

21. If applicable, **enter existing Accrual Balances**, **enter existing Taxation Balances** and **enter existing Allowance and Deduction Balances**, otherwise skip this step.

Revision: 28 — Last modified: Oct 07, 2022

1.2.4.6.9.1. Sole Trader / Contractor and Recipient Created Tax Invoice

1. Add Pay Rates if required, read **here**.
2. Add a new Sole Trader / Contractor using the Employee Wizard, read **here**
3. Begin processing **Pay Runs**
4. Generate and provide a **Recipient Created Tax Invoice**

Revision: 3 — Last modified: Mar 18, 2020

1.2.4.6.10. Add an Australian Resident whose income is from a 'Foreign Source'

> **!** Before adding the Employee, we recommend
>
> 1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.
>
> 2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds in **Super Manager** to determine if a suitable Super Fund exists and iIf not Add the required details
>
> 3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

1. Click **Employees** > **New Employee Wizard** *or*
   Click **Employees** from the Side Bar then click **New** (Plus Icon).
2. Click **Next**.
3. Select **Foreign Employee** in **Payee Type**.
4. Enter the Employees
   a. **Surname**.
   b. **Given Names**.
   c. **Alternate Name** (If the employee is known as any other name)
   d. **Address**.
   e. **Suburb/City**.
5. Select the **State**.
6. Enter the **Post Code**.
7. Select the **Country**.
8. Enter the **Birthdate**.
9. Select the **Gender (Sex)**.
10. Click **Next**.
11. Select the **Pay Period**.
12. Enter the **Date Hired**

13. Enter or select the **Job Title**.

14. Select the **Award #**.

15. Click **Next**.

16. Select the **Superannuation Fund**.

17. Enter the

    a. **SG (% or $)**.

    b. **SG Start Date**.

    c. **Employee Super Number**.

18. Click **Next**.

19. Change **Medicare Levy** and **Special Tax Table** if required.

20. Select **Are you an Australian resident for taxation purposes?**.

21. Change **Tax Free Threshold** if required.

22. Select **HELP Debt** or **Financial Supplement Debt** if required.

23. Navigate to **Payee TFN**.

24. Click **Edit** (Pencil Icon).

25. Enter the Employees TFN – If the Employee has not provided you with a TFN, please use a **Unique Tax File Number**.

26. Click **Next**.

27. Navigate to **Pay Location/Department**.

28. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.

29. Navigate to **Payment Method**.

30. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).

    If Cheque or Cash are is chosen, there are no additional fields required therefore skip to Step 38.

31. Click **Edit** (Pencil Icon).

32. Click **New**.

33. Enter the

    a. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.

    b. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%.**

    c. **BSB**.

    d. **Account Number**.

    e. **Reference** to show on the Employees Bank Statement.

    f. **Account Name**.

34. Click **Save**.

35. Repeat **Steps 32 – 35** to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.

36. Click **Exit**.

37. Click **Next**.

38. Enter a Contact **Phone Number**.

39. Enter an **e-Mail Address** for e-Mailing Pay Slips, Payment Summaries and Single Touch Payroll Reporting. **Learn more about Single Touch Payroll here**.

40. Click **Save**.

    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed**

for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payroll.

  b. Select **Close** then click **Click here to continue** to close the alert as completing the Tax File Declaration will be part of the final step in this guide.

41. If you wish to add another employee, select **Yes** then click **Next to continue**. Repeat the above process until each employee is added *or*

  If you do not wish to add any other employees, select **No** then click **Finished** to Exit.

42. If you have migrated from another payroll solution, read **here** to enter ALL YTD Information that is required for STP reporting, Including the Tax File Declaration AND Leave Accrual Balances.

Revision: 16 — Last modified: Oct 18, 2021

1.2.4.7. Enter existing Accrual Balances

1. Click **Employees** > **Edit Employees** *or*
Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Enter the opening accrual balance for **Annual Leave** in **Balance**
6. Enter the opening accrual balance for **Personal Leave** in **Balance**
7. Enter the opening accrual balance for **Banked Hours / RDO's** in **Balance**
8. Enter the opening accrual balance for **TIL** in **Balance**
9. As the **Balance** for Long Service Leave is a calculated field,
  a. Enter the TOTAL Accrued Long Service Leave in **Accrued**
  b. Enter the TOTAL Taken Long Service Leave from PRIOR Financial years in **Taken**.
  c. Enter the TOTAL Taken Long Service Leave for the CURRENT Financial year in **Taken YTD**.
10. Click **Save** then **Exit**.

Revision: 7 — Last modified: Mar 17, 2020

1.2.4.8. Enter YTD Taxation Information that is required for STP Reporting

❋ Despite the page title, only **TAXATION** and **SUPERANNUATION** Balances are STP Reported.

1. Click **Employees** > **Edit Employees** *or*
Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Update the following fields will the relevant Year to Date Balances.
  a. **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in

the current Financial Year (1/07/XX – 30/06/XX).

b. **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX).

c. **OTE for SG YTD**: Total Wages / Salary paid in the current Financial Year (1/07/XX – 30/06/XX) that is considered to be **Ordinary Time Earnings** (OTE) and is used as part of your mandatory **Single Touch Payroll (STP)** reporting.

d. **Total Employee Contribution**: Total **Non-Concessional (After Tax)** Superannuation Contribution Deductions Superannuation Contribution Deductions for this Financial Year.

e. **Superannuation Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

f. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.

6. Click **Save**.
7. Click **Taxation**.
8. Click **Balances**.
9. Click **Edit**.
10. Enter the opening taxation balance into the appropriate fields.

    a. **Employee Year-To-Date Balances**.

        i. **Gross Income**: Enter the total gross (every amount that has been paid to an employee) for the current financial year, **EXCLUDING Lump sum payments (A, B, ETP, D, E), salary sacrifice/s and Allowances reported separately in the Allowance Box**.

        ii. **Leave Loading YTD**: If available from your previous payroll, enter the total of the 17.50% Loading when taking Annual Leave

        iii. **Total Tax YTD**: Enter the Total Tax Year to Date **Total Tax YTD amount does not include ETP Tax when it is reported on the payment summary**.

        iv. **Lump Sum A**: Enter the total PAID Unused holiday pay and unused long service leave.

        v. **CDEP (Community Development Employment Project)**: Enter the Gross salary or wages paid from a CDEP wages grant.

        vi. **Total Deductions**: Enter the total of ALL BEFORE and AFTER Tax Deductions (excluding Union amounts).

        vii. **Lump Sum B**: Enter the total PAID Unused long service leave that accrued before 16 August 1978.

        viii. **Total GST**: Enter the total PAID Good and Services Tax

        ix. **Total Net Pay**: Enter the Total Net Pay received

        x. **Termination C**: Enter the total ETP value

        xi. **No ABN Gross Income**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Gross Income**.

        xii. **Taxable Allowances**: Enter the Total Taxable Allowances paid to date. **This amount is included in the Gross income shown in the Employee's balances but is reported separately as an Allowance on the Payment Summary**.

        xiii. **Lump Sum D**: Enter the total Redundancy Payments

        xiv. **No ABN Total Tax**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Total Tax**:

        xv. **Non-Tax Allowances**: Enter the total Non-Taxable Allowances paid to date.

        xvi. **Lump Sum E**: Enter the total ETP value

xvii. **Other Income**: Enter the total of all income considered to be from a Foreign Source, Scholarship, Bursaries, Grants, or Awards income. **These payments are generally tax-exempt and are reported on the Payment Summary in the Other Income field**.

xviii. **HELP / SFSS Tax**: Enter the total of all Higher Education Contribution Scheme Tax or Financial Supplement Tax which has been deducted as part of the Tax instalment during each pay run. **This amount is also included in the value in the Total Tax field**.

xix. **Non-Super Salary Sacrifice**: Enter the total Salary sacrifice not attributable to a super fund.

xx. **Allowance in Gross box**: Enter the total of ALL Allowances included in the Gross income. **This amount will not be reported separately as an Allowance, in MyGov**.

xxi. **Additional Tax**: Enter the total additional Tax amount for the employee.

xxii. **Super Salary Sacrifice**: Enter the total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

xxiii. * Non-Reportable Allowance*: Enter the total taxable and non-tax allowances which are not reported to the ATO. **This amount is not included in Gross income shown in the Employee's balances and is also not reported anywhere in MyGov**.

xxiv. **Exempt foreign employment income**: Enter the total Foreign employment income that is exempt from Australian Tax. **This amount is included in the Total Tax field but is subtracted before the total tax amount is reported on the payment summary**.

xxv. **Workplace Giving**: Enter the total Pre-Tax donations

xxvi. **Reportable Superannuation Contributions**: Enter the total **Reportable Employer Superannuation Contributions (RESC)** for this Financial Year.

xxvii. **Union/Professional association**: Enter the total Union fees deducted from the employee's pay

xxviii. **Union/Professional association name**: Enter the name of the Union

xxix. **Additional payments applied over the whole financial year**: Enter the total of all Payments using **Schedule 5 – Method B(ii)**

xxx. **Tax Paid**: Enter the total tax withheld when using **Schedule 5 – Method B(ii)**

xxxi. **Deductible amount of the undeducted purchase price of the annuity**: Enter the total foreign pension or annuity

xxxii. **Foreign Tax Paid**: Enter the total tax paid for Foreign Income

b. **ETP Values**

i. **Payment Date**: If required, enter the date the ETP was paid

ii. **Payment Tax Code**: If required, enter the applicable ETP Tax Code

iii. * Pre-July 1983 Segment*: If required, enter the Pre-July 1983 Segment of the Employment Termination Payment.

iv. **Taxable Component**: If required, enter the total Taxable Component of the employees' Employment Termination Payment.

v. **Invalidity Segment**: If required, enter the total Invalidity Segment of the Employment Termination Payment.

vi. **Total Tax Withheld**: If required, enter the total Tax Withheld from the Employment Termination Payment.

vii. **ETP Rollover Segment**: If required, enter the ETP Rollover Segment of the Employment Termination Payment.

11. Click **Save**

12. Click **Allowances and Deductions**.

13. Click **New**
14. Select the required **Allowance** or **Deduction** from the drop-down menu.
15. Enter the YTD Amount in **YTD $**.
16. Click **Save** then **Exit**.
17. Lastly, If the Employees Date Hired is less than 30 days in the past, Click **TFN Declaration**. otherwise, Click **Exit**.
18. An alert will display: **There are no existing TFN Declarations for this employee. Do you want to load existing Employee data ?**.
19. Click **Yes**.
20. Complete the electronic TFN Declaration identically to the physical form they filled in.
21. Click **Save** then **Exit**.
22. Click **Exit** again to close the Employee Window.

Revision: 18 — Last modified: Jul 25, 2022

1.2.4.9. Back up your e-PayDay® Data

1. Click **Utilities** > **Backup this Company Data**.
2. Choose the location to create the Backup to (e.g. USB STICK or EXTERNAL HARD DRIVE).
3. Click **Save**.
4. Once the backup has completed, click **Exit**.

Revision: 5 — Last modified: Mar 18, 2020

1.2.4.10. Register with SuperChoice

> ⚠ **Please ensure you have access to the e-mail address you will use to register**. As part of the registration process, an automated e-mail is sent to you, being your account verification code. If you do not have access to the e-mail address you are using to register, you will be unable to complete the below steps.

> ⚠ If you are a registered agent processing payroll on your client's behalf, please ensure you're up to date with **Registered agents providing a payroll service** on the ATO's website.

1. **Step 1: Establish your Account**
   a. Access SuperChoice's website **here** to register.
   b. Enter the **ABN** of the first Company you wish to register for STP Reporting.
   c. Enter the **E-mail Address** you would like to use for your Account.
   d. Retype the E-mail Address in **Confirm Email**.
   e. Select **I'm not a robot**.
   f. Click **Continue**.
   g. Tick **Yes, I am authorised**.
   h. Tick **Agree**.
   i. Enter or select the following information,

       i. **Postal Address Line 1**

      ii. **Postal Address Line 2**

     iii. **Postal address Suburb**

     iv. **Postal Address State**

      v. **Postal Address Post Code**

     vi. **Telephone**

    vii. Your Company Representative's **Title** (eg. Mr)

   viii. Your Company Representative's **First Name**

     ix. Your Company Representative's **Last Name**

      x. Your Company Representative's **Position**

     xi. **Username**, being your E-mail Address

  j. Click **Continue**

  k. Check the displayed details are correct.

  l. Tick **I have read and agree to the SuperChoice STP Terms and Conditions** after downloading and reading the document.

  m. Click **Submit Registration**.

2. **Step 2: Choose your own Password**

  a. Once you have received the **Thank you for registering as an employer** e-mail, click **Log in**.

  b. Enter your **Username** into **Username**

  c. Enter a NEW Password into **New Password**.

  d. Enter the same NEW Password in **Confirm Password**.

  e. Click **Change Password**

  f. A verification code will be sent to you, so we recommend to have your e-mails / inbox open.

  g. Once you have received the **Your temporary verification code** e-mail, copy the displayed verification code.

  h. Navigate back to the **Customer Dashboard** and enter the copied verification code.

  i. Click **Verify**.

  j. Once your password has been successfully changed, the dashboard will load.

  k. Close this window, **unless you process payroll or multiple ABN's**.

    i. Now that your account is established, follow our instructions **here** to set your Electronic Transfer Option to STP (SuperChoice) and enter your Company information.

3. **Step 3: Add any other ABN's you process payroll for**

  a. If you process payroll for multiple ABN's, click **Maintain Employers**,

  b. Click **Add Employer**.

    i. Under **Employer Details**, enter

      i. the **Legal Entity Name (Company Name)** into **Employer Name**.

     ii. the **ABN** in **Australian business number (ABN)** OR the **WPN** in **Withholder payer number (WPN)**

    iii. the **Branch Code** in **Location**'

    iv. **Active** in **Status**.

    ii. Under **Contact Details**,

      i. In **Title**, select the contact person's title (eg. Mr)

     ii. In **Given Name**, enter the **first** name of the contact person within your organisation.

    iii. In **Family Name**, enter the **last** name of the contact person within your organisation.

        iv.   In **Telephone** or **Mobile Phone**, enter the phone number of the contact person within your organisation.

     iii.   Under **Address Details**,

        i.   In **Address Lines 1 to 4**, enter the Company's Physical or Postal Address.

        ii.   In **Suburb**, enter the Company's Physical or Postal Address Suburb.

        iii.   In **Post Code**, select the Company's Physical or Postal Address postcode.

        iv.   In **State**, select the Company's Physical or Postal Address state.

        v.   In **Country**, select **Australia**

     iv.   Under **Payment Details**,

        i.   In **Payment Method**, select **Direct Credit**,

        ii.   In **BSB**, enter **000-000**

        iii.   In **Account Number**, enter **00000000**

        iv.   In **Account Name**, enter your **Legal Entity Name (Company Name)**.

     v.   Under **Single Touch Payroll**,

        i.   In **Product ID**, enter **436696**

        ii.   In **BMS Name**, enter **e-PayDay Legacy**

        iii.   In **BMS Vendor**,, enter **e-PayDay Pty Ltd**

        iv.   In **BMS Version**, enter **23.00**

     vi.   Select **Save** to complete the setup process.

Revision: 28 — Last modified: Feb 14, 2023

1.2.4.11. Set up your information for Single Touch Payroll Reporting, when you already have a BMS ID

> ❗ **IF YOU WILL BE REPORTING YOUR PAYROLL DATA USING STP, PLEASE ENSURE INTERMEDIARY DOES NOT CONTAIN ANY INFORMATION OTHERWISE YOUR SUBMISSIONS MAY BE UNSUCCESSFUL**.

1. Click **File** > **Edit** then **Government**
   Click **File** > **Company** > **Government**
2. Click **STP Info**.
3. Click **Click here to Add/Edit STP Info**
4. Click **Edit**.
5. Click **Copy Company Details** to copy the Legal Entity Name (Company Name), Full Company Name (Payer name), Branch Code, ABN, Street Address, City/Suburb, State, Postcode, Country, Phone Number, Fax Number and e-Mail from Company details.
   a. If you process payroll for multiple **GST branches** under the ONE (1) ABN, please ensure the **Branch Code** is correct.
6. Enter the name of your Company Representative in **Contact Person**.
7. Change the **BMS ID** to match your previous system.
8. Enter the **Username** you chose when you registered with our SSP, **Superchoice**.
9. Enter the **Password** you chose when you registered with our SSP, **Superchoice**.
10. If you are an **Intermediary** or will be sending your information to an **Intermediary** for submission,

click **Intermediary Details**. Otherwise, Skip to **Step 7**.

    a. Click **Load Company details from another Company** if you wish to copy the Trading Name (Payer trading name), Full Company Name (Payer name), Branch Code, ABN, Street Address, City/Suburb, State, Postcode, Country, Phone Number, Fax Number and e-Mail from the selected Companies details. Otherwise,

    b. Enter the **Trading Name (Payer trading name)**.

    c. Enter the **Full Company Name (Payer name)**.

    d. Enter the Contact Name for the Intermediary in **Contact Person**.

    e. Enter the **Branch Code**.

    f. Enter the **Tax Agent Number**.

    g. Enter the **Physical Address** of the Intermediary.

    h. Enter the **City/Suburb** of the Intermediary.

    i. Select the **State** of the Intermediary.

    j. Enter the **Postcode** of the Intermediary.

    k. Select the **Country** of the Intermediary.

    l. Enter the **Phone Number** of the Intermediary.

    m. *Non-compulsory*: Enter the **Fax Number** of the Intermediary.

    n. Enter the **e-Mail Address** of the Intermediary.

11. Click **Save** then **Exit** to close **STP Info**.
12. Click **Exit** to close the Company window.

Revision: 10 — Last modified: Jul 29, 2020

1.2.4.12. Register your Company / Companies

e-PayDay FREEPAY® Skip this step.
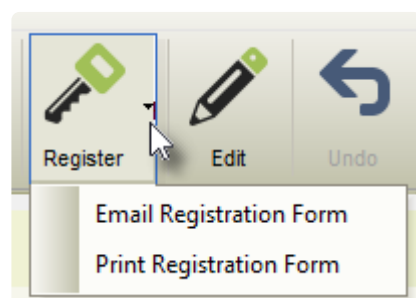
1. Click **File** > **Edit** *or*
   Click **File** > **Company** > **Company Details**.
2. Click **Register** > **Print Registration Form** *or* **e-Mail Registration Form**.

    a. **Print Registration Form**: Save the file and attach to an e-Mail *or* copy and paste the complete Registration Form into an email. Our e-Mail Address is listed on the Company Registration Form.

    b. **e-Mail Registration Form**: The Registration Form will be e-Mailed directly from e-PayDay®.

        i. If your e-Mail settings are not yet entered, please read **here**

3. Click **Exit**.

Revision: 19 — Last modified: Feb 15, 2021

1.2.4.13. Enter your Company Registration Key/s

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** *or*
   Click **File** > **Company** > **Company Details**.
2. Click **Edit**.
3. Enter the 10 digit number as provided by e-PayDay in **Company Registration Key**.
4. Click **Save** then **Exit**.

Revision: 8 — Last modified: Mar 18, 2020

1.2.5. Set up the ability to pay Employees using FAST-Bank™

1. Read **here** to set up FAST-Bank™ in your Company
2. Read **here** to set up FAST-Bank™ in your Employees.

Revision: 1 — Last modified: Mar 18, 2020

1.2.5.1. Set up FAST-Bank™ in your Company

1. Click **File** > **Edit** > **Banking** *or*
   Click **File** > **Company** > **Banking Information** / **FAST-Bank™**
2. Select **FAST-Bank™** > **Payment Method**
   a. **Pay Location/Department** defaults to **ALL** however it can be changed to establish individual banking details.
   b. **Bank Title**: Select the Bank that account is with.
   c. **BSB**: Enter the **BSB** (Bank, State, Branch) for the Bank Account.
   d. **Account Number**: Enter the **Bank Account Number**.
   e. **Account Name**: Enter the name on the Bank Account.
   f. **Name of Remitter**: Enter the name of the Person or Company creating the FAST-Bank™ file.
   g. **APCA ID Number**: Enter the APCA (Australian Payments Clearing Association) ID as provided by your Bank.
   h. **Lodgement Reference Number**: Enter the Reference as provided by your Bank.
   i. **Balancing File**: Select if a Self-balancing transaction batch is required within the FAST-Bank™ file (as provided by your Bank).
   j. **Select where you want your FAST-Bank™ file sent to by clicking the 'Browse…' button**
      i. Click **Browse**.

ii. Select the location you wish to save your **FAST-Bank™** file to each pay run.
iii. Click **Open**

3. Click **Save** then **Exit**.

1. To set up a holding account for **Tax (PAYG)**,
   a. Select **Tax (PAYG)**.
   b. **BSB**: Enter the **BSB** (Bank, State, Branch) for the Bank Account.
   c. **Account Number**: Enter the **Bank Account Number**.
   d. **Account Name**: Enter the name on the Bank Account.
   e. **Reference**: Enter the **Reference** to display on the Organisations Bank Statement.
   f. **A/C Type**: Enter S for Savings or T for Transaction.
2. Click **Save** then **Exit**.

1. To set up a holding account for **Superannuation (SG)**,
   a. Select **Superannuation (SG)**.
   b. Select *EITHER* **Employer SG Only** (10.50%) *or* **ALL Superannuation Contributions** which includes **Employer SG** (10.50%), **RESC** (over 10.50%), **Concessional** (before Tax) and **Non-Concessional** (after Tax) contributions.
   c. **BSB**: Enter the **BSB** (Bank, State, Branch) for the Bank Account.
   d. **Account Number**: Enter the **Bank Account Number**.
   e. **Account Name**: Enter the name on the Bank Account.
   f. **Reference**: Enter the **Reference** to display on the Organisations Bank Statement.
   g. **A/C Type**: Enter S for Savings or T for Transaction.
2. Click **Save** then **Exit**.

Revision: 24 — Last modified: Sep 15, 2022

1.2.5.2. Set up a Holding Account for Gross PAYG (Tax)

What is a Holding Account for Gross PAYG and Superannuation (SG)?
A Holding Account is a bank account you have established specifically to transfer your Gross PAYG and Superannuation (SG) contributions as part of your **FAST-Bank™** (.aba) file. This may be a "high" interest earning account with your Financial Institution.

What transactions does the Gross PAYG Holding Accounts retain?
The **Gross PAYG** Holding Account will retain ALL PAYG Amounts which include **PAYG** (Pay as you go Tax which applies to the current pay period once posted), **HELP**, **SFSS** and **Additional Taxation** amounts.

1. Click **File** > **Edit** then **Banking** *or*
   Click **File** > **Company** > **Banking Information** / **FAST-Bank™**
2. Navigate to **Holding Accounts for Gross PAYG and SG**.
   a. Select **Tax (PAYG)**.
   b. **BSB**: Enter the **BSB** (Bank, State, Branch) for the Bank Account.
   c. **Account Number**: Enter the **Bank Account Number**.
   d. **Account Name**: Enter the name on the Bank Account.

e. **Reference**: Enter the **Reference** to display on the Organisations Bank Statement.
f. **A/C Type**: Enter S for Savings or T for Transaction.

3. Click **Save** then **Exit**.

1.2.5.3. Set up a Holding Account for Superannuation (SG)

What is a Holding Account for Gross PAYG and Superannuation (SG)?
A Holding Account is a bank account you have established specifically to transfer your Gross PAYG and Superannuation (SG) contributions as part of your **FAST-Bank™** (.aba) file. This may be a "high" interest earning account with your Financial Institution.

What transactions does the Superannuation (SG) Holding Accounts retain?
The **Superannuation (SG)** Holding Account can be set to *EITHER* **Employer SG Only** (10.50%) *or* **ALL Superannuation Contributions** which includes **Employer SG** (10.50%), **RESC** (over 10.50%), **Concessional** (before Tax) and **Non-Concessional** (after Tax) contributions from **Version 19.50**.

1. Click **File** > **Edit** then **Banking** *or*
   Click **File** > **Company** > **Banking Information** / **FAST-Bank™**
2. Click **Pay Run**.
3. Navigate to **Holding Accounts for Gross PAYG and SG**.
   a. Select **Superannuation (SG)**.
   b. Select *EITHER* **Employer SG Only** (10.50%) *or* **ALL Superannuation Contributions** which includes **Employer SG** (10.50%), **RESC** (over 10.50%), **Before Tax** **After Tax** contributions.
   c. **BSB**: Enter the **BSB** (Bank, State, Branch) for the Bank Account.
   d. **Account Number**: Enter the **Bank Account Number**.
   e. **Account Name**: Enter the name on the Bank Account.
   f. **Reference**: Enter the **Reference** to display on the Organisations Bank Statement.
   g. **A/C Type**: Enter S for Savings or T for Transaction.
4. Click **Save** then **Exit**.

1.2.5.4. Set up FAST-Bank™ in your Employees

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Pay Run**.
5. Navigate to **Payment Method**.
6. Select **FAST-Bank™**.
7. Click **Edit** (Pencil Icon).
8. Click **New**.
9. Enter the **Priority No.** as 1 for the first Bank Account.
10. Enter the **Amount ($ or %)** being paid to this bank account **If this is their ONLY account, set to 100%**.
11. Enter the **BSB**.
12. Enter the **Account Number**.
13. Enter S for Savings or T for Transaction in **A/C Type**:

14. Enter the **Reference** to show on the Employees Bank Statement.
15. Enter the **Account Name**.
16. Click **Save**.
17. Repeat **Steps 9 – 17** to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.
     Please ensure each account has an Amount set, aside from the last Bank Account in which Amount will be left blank.
18. Click **Exit**.

Revision: 20 — Last modified: Feb 15, 2021

1.2.5.5. Variable Deductions disbursed with FAST-Bank™

> ❗ This feature is not intended to be used with the **Superannuation (SG) Holding Account** OR if you create and upload a SuperStream File. If you establish Banking Details to disburse your **Concessional** (before Tax) and **Non-Concessional** (after Tax) contributions, you may pay more to the Employees Superannuation Fund than your Employees contributed.

From Version 19.50, Variable Deductions can now be included and disbursed as part of your **FAST-Bank™*** File. Simply add a new Deduction (or edit an existing Deduction) and add the banking details in the Employees profile, it's that easy!

What is a Variable Deduction?
A Variable Deduction is a Deduction Pay Type which has a different defined value for each employee, where the Variable Deduction Amounts from Employees checkbox selected in the Pay Type setup and an amount is defined within the Employee profile. Variable Deductions can either be used for repayments that have no maximum repayment amount set (for example Child Support) or an amount they must repay (such as a loan) which repayment cease after completion.

How do I add a new Variable Deduction?
Please follow **How do I add a new Variable Deduction Pay Type?**

How do I assign a Variable Deduction Pay Type to an Employee, define the value and/or bank details?
Please follow **Where do I add a new Variable Deduction for my Employee?**
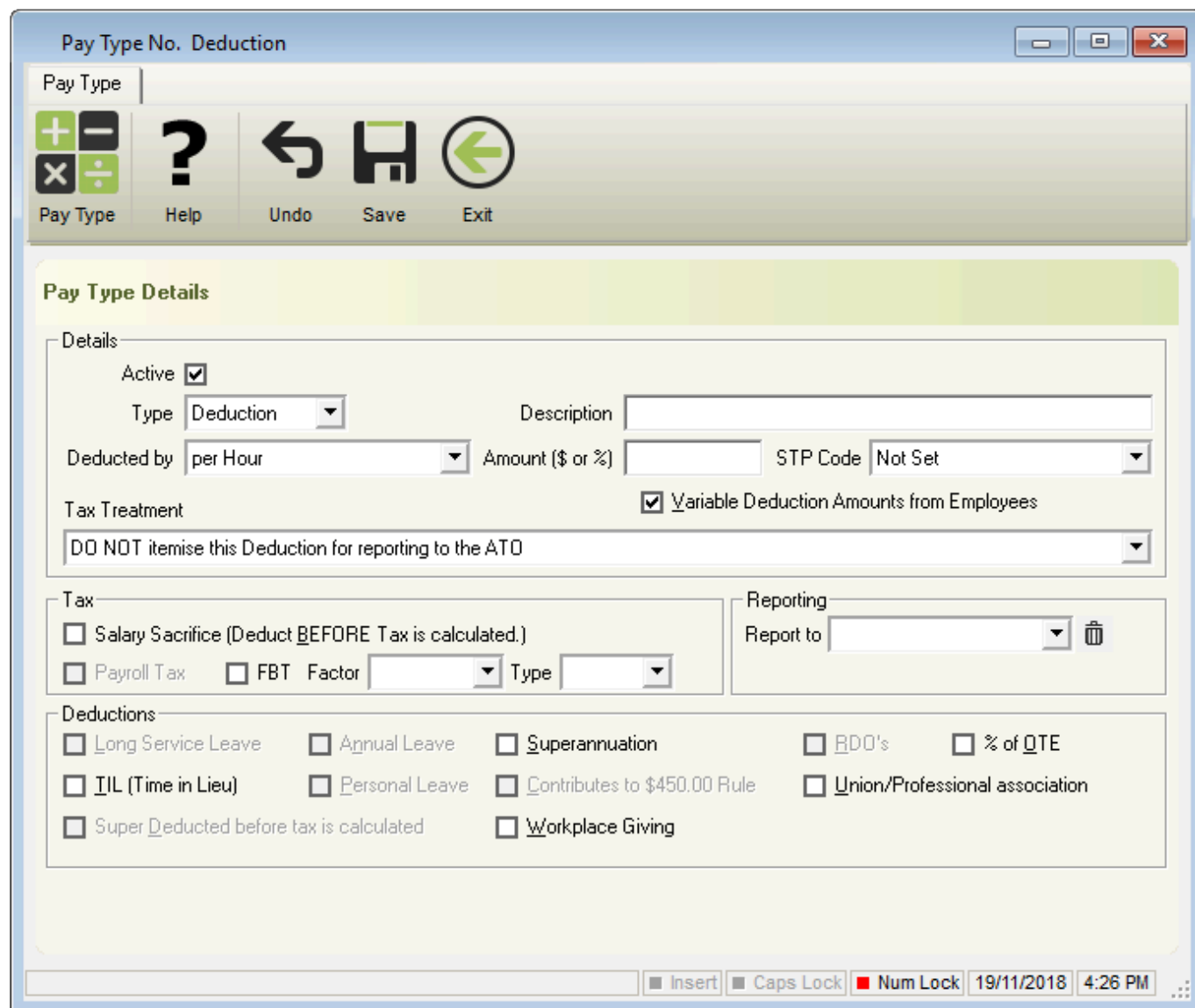
How do I edit an existing Deduction within an Employee to add bank details from Version 19.50?
Please follow **How do I edit an existing Variable Deduction record within an Employee to add bank details so the amount can be disbursed as part of my FAST-Bank™ File?**

Are there any new reports or changes to existing reports available to show this disbursement?
Yes, a new report has been added entitled **Variable Deductions** and the **Pay Disbursements (FAST-Bank™)** report has been updated to cater to the new requirements;

1.2.5.5.1. Add a Variable Deduction

1. Click **Pay Types** > **New Deduction** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and
   change to **Deduction** then click **New**.
2. Enter the **Description**.
3. In **Deducted by**, select **Per Pay Period**.
4. Select **Variable Deduction Amounts from Employees** and leave **Amount ($ or %)** blank.
5. In **Tax Treatment**, select **DO NOT itemise this Deduction for reporting to the ATO** UNLESS
   the Deduction is **Workplace Giving** *or* **Fees**. Otherwise, contact your Accountant/Bookkeeper or
   the ATO for advice.
6. If required, change the following fields.
   a. **Reporting**
      i. Report to
   b. **Accruals**
      i. Union/Professional association
      ii. Workplace Giving

7. Click **Save** then **Exit**.

1.2.5.5.2. Assign a Variable Deduction to your Employee

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit** > **Pay Run** > **Pay Setup – Basic** > **Setup Variable Deduction**.
4. Click **New**.
5. Select the **Deduction** from the drop-down menu.
6. Enter the **Amount per Pay** to be deducted.
7. If required, enter the **Total Amount** to be deducted. Once the **Total Amount** has been reached, no future deductions will be debited.
8. If required, enter the **Total Paid** so far under the arrangement.
9. If you would like to disburse this deduction as part of your FAST-Bank™ File, select **Disburse with FAST-Bank™?**, otherwise skip the below steps;
   a. Enter the bank account details that this deduction will be disbursed to.
      i. **BSB**.
      ii. **Account Number**.
      iii. **Account Name**
      iv. **Reference** to show on the receivers Bank Statement.
10. Click **Save** then **Exit**.
11. Click **Exit** again to close the Employee window.

1.2.5.5.3. Add FAST-Bank™ Details in a Variable Deduction

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit** > **Pay Run** > **Pay Setup – Basic** > **Setup Variable Deduction**.
4. Select the record you wish to update (click once to highlight).
5. Click **Edit**.
6. Select **Disburse with FAST-Bank™?**
7. Enter the bank account details that this deduction will be disbursed to.
   a. **BSB**.
   b. **Account Number**.
   c. **Account Name**
   d. **Reference** to show on the receivers Bank Statement.
8. Click **Save** then **Exit**.
9. Click **Exit** again to close the Employee window.

1.2.6. Set up the ability to e-mail pay slips

> **!** We recommend establishing **GLOBAL SMTP e-Mail Settings** **UNLESS** you require unique **Company SMTP e-Mail Settings**

> **!** If both Company and GLOBAL SMTP e-Mail settings are established, the Company settings will be used in place of the GLOBAL settings.

1. Either
   • Read **here** to establish GLOBAL SMTP e-Mail Settings *or*
   • Read **here** to establish Company SMTP e-Mail Settings.
2. Read **here** to enter your Employees email addresses.

1.2.6.1. Enter your GLOBAL SMTP e-Mail Settings

> **!** We recommend establishing **GLOBAL SMTP e-Mail Settings** per the below instructions **UNLESS** you require unique **Company SMTP e-Mail Settings**

1. Click **Options** > **Configure GLOBAL SMTP Email Settings**.
   • **e-PayDay® Hosted** When prompted, select either
     ◦ **Use e-PayDay's Settings**
     ◦ **Use my Own Settings**
2. Enter or select the following options,
   • **SMTP server** name
   • **Port** ID
   • **This server requires an encrypted connection (TLS/SSL)**
   • **Username** and **Password**
   • **Log on using Secure Password Authentication (SPA)**
   • **From Address**: e-Mail address that Pay Slips will be sent from.
   • **From Name**: The Name of the Person and/or Company sending the Pay Slips
   • **To Address**: e-Mail address that the test email will be sent to when **Send Test e-Mail** is clicked.
   • **To Name**: The Name of the Person and/or Company sending the Test e-Mail.
   a. Tick **Log e-Mail after processing ?** so all emails are logged to a text document once they have been sent.
     • You can view the PayDayEmail.Log by following **here**
   b. To add a delay between each email being sent, enter the number of seconds delay in **Delay Period**.

   c. To send multiple emails sent at once with a set delay between each batch, select **Send e-Mails in a Batch?**

      • Enter the number of emails to be sent in one batch in **After Sending X e-Mails**.

      • Enter the number of minutes delay between in batch in **Wait X Minutes**.

3. Click **Save** to save your settings.
4. To test the e-Mail Settings, click **Send Test e-Mail** to send a test email to your **To Address**.
5. Click **Exit**.

> ✳ **e-PayDay® Hosted**: If you are using our e-mail settings and still receiving an error after updating, please read **here**

Revision: 32 — Last modified: Jun 03, 2020

1.2.6.2. Enter your Company e-Mail Settings

> ❗ We recommend establishing **GLOBAL SMTP e-Mail Settings** **UNLESS** you require unique **Company SMTP e-Mail Settings**

1. Click **File** > **Edit** then **Preferences** *or*

   Click **File** > **Company** > **Company Preferences**.
2. Click **e-Mail Settings**.
   • **e-PayDay® Hosted** When prompted, select either
     ◦ **Use e-PayDay's Settings**
     ◦ **Use my Own Settings**
3. Enter or select the following options,
   • **SMTP server** name
   • **Port** ID
   • **This server requires an encrypted connection (TLS/SSL)**
   • **Username** and **Password**
   • **Log on using Secure Password Authentication (SPA)**
   • **From Address**: e-Mail address that Pay Slips will be sent from.
   • **From Name**: The Name of the Person and/or Company sending the Pay Slips
   • **To Address**: e-Mail address that the test email will be sent to when **Send Test e-Mail** is clicked.
   • **To Name**: The Name of the Person and/or Company sending the Test e-Mail.
   a. Tick **Log e-Mail after processing ?** so all emails are logged to a text document once they have been sent.
     • You can view the PayDayEmail.Log by following **here**
   b. To add a delay between each email being sent, enter the number of seconds delay in **Delay Period**.
   c. To send multiple emails sent at once with a set delay between each batch, select **Send e-Mails in a Batch?**
     • Enter the number of emails to be sent in one batch in **After Sending X e-Mails**.
     • Enter the number of minutes delay between in batch in **Wait X Minutes**.
4. Click **Save** to save your settings.

5. To test the e-Mail Settings, click **Send Test e-Mail** to send a test email to your **To Address**.
6. Click **Exit**.

✳ **e-PayDay® Hosted**: If you are using our e-mail settings and still receiving an error after updating, please read **here**

Revision: 30 — Last modified: Jan 05, 2023

1.2.6.3. Enter your Employees e-Mail Address

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **HR**.
5. Navigate to **Contact Details**.
6. Select an option from the drop-down menu depending on the information you wish to enter
   • Business e-Mail
   • Home e-Mail
7. Enter the relevant e-mail address based on your selection
8. Click **Save** then **Exit**.

Revision: 11 — Last modified: Jun 03, 2020

1.3. Pay Run Procedure

There are several different ways payroll can be processed, depending on your requirements. The most common procedure is,

1. Individual Employee (including allocation of Hours to Cost Centres), read **here**,
   a. Individual Employee Cessation (Termination), read **here**)
2. Read **here** to obtain the Pay Run Reports, ensuring the payroll information has been correctly entered.
3. Read **here** to print, export or e-Mail your Pay Slips once the pay run reports have been reviewed and confirmed to be correct.
4. Read **here** to create a FAST-Bank™ File (if required)
5. Read **here** to post the Pay Run,
6. Read **here** to submit your Pay Event to the ATO & complete any previous submissions which the ATO have not yet responded to.

You have the option to compose the pays by

1. All/Selected Employees, read **here**
2. Importing a FAST-Pay™ File, read **here**
3. Manually entering Times in e-Time™, read **here**

4. Importing Times and manually assigning Pay Types in e-Time™, read **here**
5. Importing Times and interpret using e-Award™ in e-Time™, read **here**

> ❗ Read **here** to correct a mistake which has been reported to the ATO

Revision: 47 — Last modified: Mar 25, 2022

1.3.1. Process Pays by Individual Employee (including allocation of Hours to Cost Centres)

1. Click **Pay Day** > **Process Pays** > **Individual Employee** *or*
   Click **Pay Day** from the Side Bar.
2. Double click on the first employee to be included in this pay run.
3. Ensure the **Payment Date** and **Current Period Ending Date** are correct for the Pay Period you wish to process.
4. Click **Yes** to process the pay run for the displayed dates.
5. Select the appropriate **Ordinary and Overtime Pay Rates**, **Leave Pay Rates**, **Schedule 5 (Back Pay, Commission, Bonus) Pay Rates Allowances** and/or **Deductions** and adjust as required
   a. If **Leave Pay Rates** are selected, an alert will be displayed for you to enter the Employee's Start Date and End Date of the Leave Period.
   b. If **Schedule 5 (Back Pay, Commission, Bonus) Pay Rates** are selected, you may be prompted to enter either a date range or the number of periods for taxation calculation.
6. If required, click **Show Cost Centres** and allocate the employees hours against the appropriate Cost Centre for each Pay Type listed.
7. Click **Pending** or **OK** to save all changes.
8. Repeat the above process each employee who is to be included in the pay run unless you need to process a **Cessation (Termination) Pay**, read how **here**

Revision: 9 — Last modified: Jul 10, 2020

1.3.1.1. Process Pays by Individual Employee with Annual Leave No Loading

> ✳ **Annual leave at half pay in some awards**: The Commission has varied many awards to allow employees to take annual leave at half pay to manage the impact of coronavirus. A temporary new schedule inserted into these awards lets employees take twice as much annual leave at half their normal pay if their employer agrees. Read more **here**

> ✳ If your Employee is taking Annual Leave Half Pay, we recommend reducing the QTY instead of the rate. to ensure the Leave Balance is not reduced to a negative amount. Example – if the Payee is taking 1 week Leave (38 hours), enter QTY of 19.

1. When composing the **Employees Pay**, adjust the Award Rate **QTY** by deducting the Annual Leave hours.
2. Click Line 2.
3. Select **Annual Leave No Loading**.
4. Enter the Annual Leave No Loading **QTY**.
5. Enter the Start Date and End Date of the Leave Period.
6. Click **OK**.
    a. **Why am I being prompted to Tax Average Leave during the Pay Run?**
    b. I've made a mistake with the Leave Dates, how do I amend them?
7. Make any other changes as necessary.
8. Click **Pending** or **OK** to save all changes.

Revision: 9 — Last modified: Nov 18, 2020

1.3.1.2. Process Pays by Individual Employee with Annual Leave and Loading

✳ **Annual leave at half pay in some awards**: The Commission has varied many awards to allow employees to take annual leave at half pay to manage the impact of coronavirus. A temporary new schedule inserted into these awards lets employees take twice as much annual leave at half their normal pay if their employer agrees. Read more **here**

✳ If your Employee is taking Annual Leave Half Pay, we recommend reducing the QTY instead of the rate. to ensure the Leave Balance is not reduced to a negative amount. Example – if the Payee is taking 1 week Leave (38 hours), enter QTY of 19.

1. When composing the **Employees Pay**, adjust the Award Rate **QTY** by deducting the Annual Leave hours.
2. Click Line 2.
3. Select **Annual Leave and Loading**.
4. Enter the Annual Leave and Loading **QTY**.
5. Enter the Start Date and End Date of the Leave Period.
6. Click **OK**.
    a. **Why am I being prompted to Tax Average Leave during the Pay Run?**
    b. I've made a mistake with the Leave Dates, how do I amend them?
7. Make any other changes as necessary.
8. Click **Pending** or **OK** to save all changes.

Revision: 9 — Last modified: Nov 18, 2020

1.3.1.3. Process Pays by Individual Employee with Personal (Sick and Carers) Leave

1. When composing the **Employees Pay**, adjust the Award Rate **QTY** by deducting the Personal Leave hours.
2. Click Line 2.
3. Select **Personal Leave**.
4. Enter the Personal Leave **QTY**.
5. Enter the Start Date and End Date of the Leave Period.
6. Click **OK**.
   a. **Why am I being prompted to Tax Average Leave during the Pay Run?**
   b. I've made a mistake with the Leave Dates, how do I amend them?
7. Make any other changes as necessary.
8. Click **Pending** or **OK** to save all changes.

Revision: 5 — Last modified: Jul 10, 2020

1.3.1.4. Process Pays by Individual Employee with a single or multiple Public Holidays

1. When composing the **Employees Pay**, adjust the Award Rate **QTY** by deducting the Public Holiday hours.
2. Click Line 2.
3. Select **Public Holidays**.
4. Enter the Public Holidays **QTY**.
5. Enter the Start Date and End Date of the Leave Period.
6. Click **OK**.
   a. **Why am I being prompted to Tax Average Leave during the Pay Run?**
   b. I've made a mistake with the Leave Dates, how do I amend them?
7. Make any other changes as necessary.
8. Click **Pending** or **OK** to save all changes.

Revision: 4 — Last modified: Jul 10, 2020

1.3.1.5. Process Pays by Individual Employee with Long Service Leave

1. When composing the **Employees Pay**, adjust the Award Rate **QTY** by deducting the Long Service Leave hours.
2. Click Line 2.
3. Select **Long Service Leave**.

4. Enter the Long Service Leave **QTY**.

5. Enter the Start Date and End Date of the Leave Period.

6. Click **OK**.

    a. **Why am I being prompted to Tax Average Leave during the Pay Run?**

    b. I've made a mistake with the Leave Dates, how do I amend them?

7. Make any other changes as necessary.

8. Click **Pending** or **OK** to save all changes.

Revision: 4 — Last modified: Jul 10, 2020

1.3.1.6. Process Pays by Individual Employee with Paid Parental Leave

✴ If required, please amend the Amount set within the Paid Parental Leave Pay Type by referring to Edit a Pay Rate

1. When composing the **Employees Pay**, click Line 2.

2. Select Pay Rate **Paid Parental Leave**.

3. Enter the Paid Parental Leave **QTY**.

4. Make any other changes as necessary (e.g. Navigate to **Total Tax (E = C + D)** and double click on the $ displayed and adjust as required).

5. Click **Pending** or **OK** to save all changes.

Revision: 8 — Last modified: May 09, 2023

1.3.1.7. Process Pays by Individual Employee with RDO's

1. When composing the **Employees Pay**, adjust the Award Rate **QTY** by deducting the RDO hours.

2. Click Line 2.

3. Select **RDO's**.

4. Enter the RDO **QTY**.

5. Enter the Start Date and End Date of the Leave Period.

6. Click **OK**.

    a. **Why am I being prompted to Tax Average Leave during the Pay Run?**

    b. I've made a mistake with the Leave Dates, how do I amend them?

7. Make any other changes as necessary.

8. Click **Pending** or **OK** to save all changes.

Revision: 5 — Last modified: Jul 10, 2020

1.3.1.8. Process Pays by Individual Employee with TIL Accrued

> ❗ Time In Lieu (TIL) Accrued will increase the Employees TIL Balance and no payment will be received for this type. If a payment is required, please follow **How do I process a Pay Run with Time In Lieu (TIL) Taken?**

1. When composing the **Employees Pay**, adjust the Award Rate **QTY** by deducting the TIL Accrued hours.
2. Click Line 2.
3. Select **TIL Accrued**.
4. Enter the TIL Accrued **QTY**.
5. Click **OK**.
6. Make any other changes as necessary.
7. Click **Pending** or **OK** to save all changes.

Revision: 6 — Last modified: Jul 10, 2020

1.3.1.9. Process Pays by Individual Employee with TIL Taken

1. When composing the **Employees Pay**, adjust the Award Rate **QTY** by deducting the TIL Taken hours.
2. Click Line 2.
3. Select **TIL Taken**.
4. Enter the TIL Taken **QTY**.
5. Enter the Start Date and End Date of the Leave Period.
6. Click **OK**.
   a. **Why am I being prompted to Tax Average Leave during the Pay Run?**
   b. I've made a mistake with the Leave Dates, how do I amend them?
7. Make any other changes as necessary.
8. Click **Pending** or **OK** to save all changes.

Revision: 5 — Last modified: Jul 10, 2020

1.3.1.10. Process Pays by Individual Employee with Banked Hours Accrued

> ❗ Banked Hours Accrued will increase the Employees Banked Hours / RDO's Balance and no payment will be received for this type. If a payment is required, please follow **How do I process a Pay Run with Time In Lieu (TIL) Taken?** below,

1. When composing the **Employees Pay**, adjust the Award Rate **QTY** by deducting the TIL Accrued hours.
2. Click Line 2.
3. Select **Banked Hours Accrued**.
4. Enter the Banked Hours Accrued **QTY**.
5. Click **OK**.
6. Make any other changes as necessary.
7. Click **Pending** or **OK** to save all changes.

Revision: 4 — Last modified: Jul 10, 2020

1.3.1.11. Process Pays by Individual Employee with Banked Hours Taken

1. When composing the **Employees Pay**, adjust the Award Rate **QTY** by deducting the Banked Hours Taken hours.
2. Click Line 2.
3. Select **Banked Hours Taken**.
4. Enter the Banked Hours Taken **QTY**.
5. Enter the Start Date and End Date of the Leave Period.
6. Click **OK**.
   a. **Why am I being prompted to Tax Average Leave during the Pay Run?**
   b. I've made a mistake with the Leave Dates, how do I amend them?
7. Make any other changes as necessary.
8. Click **Pending** or **OK** to save all changes.

Revision: 4 — Last modified: Jul 10, 2020

1.3.1.12. Process a Pay Run with Back Pay

> **!** e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents (members of the **Tax Practitioners Board (TPB)**) and therefore are unable to provide payroll advice. We can assist you in the use of the software in obtaining your desired outcome based on advice provided to you by your Accountant or Bookkeeper.

1. Ensure you have added a **Back Pay Pay Rate**
2. When composing the **Employees Pay**, click Line 2.
3. Select **Back Pay**.
4. Enter the Back Pay **QTY**.
   a. If Tax Treatment **Back Payment, Commission, Bonus or similar payment (Schedule 5 – Method A)** was selected when adding the **Back Pay Pay Rate**, the following alert will be displayed,
      i. **Tax Adjustment. Using a Method A Pay Rate Type will apportion withholding (tax) over a defined period. Enter the number of Pay Periods to apportion withholding (tax) for this Pay Rate Type. If Cancel is clicked, tax will automatically be apportioned over ONE Pay Period. The number must be**

between 1 and 52

      ii. Enter the number of pay periods you wish to apportion withholding (tax) over.

      iii. Click **Ok**.

  b. If Tax Treatment **Back Payment, Commission, Bonus or similar payment (Schedule 5 – Method B (i))** was selected when adding the when adding the **Back Pay Pay Rate**, the following alert will be displayed,

      i. **Back payments apply to a specific period in the current financial year. Only the pays in the period below is used with the calculations**

           i. Select the **Start Date** and **End Date** that the back payment needs to be applied to.

      ii. Click **Ok**.

  c. If Tax Treatment **Back Payment, Commission, Bonus or similar payment (Schedule 5 – Method B (iI))** or **Back Payment for a Prior Financial Year, Over $1200 (Schedule 5 – Method B (ii) – Lump Sum E)** was selected when adding the when adding the **Back Pay Pay Rate**, withholding (tax) will be automatically apportioned over the whole year (52 Weekly, 26 Fortnightly or 12 Monthly pay runs).

5. Make any other changes as necessary.
6. Click **Pending** or **OK** to save all changes.

Revision: 15 — Last modified: Apr 12, 2022

1.3.1.13. Process a Pay Run with Annual Leave (Cashed Out)

> **!** e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents (members of the **Tax Practitioners Board (TPB)**) and therefore are unable to provide payroll advice. We can assist you in the use of the software in obtaining your desired outcome based on advice provided to you by your Accountant or Bookkeeper.

> **!** Annual Leave (Cashed Out) is designed for when an employee receives payment for their leave hours and continues working, instead of taking time off. It is NOT designed to be used as part of a **Cessation Pay Run** or when the Employee is actually **taking the leave period**.

> **!** Please ensure you have checked your obligations with your relevant government body per the above links, including Fair Work Australia as Annual Leave Cashed out is NOT available in some Australian States and under some Awards & Agreements.

1. Ensure you have added an **Annual Leave (Cashed Out) Pay Rate**
2. When composing the **Employees Pay**, click Line 2.
3. Select **Annual Leave (Cashed Out)**.
4. Enter the Annual Leave (Cashed Out) **QTY**.
5. In **Start Date** and **End Date**, enter either the Payment Date or the Pay Run Period Ending Date.
6. Click **OK**.

    a. If Tax Treatment **Annual Leave (Cashed Out) – Schedule 5, Method A** was selected when adding the <u>**Annual Leave (Cashed Out) Pay Rate**</u>, the following alert will be displayed,

        i. **Tax Adjustment. Using a Method A Pay Rate Type will apportion withholding (tax) over a defined period. Enter the number of Pay Periods to apportion withholding (tax) for this Pay Rate Type. If Cancel is clicked, tax will automatically be apportioned over ONE Pay Period. The number must be between 1 and 52**

        ii. Enter the number of pay periods you wish to apportion withholding (tax) over.

        iii. Click **Ok**.

    b. If Tax Treatment **Annual Leave (Cashed Out) – Schedule 5, Method B (ii)** was selected when adding the <u>**Annual Leave (Cashed Out) Pay Rate**</u>, withholding (tax) will be automatically apportioned over the whole year (52 Weekly, 26 Fortnightly or 12 Monthly pay runs).

7. Make any other changes as necessary.
8. Click **Pending** or **OK** to save all changes.

Revision: 9 — Last modified: Apr 12, 2022

1.3.1.14. Process a Pay Run with Annual Leave and Loading (Cashed Out)

> ❗ e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents (members of the <u>**Tax Practitioners Board (TPB)**</u>) and therefore are unable to provide payroll advice. We can assist you in the use of the software in obtaining your desired outcome based on advice provided to you by your Accountant or Bookkeeper.

> ❗ Annual Leave and Loading (Cashed Out) is designed for when an employee receives payment for their leave hours and continue working, instead of taking time off. It is NOT designed to be used as part of a <u>**Cessation Pay Run**</u> or when the Employee is actually <u>taking the leave period</u>.

> ❗ Please ensure you have checked your obligations with your relevant government body per the above links, including Fair Work Australia as Annual Leave and Loading Cashed out is NOT available in some Australian States and under some Awards & Agreements.

1. Ensure you have added an <u>**Annual Leave and Loading (Cashed Out) Pay Rate**</u>
2. When composing the <u>**Employees Pay**</u>, click Line 2.
3. Select **Annual Leave and Loading (Cashed Out)**.
4. Enter the Annual Leave and Loading (Cashed Out) **QTY**.
5. In **Start Date** and **End Date**, enter either the Payment Date or the Pay Run Period Ending Date.
6. Click **OK**.

    a. If Tax Treatment **Annual Leave (Cashed Out) – Schedule 5, Method A** was selected when adding the <u>**Annual Leave (Cashed Out) Pay Rate**</u>, the following alert will be displayed,

        i. **Tax Adjustment. Using a Method A Pay Rate Type will apportion withholding**

(tax) over a defined period. Enter the number of Pay Periods to apportion withholding (tax) for this Pay Rate Type. If Cancel is clicked, tax will automatically be apportioned over ONE Pay Period. The number must be between 1 and 52

    ii. Enter the number of pay periods you wish to apportion withholding (tax) over.

    iii. Click **Ok**.

  b. If Tax Treatment **Annual Leave (Cashed Out) – Schedule 5, Method B (ii)** was selected when adding the **Annual Leave (Cashed Out) Pay Rate**, withholding (tax) will be automatically apportioned over the whole year (52 Weekly, 26 Fortnightly or 12 Monthly pay runs).

7. Make any other changes as necessary.
8. Click **Pending** or **OK** to save all changes.

Revision: 10 — Last modified: Apr 12, 2022

1.3.1.15. Process a Pay Run with Long Service Leave (Cashed Out)

> ❗ e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents (members of the **Tax Practitioners Board (TPB)**) and therefore are unable to provide payroll advice. We can assist you in the use of the software in obtaining your desired outcome based on advice provided to you by your Accountant or Bookkeeper.

> ❗ Long Service Leave (Cashed Out) is designed for when an employee receives payment for their leave hours and continue working, instead of taking time off. It is NOT designed to be used as part of a **Cessation Pay Run** or when the Employee is actually taking the **leave period**

> ❗ Please ensure you have checked your obligations with your relevant government body per the above links, including Fair Work Australia as Long Service Leave Cashed out is NOT available in some Australian States and under some Awards & Agreements.

1. Ensure you have added an **Long Service Leave (Cashed Out) Pay Rate**
2. When composing the **Employees Pay**, click Line 2.
3. Select **Long Service Leave (Cashed Out)**.
4. Enter the Long Service Leave (Cashed Out) **QTY**.
5. In **Start Date** and **End Date**, enter either the Payment Date or the Pay Run Period Ending Date.
6. Click **OK**.

  a. If Tax Treatment **Long Service Leave Cashed Out – Schedule 5, Method A** was selected when adding the **Long Service Leave (Cashed Out) Pay Rate**, the following alert will be displayed,

    i. **Tax Adjustment. Using a Method A Pay Rate Type will apportion withholding (tax) over a defined period. Enter the number of Pay Periods to apportion withholding (tax) for this Pay Rate Type. If Cancel is clicked, tax will**

automatically be apportioned over ONE Pay Period. The number must be between 1 and 52

    ii. Enter the number of pay periods you wish to apportion withholding (tax) over.

    iii. Click **Ok**.

  b. If Tax Treatment <u>**Long Service Leave Cashed Out – Schedule 5, Method B(ii)**</u> was selected when adding the **Long Service Leave (Cashed Out) Pay Rate**, withholding (tax) will be automatically apportioned over the whole year (52 Weekly, 26 Fortnightly or 12 Monthly pay runs).

7. Make any other changes as necessary.

8. Click **Pending** or **OK** to save all changes.

Revision: 12 — Last modified: Apr 12, 2022

1.3.1.16. Process a Pay Run with both a Schedule 5 – Method B (ii) Pay Rate and Concessional Superannuation Contribution Deduction

> ❗ When processed in the same pay run, <u>**Concessional Superannuation Contributions**</u> will be deducted from any and all <u>**Schedule 5 – Method B (ii)**</u> payments before tax is calculated as confirmed by the ATO on 16th August 2018.

1. When composing the <u>**Employees Pay**</u>, Click Line 2 under Pay Rates.

2. Select **Back Pay, Commission, Bonus (B(ii))** *or* <u>**add a new Schedule 5 – Method B (ii) Pay Rate**</u> if necessary.

3. Enter the Back Pay, Commission, Bonus (B(ii)) **QTY** and **Rate** unless previously set.

4. Click Line 57, under **Deductions**.

5. Select **Concessional (Before Tax) Superannuation** *or* <u>**add a new Concessional (Before Tax) Superannuation Deduction**</u> if necessary.

6. Enter the Concessional (Before Tax) Superannuation **QTY** and **Rate** unless previously set.

7. Make any other changes as necessary.

8. Click **Pending** or **OK** to save all changes.

Revision: 5 — Last modified: Feb 15, 2021

1.3.1.17. Process a Pay Run with both a Schedule 5 – Method A Pay Rate and Concessional Superannuation Contribution Deduction

> ❗ When processed in the same pay run, <u>**Concessional Superannuation Contributions**</u>

will be deducted from any and all **Schedule 5 – Method A** payments before tax is calculated as confirmed by the ATO on 16th August 2018.

1. When composing the **Employees Pay**, Click Line 2 under Pay Rates.
2. Select **Back Pay, Commission, Bonus (A)** *or* **add a new Schedule 5 – Method A Pay Rate** if necessary.
3. Enter the Back Pay, Commission, Bonus (A) **QTY** and **Rate** unless previously set.
4. The following alert will be displayed, **Tax Adjustment. Using a Method A Pay Rate Type will apportion withholding (tax) over a defined period. Enter the number of Pay Periods to apportion withholding (tax) for this Pay Rate Type. If Cancel is clicked, tax will automatically be apportioned over ONE Pay Period. The number must be between 1 and 52**
5. Enter the number of pay periods you wish to apportion withholding (tax) over (eg. 1)
6. Click **Ok**.
7. Click Line 57, under **Deductions**.
8. Select **Concessional (Before Tax) Superannuation** *or* **add a new Concessional (Before Tax) Superannuation Deduction** if necessary.
9. Enter the Concessional (Before Tax) Superannuation **QTY** and **Rate** unless previously set.
10. Make any other changes as necessary.
11. Click **Pending** or **OK** to save all changes.

Revision: 2 — Last modified: Feb 15, 2021

1.3.2. Process a Cessation (Termination) Pay

! e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents (members of the **Tax Practitioners Board (TPB)**) and, therefore, cannot provide payroll advice. We can assist you in using the software to obtain the desired outcome based on guidance provided by your Accountant or other qualified 3rd parties.

Payroll assistance may be obtained from the following sources;
- **Fair Work Ombudsman**
- **Business Queensland**
- **NSW Industrial Relations**
- **Business Victoria**
- **Business ACT**
- **Business South Australia**
- **Northern Territory Government**
- **Western Australia Government**
- **Business Tasmania**

! If there is no final payment due to the Employee, please follow **Manually Cease (Terminate) and Employee** instead of the below.

1. Select **Pay Day** > **Process Pays** > **Cessation Pay** *or*

Select **Pay Day** from the Side Bar.

2. Select the Employee to cease (Select once to highlight).
3. Select **Cessation**
4. Enter the **Cessation Date** then select **Click here to Continue**.
5. Select the appropriate **Cessation Pay Rate Types** from the options listed, adjust and/or remove any Pay Rates, Allowances and Deductions that are pre-loaded and/or **add new Termination / Cessation Pay Rates** as necessary.
   a. If a **Leave Cessation Pay Rate Type** is selected, two alerts will be displayed
      i. **Leave Dates** – We recommend using the **Cessation Date** as both the **Start Date and End Date**.
         i. If you do not wish to enter Leave Dates for Termination / Cessation Pay Rates, please read* **here**
      ii. **Schedule 7 – Marginal Tax Calculation** – Enter the Employee's normal Pay Period taxable earnings. If you are unsure which earnings amount to enter into this alert, please contact your Accountant / Bookkeeper for advice.**IT IS VITAL THAT THE AMOUNT RECORDED IS AS ACCURATE AS POSSIBLE AS THIS WILL AFFECT HOW TAX IS CALCULATED FOR THIS FINAL PAY**. For more information, please visit the ATO **here**.
   b. If a **Cessation / Termination Pay Types** is selected, an alert will be displayed for you to enter the relevant **Payment Type Code** For more information, please visit the ATO **here**
6. Select **Pending** or **OK** to save all changes.

! Presently there are no default Termination Pay Types for Unused RDOs or Time Off In Lieu. As these payments are generally considered to be ETPs, the relevant leave baance will need to be reduced once the pay run is completed.

Revision: 44 — Last modified: Jan 31, 2023

1.3.3. Process Pays by Pay Location/ Department

1. Click **Pay Day** > **Process Pays** > **Pay Run by Locations** *or*
   Click **Pay Day** from the Side Bar.
2. Navigate to **Sort by…**
3. Select **Location**
4. Select **All Pay Locations** or select the Location you require.
5. Double click on the first employee to be included in this pay run.
6. Ensure the **Payment Date** and **Current Period Ending Date** are correct for the Pay Period you wish to process.
7. Click **Yes** to process the pay run for the displayed dates.
8. Select Pay Rates, Allowances and Deductions as required (or adjust any that are pre-loaded).
9. Click **Pending** or **OK** to save all changes.
10. Repeat the above process each employee who is to be included in the pay run

Revision: 5 — Last modified: Feb 15, 2021

1.3.4. Process Pays by All/Selected Employees

> ❗ It is only recommended to process a Batch Payrun when each employees pay types will remain the same each pay period. By selecting All/Selected, e-PayDay® will automatically process each employees pay envelope from the information contained within the Award *or* Advanced Pay Set Up and will only stop (to allow user entry) when an employee has a pay type with no defined QTY.

1. Click **Pay Day** > **Process Pays** > **Process All Pays** *or*
   Click **Pay Day** from the Side Bar then **All/Selected**
2. Ensure the **Payment Date** and **Current Period Ending Date** are correct for the Pay Period you wish to process.
3. Click **Yes** to process the pay run for the displayed dates.
4. Each Employees Pay will automatically load with the information defined in their Award *or* Advanced Pay Set Up. If an Employees Award is set to -38.00, you will be prompted to enter or select Pay Rates, Allowances and Deductions as required (or adjust any that are pre-loaded).

Revision: 5 — Last modified: Mar 18, 2020

1.3.5. Process Pays by FAST-Pay™

> ✳ **What is FAST-Pay™?**

> ❗ When exporting from your Time & Attendance provider, the File mjust be named **FASTPAY.CSV** and created using Notepad (CSV (ASCII Text)).
>
> The **FASTPAY.CSV** needs to be saved in the applicable company data folder in order to be imported. Please follow **Confirm e-PayDay® Data Path**
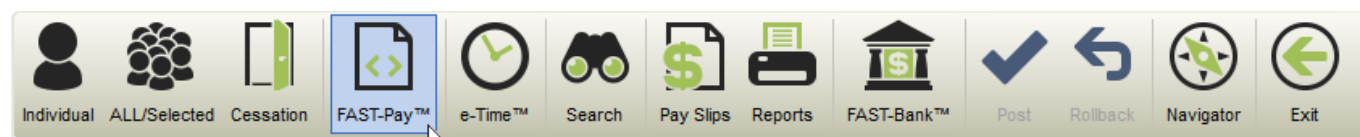
1. Select **Pay Day** > **Process Pays** > **Individual Employee** *or*
   Select **Pay Day** from the Side Bar.
2. Select **FAST-Pay™**
3. Ensure the **Payment Date** and **Current Period Ending Date** are correct for the Pay Period you wish to process.
4. Select **Yes** to process the pay run for the displayed dates.
5. Each Employees Pay will automatically load with the information contained within the **FAST-Pay™** File.

1.3.6. Process Pays by e-Time™ (Basic)

1. Click **Pay Day** > **Process Pays** > **Time Cards (e-Time™)** *or*
   Click **Pay Day** from the Side Bar then **e-Time™**
2. Choose your preferred method based on the three below options,
   a. **Normal Week**
      i. Click **Normal Week** to Import the defined times from **e-Time™** under HR in the Employee file.
   b. **Scheduled Hours**
      i. Click **Scheduled Hours** to import the roster for the specified dates from e-Roster™.
   c. **Enter the Employees Hours Manually**
      i. Enter the In time (e.g. 09:00).
      ii. Enter the Out time (e.g. 17:00).
      iii. Choose the applicable Pay Rate.
      iv. Repeat for each time required
      v. Click **Save** *and* **Next** to navigate through each Employee.
      vi. Repeat this process for each day the employee has worked for this period.
3. Click **Post To Pay Run** to export the total hours from e-Time™ into the Employees Pay Envelope.

1.3.7. Process Pays by e-Time™ (Intermediary)

1. Read **here** to set up your e-Time™ Import Configuration
2. Click **Pay Day** > **Process Pays** > **Time Cards (e-Time™)** *or*
   Click **Pay Day** from the Side Bar then **e-Time™**
3. Click **Scan Times**.
4. Click **Import**,
5. An alert will display: **Data has been imported**.
6. Click **Click here to Continue**.
   If times are missing, contact the employee for information then manually enter the missing times to complete.
7. Click **Save** *and* **Next** to navigate through each Employee.
8. Click **Post To Time Card**.
9. Click **Time Card**.
   As the times have been imported, Award Rate (1) will automatically be selected.
10. If there are no changes to be made to the Time Card, click **Post To Pay Run** to export the total hours from e-Time™ into the Employees Pay Envelope *or* if changes are required, amend as necessary then click **Save** *or* **Next** until all amendments are actioned.

Revision: 12 — Last modified: Mar 18, 2020

1.3.8. Process Pays by e-Time™ (e-Award™)

1. Read **here** to set up your e-Time™ Import Configuration
2. Read **here** to add Shift Profiles in **e-Award™**
3. Read **here** to allocate the Shift Profiles to Awards & Agreements
4. Click **Pay Day** > **Process Pays** > **Time Cards (e-Time™)** *or*
   Click **Pay Day** from the Side Bar then **e-Time™**
5. Click **Scan Times**.
6. Click **Import**,
7. An alert will display: **Data has been imported**.
8. Click **Click here to Continue**.
   If times are missing, contact the employee for information then manually enter the missing times to complete.
9. Click **Save** *and* **Next** to navigate through each Employee.
10. Click **Post To Time Card**.
11. Click **Time Card**.
   As the times have been imported, e-Award™ will automatically allocate the correct Pay Rates and manipulate the times based on your previously established rules.
12. If there are no changes to be made to the Time Card, click **Post To Pay Run** to export the total hours from e-Time™ into the Employees Pay Envelope *or* if changes are required, amend as necessary then click **Save** *or* **Next** until all amendments are actioned.

Revision: 9 — Last modified: Jan 20, 2022

1.3.9. Process Pays by Pay Cycle (Multiple Pay Periods)

> ❗ Please ensure you process each Pay Cycle based on the Payment Date
>
> **Example** – Monthly Payment Date = 12th April 2022, Fortnightly Payment Date = 13th April 2022. The **Monthly** Pay Run must be processed BEFORE the **Fortnightly** Pay Run.

1. Once **Pay Day** has opened, navigate to **Pay Period**
2. Change the selection as required
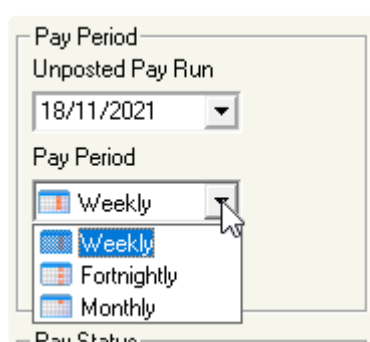
Revision: 5 — Last modified: Mar 25, 2022

1.3.10. Print or Export Pay Run Reports

1. Click **Reports**.
2. Choose the appropriate Report/s *or* click on the drop-down menu and select **Select Batch…**.
   a. Accrual Tracking
   b. Address Labels Avery L7162 or J8162
   c. Address Labels DL Envelope
   d. Address Labels (Dot Matrix) (Avery 939122)
   e. Address Labels JAC2828 JAC TL16-37105
   f. Allowances
   g. Deductions
   h. e-Cost™ Cost Centre Report
   i. e-Cost™ Cost Centre Report – Job Title
   j. e-Cost™ Cost Centre Report – Primary Cost Centre
   k. Employee Hours Summary
   l. Employee Overtime Hours Summary
   m. Employee Signature List
   n. e-Time™ Adjusted and Initial Scan Report
   o. e-Time™ Adjusted and Initial Scan Report
   p. e-Time™ Adjusted and Initial Scan Report
   q. e-Time™ Initial Scan Report
   r. e-Time™ Initial Scan Report

    s. [e-Time™ Initial Scan Report](#)

    t. [e-Time™ Time Card](#)

    u. [e-Time™ Time Card](#)

    v. [e-Time™ Time Card](#)

    w. [Leave Liability](#)

    x. [Pay Advice Slips – LARGE FONT](#)

    y. [Pay Advice Slips (1 Up) (Aus Post Envelope)](#)

    z. [Pay Advice Slips (1 Up) (DL Envelope)](#)

    aa. [Pay Advice Slips (1 Up) (Plain Paper A4 – 210 × 297mm)](#)

    ab. [Pay Advice Slips (2 Up) (Plain Paper A4 – 210 × 297mm)](#)

    ac. [Pay Advice Slips](#)

    ad. [Pay Advice Summary](#)

    ae. [Pay Disbursements](#)

    af. [Pay Envelope](#)

    ag. [Pay Envelope (Pre-Printed 3 Part – A4 210 × 297mm) (FN Z-310)](#)

    ah. [Pay Rates](#)

    ai. [Payroll Analysis](#)

    aj. [Payroll Analysis – Landscape](#)

    ak. [Payroll Analysis](#)

    al. [Payroll Analysis (Simple) – Landscape](#)

    am. [Payroll Summary](#)

    an. [Payroll Summary](#)

    ao. [Pre-printed Cheques](#)

    ap. [Pre-printed Cheques (3 Up) (Laser A4)](#)

    aq. [Pre-printed Cheques](#)

    ar. [Pre-printed Cheques](#)

    as. [Recipient Created Tax Invoice](#)

3. Click **Preview**, **Print** *or* **Export PDF**.

Revision: 8 — Last modified: Mar 18, 2020

1.3.10.1. Export Pay Run Reports (e-PayDay® Hosted) to your local PC

1. Select **Reports**.
2. Choose the appropriate Report/s *or* click on the drop-down menu and select **Select Batch…**
3. Select **Export PDF**
   a. If you have a **Windows PC**
      i. Select **This PC**
      ii. Select the relevant option from **Devices and drives**
      iii. Select the relevant folder
      iv. Select **Save**

Revision: 1 — Last modified: Mar 11, 2022

1.3.11. Print, Export or e-Mail Pay Slips

To Print or Export

1. Click **Pay Slips**
2. Choose the appropriate Pay Slip.
3. If required, Navigate to **Report Selection Criteria** and deselect **DO NOT include email recipients**.
   a. **DO NOT include email recipients** will disable the functionality to print a pay slip for any employee who has an e-Mail Address listed in **HR**.
4. Click **Preview**, **Print** *or* **Export PDF**.

To e-Mail

1. Read **here** to set up the ability to e-mail pay slips
2. Click **Pay Slips**.
3. Select **e-Mail Pay Advice Slips (1 Up)** *or* **e-Mail Pay Advice Slips (Transactions YTD)**.
   a. When e-Mailing Pay Slips, you also have the ability to **add an (1) attachment**.
4. Click **e-Mail**.
5. The e-Mail Status window will display and as each employee is emailed their payslip, the Status will update from Sending to Sent.
6. Once all payslips have been emailed, click **Click here to Continue**, **Exit** then **Exit** again.

Revision: 13 — Last modified: Mar 25, 2022

1.3.11.1. Add an (1) attachment when e-Mailing Pay Advice Slips

1. Begin by following **Print, Export or e-Mail Pay Slips**
2. Navigate to **Report Selection Criteria**.
3. Locate **Add Attachment**.
4. Click the paperclip symbol.
5. Locate the File to send as an attachment with the pay slips.
6. Click **Open**.
7. Continue following **e-Mailing Pay Slips**

Revision: 7 — Last modified: Mar 25, 2022

1.3.11.2. Error when sending Pay Slips via e-Mail

✳ There are two windows the e-mail settings can be stored in, being **GLOBAL SMTP e-Mail Settings** and **Company SMTP e-Mail Settings**.
We recommend establishing **GLOBAL SMTP e-Mail Settings** UNLESS you require

unique **Company SMTP e-Mail Settings**

> ❗ **Please note we are generally unable to assist with SMTP Errors as they are returned directly from your SMTP server, not the Payroll Software**.
>
> However we are aware of two issues regarding **Gmail**,
> 1. Less Secure App Access being disabled
> 2. Mail being prevented due to not meeting the bulk sender guidelines.

Once the error has been located by either speaking with your SMTP Server Provider or performing a Goggle Search, you may need to update the relevant settings in either GLOBAL or Company SMTP e-Mail Settings.
Please ensure that ONLY ONE of the following sections is completed – If both Company and GLOBAL SMTP e-Mail settings are established, the Company settings will be used in place of the GLOBAL settings.

GLOBAL SMTP e-Mail Settings

1. Click **Options** > **Configure GLOBAL SMTP Email Settings**.
2. Depending on the error displayed, confirm the correct information is stored in each of the fields UNLESS you require unique **Company SMTP e-Mail Settings**, then select **Clear**.
   a. **SMTP server** name
   b. **Port** ID
   c. **This server requires an encrypted connection (TLS/SSL)**
   d. **Username** and **Password**
   e. **Log on using Secure Password Authentication (SPA)**
   f. Tick **Log e-Mail after processing ?** so all emails are logged to a text document once they have been sent.
   g. To add a delay between each email being sent, enter the number of seconds delay in **Delay Period**.
   h. To send multiple emails sent at once with a set delay between each batch, select **Send e-Mails in a Batch?**
      i. Enter the number of emails to be sent in one batch in **After Sending X e-Mails** and the number of minutes delay between in batch in **Wait X Minutes**.

Company SMTP e-Mail Settings

1. Click **File** > **Edit** then **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**.
2. Click **e-Mail Settings**.
3. Depending on the error displayed, confirm the correct information is stored in each of the fields UNLESS you DO NOT require unique **Company SMTP e-Mail Settings**, then select **Clear**.
   a. **SMTP server** name
   b. **Port** ID
   c. **This server requires an encrypted connection (TLS/SSL)**
   d. **Username** and **Password**

e. **Log on using Secure Password Authentication (SPA)**
f. Tick **Log e-Mail after processing ?** so all emails are logged to a text document once they have been sent.
g. To add a delay between each email being sent, enter the number of seconds delay in **Delay Period**.
h. To send multiple emails sent at once with a set delay between each batch, select **Send e-Mails in a Batch?**
   i. Enter the number of emails to be sent in one batch in **After Sending X e-Mails** and the number of minutes delay between in batch in **Wait X Minutes**.

Revision: 38 — Last modified: Mar 03, 2023

1.3.12. Create a FAST-Bank™ (EFT) File

✱ **What is FAST-Bank™?** FAST-Bank™ produces and *.aba file which can be imported into your Financial Institution's Online Banking. This file permits an employee's wage/ payment to be transferred directly from the employer's account without the need to manually input their banking details and transfer the funds. For FAST-Bank™ to function correctly, Company and Employees must be completed.

❗ If your FAST-Bank™ (EFT) File upload fails, please ensure you check that ALL required information is completed as per **Step 1**. For most clients, the Employee Bank Account Reference is missing but required.

1. Read **here** to set up the ability to pay Employees using FAST-Bank™
2. Click **Pay Day** > **FAST-Bank™ (EFT)** > **Create FAST-Bank™ File** *or*
   Click **FAST-Bank™** from the Side Bar
3. Click **Next**.
4. **Select the Pay Period for which you wish to create a FAST-Bank™ EFT File For** from the drop-down menu.
   • **ALL**: The ability to choose the Payment Date to process will be available.
   • **Weekly**, **Fortnightly** or **Monthly**: The Payment Date will automatically be prefilled with the last finalised posting.
5. **Select the Employee Location** *or* **Leave as ALL if you want to pay all FAST-Bank™ Employees**
6. If required, **exclude Employees from the FAST-Bank™ EFT File**.
7. Click **Next**.
8. Change the **Date for Processing** if required.
9. Select **Use Short File Name** if required.
10. Click **Continue**.
11. Choose the location that you wish to save the FAST-Bank™ file to
12. Click **Save**.
13. The window displayed will detail,
    • Total Number of Employees to be paid using FAST-Bank™
    • The path and file name from where the FAST-Bank™ file is obtaining data
    • The Employees listed by Employee Code and net wages to be paid

- The Total amount of the pays for the number of employees with the number of transactions
- The Location of where the FAST-Bank™ has been created

14. Click **Next**.
15. Click **Finished**.

Revision: 7 — Last modified: Apr 04, 2023

1.3.12.1. Exclude Employees from your FAST-Bank™ (EFT) File

1. When creating the **FAST-Bank™ (EFT)** File, select **Exclude Employees from the FAST-Bank™ EFT File**.
2. Click **Choose**
3. Select the employees you wish to exclude from the FAST-Bank™ file.
4. Click **OK**.

Revision: 5 — Last modified: Mar 18, 2020

1.3.13. Post / Finalise / Complete your Pay Run

> ! If you are unable to post your pay run as an alert is displaying advising that your previous STP file has not been successfully submitted, please refer to **The previous STP file has not been successfully submitted**

> ! If you are unable to post your pay run as the Post Icon is greyed out (disabled, please refer to The Post / Reverse button is not available

> ! If you are unable to post your pay run as an alert is displaying advising the action is being performed by someone else, please refer to An alert is displayed advising you are unable to perform the action

1. Click **Pay Day** > **Post Pay Run** *or*
   Click **Post**
2. A Restore Point (Back Up) will be automatically created.
3. An alert will display: **You are about to post the Pay Run. There are XXX paid and XXX pending pays for XXX Weekly employees. Are you sure you want to post the Pay Run?**
4. Click **Yes**
5. An alert will display: **Finished Posting XXX Weekly Pays**
6. Click **Click here to Continue**
7. An alert will display advising if the Year-To-Date Balances are **CORRECT** or **INCORRECT**.
   a. If the Year-To-Date Balances are **INCORRECT**, **request a Support Call here**

8. Click **Click here to Continue**
9. An alert will display advising if the PayTotals match or there are ERRORS.
    a. If there are ERROR in the PayTotals, **request a Support Call here**
10. Click **Click here to Continue**

Revision: 10 — Last modified: Feb 16, 2023

1.3.13.1. Error – TFN Declaration, Declaration Date is missing or invalid

> ❗ The Employee Tax File Number Declaration must be replicated and automatically submit with the Employee first Pay Run when using Single Touch Payroll.
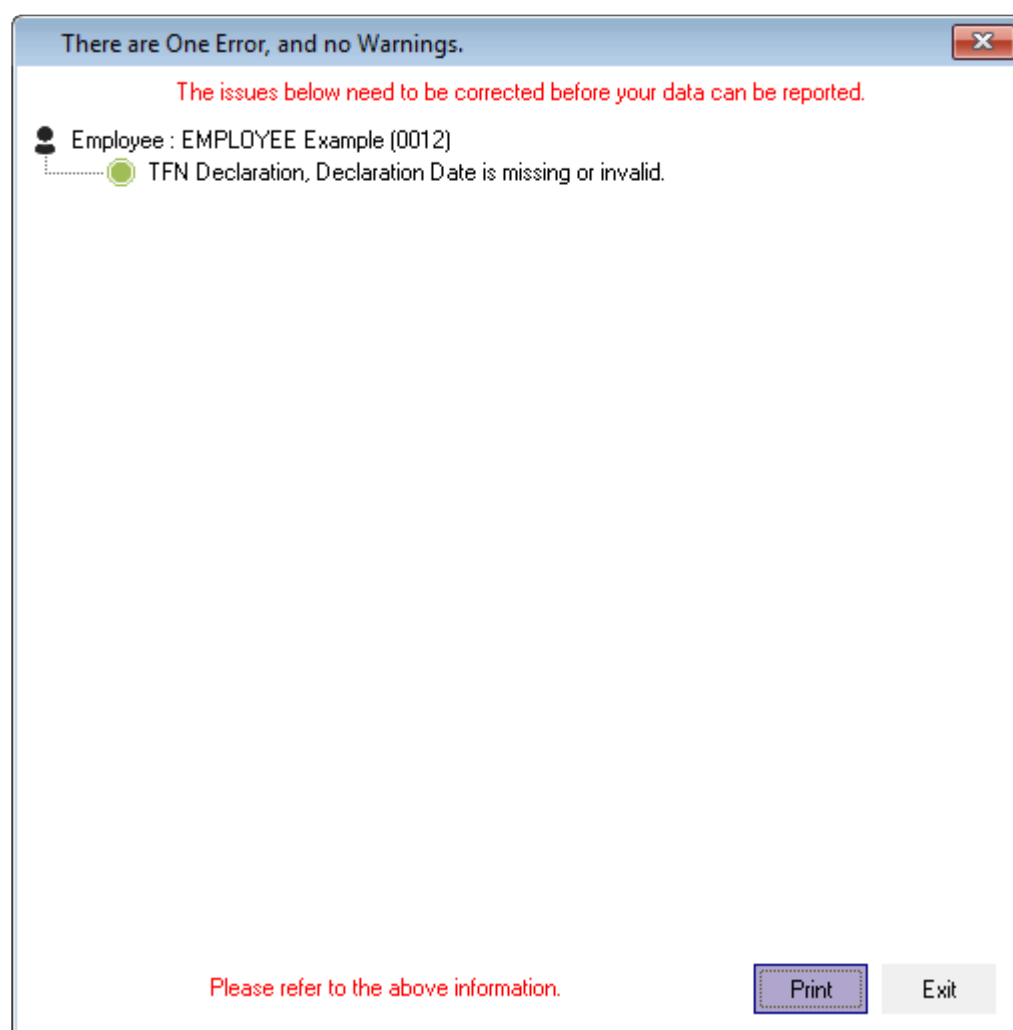
If you are receiving the above alert when attempting to post the pay run,

1. Double-click on the Employee's Name in the Pay Run List window to open their pay envelope.
2. Click **Edit** (Pencil Icon) next to the Employees name.

1. Click **Taxation** then **TFN Declaration**.
2. Click **Load**.
3. Answer **Payee's Signature present?**
4. Select the **Date** they signed the physical form.
5. Click **Save** then **Exit**.
6. Click **Exit** to return to the employees' Pay Envelope.
7. Click **Pending** or **OK** to save all changes.

Revision: 11 — Last modified: Feb 28, 2020

1.3.13.2. The previous STP file has not been successfully submitted

If you are receiving the above alert, your previous STP submission did not receive a response from the ATO *or* it was not submitted.

1. Click **Check to attempt submission**
   a. If **There is a problem loading the transaction data. Please contact e-PayDay Support** displays, read **here**
2. SBR2 will display all submissions waiting to be sent to the ATO, previous submissions that the ATO may have responded to, the Company Name that the file is for and the unique ID for the transaction.
   a. **Send** is displayed when an STP event has been created BUT not yet sent via SBR2.

    b.   **Waiting** is displayed once the file has been sent to the ATO, and a response could be available.

3. Click **Next** then **Action** to send your data to the ATO.

4. You will receive a message advising that **The ATO has received your data, but not yet responded. Please try again later**.

    a.   If there are any issues with your submission, they will be displayed in this window, for example

        i.   **Invalid Username and Password**, read **here**

       ii.   **Error 400**, read **here**

      iii.   **The submission has failed validation**, read **here**

5. Once your submission has been sent, click **Next**.

6. If there are any previous submissions that are still **WAITING** for a response, click **Next** then **Action** to receive the response from the ATO,

7. Once you have progressed through all of your **SEND** and **WAITING** Submissions, click **Exit**.

Revision: 15 — Last modified: Jul 29, 2022

1.3.13.3. An alert is displayed advising you are unable to perform the action (Post or Reverse)

✳ Typically when e-PayDay closes unexpectedly, due to a system or network crash, the audit.mdb file is locked. However, the alert may be genuine if multiple users are processing the same pay run.
- **Post**: Someone has Posted a Pay Run since the Pay Run List form was opened
- **Reverse**: Someone has Reversed (cleared out one or more employees pay slips) a Pay Run since the Pay Run List form was opened
- **Composed**: Up to 5 people are currently processing Pay Slips at the same time

❗ If running a Client/Server Installation or using e-PayDay Hosted, please ensure all other users are logged off/out BEFORE completing the below procedure.

To resolve this issue, please

1. Click **File** > **Company** > **Go To Folder** to open your Company Data Folder.
2. Navigate back to **e-PayDay®** to select **File** > **Close**.
3. Navigate back to the **e-PayDay BE Folder** to locate the **AUDIT.MDB**
4. Delete the **AUDIT.MDB**.
5. Close the **e-PayDay BE** Folder.
6. Navigate back to **e-PayDay®** to select **File** > **Open**.
7. Select the required company then click **Open**.
8. Attempt to reprocess the same action

Revision: 15 — Last modified: May 09, 2023

1.3.13.4. You are unable to post Pay Runs after 1/8/2XXX

This error is being displayed as the Version you are running is not compatible with the Financial Year you are currently processing.

Acess our website **here** to download and install Full Install/Upgrade

Revision: 9 — Last modified: Jul 29, 2022

1.3.13.5. The Post / Reverse button is not available (greyed out)

> ❋ Typically caused when e-PayDay closes unexpectedly, due to a system or network crash, the payrunl.ini file is not updated.

1. Click **Utilities** > **Payrunl.ini** then select **Edit**.
2. A warning message will be displayed, Click **Click Here to Edit/View/Print this file**
3. **PAYRUNL.ini** will open in Notepad
   a. If you are processing a WEEKLY pay run, replace the FIRST character in the FIRST line with the number 1.
   b. If you are processing a FORTNIGHTLY pay run, replace the FIRST character in the SECOND line with the number 1.
   c. If you are processing a MONTHLY pay run, replace the FIRST character in the THIRD line with the number 1.
4. Click **File** > **Save** > **File** > **Exit**.
5. Click **Utilities** > **Payrunl.ini** then select **Refresh**.

EXAMPLE PAYRUNL.INI
0,"",#1999-11-03#,#1999-11-03#,"","",""
0,"",#2018-11-08#,#2018-11-07#,#2018-11-08#,#2018-10-25#,#2018-11-08#
0,"",#2002-06-06#,#2002-06-06#,#2002-05-06#,#2002-05-06#,#2002-05-06#

Revision: 7 — Last modified: Jul 29, 2022

1.3.13.6. YTD Balances INCORRECT

Pay Adviser
YTD Balances INCORRECT

For Company 'Practice Company' in folder C:\e-PayDay BE\Data\Practice Company.

There are 2 employees who have had pays composed in PayTotals table in 'Paytots.MDB' database.

There are 2 employees in Employees table in Employee.MDB database.

Figures in brackets are the difference between employee balances and employee transactions.

Total of All pays YTD = $4,154.59 Total employee Balances YTD = $5,247.64.

INCORRECT balances found in:
EmpDBID 1 has 3279.16* with 2186.11** (1093.05)
probably due to opening balances or Pay Run finalised twice

CORRECT balances found in:
EmpDBID 2 has 1968.48*

*Gross in Employee table, **Gross in PayTotals table

Click here to Continue

1. Print the **Employee Balances** (Year To Date), **Employee YTD Transactions** and **Allowance YTD Summary** Reports to complete a comparison.
   a. Click **File** > **End of Financial Year** > **Step 2 – Print End of Financial Year Reports**
   b. Select **Employee Transactions**
   c. Select **Preview** or **Print**
   d. Select **Employee Balances**
   e. Select **Preview** or **Print**
   f. Select **Allowance YTD Summary**
   g. Select **Preview** or **Print**
   h. To complete the comparison, first, compare the **Employee Code** and **Employee Name** on all reports, they should be identical (eg. 0002).
      i. If these are not identical, it's possible the **Report Selection Criteria** was changed from **All Employees**.
   i. Next, compare the **Emp Total Gross** on the **Employee Transactions** Report to the **Gross** on the **Employee YTD Balances** Report. **These amounts should be identical**
      i. If these amounts are not identical, please read **here**
   j. Next, compare the **Emp Total Tax** on the **Employee Transactions** Report to the **Tax** on the **Employee YTD Balances** Report. **These amounts should be identical**
      i. If these amounts are not identical, please read **here**
   k. Next, compare the **Emp Total Net** on the **Employee Transactions** Report to the **Net** on the **Employee YTD Balances** Report. **These amounts should be identical**
      i. If these amounts are not identical, please read **here**
   l. Next, compare the **Taxable Allowances** on the **Employee YTD Balances** Report to the **Total Allowances for Employee $ Taxable in Allowance** on the **Allowance YTD Summary** Report. **These amounts should be identical**
      i. If these amounts are not identical, please read **here**
   m. Next, compare the **Non-Taxable Allowances** on the **Employee YTD Balances** Report to

the **Total Allowances for Employee $ Non-Taxable in Allowance** on the **Allowance YTD Summary** Report. **These amounts should be identical**

   i. If these amounts are not identical, please read **here**

n. Lastly, compare the **Emp Total Deds** on the **Employee Transactions** Report to the **Deds** on the **Employee YTD Balances** Report. **These amounts should be identical**

   i. If these amounts are not identical, please read **here**

Revision: 4 — Last modified: Jun 11, 2020

1.3.13.6.1. The Employees Transactions do not match the Employees Year To Date Taxation Balances

✱ If you previously followed Getting Started with e-PayDay® Legacy **here**, the employee may have Taxation Balances that were manually entered, but have never been processed as pay runs through e-PayDay®.**Manually entered Year to Date Taxation Balances will NOT be displayed in the Employee Transactions Report**

If the totals on the **Employee Balances** (Year To Date), **Employee YTD Transactions** and **Allowance YTD Summary** reports are not identical, you will need to determine the reason

For example – Manually entered Balances, Manual adjustments already made to Balances, a pay run entered more than once, a pay run posted more than once.

If the employee's balances differ by the exact amount of the previously entered opening balances or manual adjustments, then the reports are correct.

If opening balances were not entered, and the issue has occurred with the last pay run processed, please

1. Roll back to before the pay run was posted
2. Re-post the pay run
3. Send a Full File Replacement to the ATO

If opening balances were not entered, and the issue has occurred several pay runs ago, please

1. Manually adjust the Employees YTD Taxation Balances
2. Manually adjust the Employees Accrual Balances

Revision: 7 — Last modified: Feb 24, 2023

1.3.13.6.1.1. Manually adjust Employees Year To Date Taxation Balances

e-PayDay Pty Ltd accepts no responsibility or liability for changes made by you to the Employee's Year to Date Balances. By changing these Totals you acknowledge that you accept full responsibility for any

outcomes as a result of these changes.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Update the following fields will the relevant Year to Date Balances.
   a. **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in the current Financial Year (1/07/XX – 30/06/XX).
   b. **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX).
   c. **OTE for SG YTD**: Total Wages / Salary paid in the current Financial Year (1/07/XX – 30/06/XX) that is considered to be **Ordinary Time Earnings** (OTE) and is used as part of your mandatory **Single Touch Payroll (STP)** reporting.
   d. **Total Employee Contribution**: Total **Non-Concessional (After Tax)** Superannuation Contribution Deductions Superannuation Contribution Deductions for this Financial Year.
   e. **Superannuation Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.
   f. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.
6. Click **Save**.
7. Click **Taxation**.
8. Click **Balances**.
9. Click **Edit**.
10. Edit the required balance in the appropriate field/s.
    a. **Employee Year-To-Date Balances**.
       i. **Gross Income**: Adjust the total gross (every amount that has been paid to an employee) for the current financial year, **EXCLUDING Lump sum payments (A, B, ETP, D, E), salary sacrifice/s and Allowances reported separately in the Allowance Box**.
       ii. **Leave Loading YTD**: Adjust the total of the 17.50% Loading when taking Annual Leave
       iii. **Total Tax YTD**: Adjust the Total Tax Year to Date **Total Tax YTD amount does not include ETP Tax when it is reported on the payment summary**.
       iv. **Lump Sum A**: Adjust the total PAID Unused holiday pay and unused long service leave.
       v. **CDEP (Community Development Employment Project)**: Adjust the Gross salary or wages paid from a CDEP wages grant.
       vi. **Total Deductions**: Adjust the total of ALL BEFORE and AFTER Tax Deductions (excluding Union amounts).
       vii. **Lump Sum B**: Adjust the total PAID Unused long service leave that accrued before 16 August 1978.
       viii. **Total GST**: Adjust the total PAID Good and Services Tax
       ix. **Total Net Pay**: Adjust the Total Net Pay received
       x. **Termination C**: Adjust the total ETP value
       xi. **No ABN Gross Income**: **If employee's tax type is PAYG Voluntary Agreement yet**

no ABN has been supplied, Adjust the total **No ABN Gross Income**.

xii.   **Taxable Allowances**: Adjust the Total Taxable Allowances paid to date. **This amount is included in the Gross income shown in the Employee's balances but is reported separately as an Allowance on the Payment Summary**.

xiii. **Lump Sum D**: Adjust the total Redundancy Payments

xiv.   **No ABN Total Tax**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, Adjust the total **No ABN Total Tax**:

xv.   **Non-Tax Allowances**: Adjust the total Non-Taxable Allowances paid to date.

xvi.   **Lump Sum E**: Adjust the total ETP value

xvii. **Other Income**: Adjust the total of all income considered to be from a Foreign Source, Scholarship, Bursaries, Grants, or Awards income. **These payments are generally tax-exempt and are reported on the Payment Summary in the Other Income field**.

xviii. **HELP / SFSS Tax**: Adjust the total of all Higher Education Contribution Scheme Tax or Financial Supplement Tax which has been deducted as part of the Tax instalment during each pay run. **This amount is also included in the value in the Total Tax field**.

xix.   **Non-Super Salary Sacrifice**: Adjust the total Salary sacrifice not attributable to a super fund.

xx.   **Allowance in Gross box**: Adjust the total of ALL Allowances included in the Gross income. **This amount will not be reported separately as an Allowance, in MyGov**.

xxi.   **Additional Tax**: Adjust the total additional Tax amount for the employee.

xxii. **Super Salary Sacrifice**: Adjust the total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

xxiii. * Non-Reportable Allowance*: Adjust the total taxable and non-tax allowances which are not reported to the ATO. **This amount is not included in Gross income shown in the Employee's balances and is also not reported anywhere in MyGov.**

xxiv. **Exempt foreign employment income**: Adjust the total Foreign employment income that is exempt from Australian Tax. **This amount is included in the Total Tax field but is subtracted before the total tax amount is reported on the payment summary.**

xxv.   **Workplace Giving**: Adjust the total Pre-Tax donations

xxvi. **Reportable Superannuation Contributions**: Adjust the total **Reportable Employer Superannuation Contributions (RESC)** for this Financial Year.

xxvii. **Union/Professional association**: Adjust the total Union fees deducted from the employee's pay

xxviii. **Union/Professional association name**: Adjust the name of the Union

xxix. **Additional payments applied over the whole financial year**: Adjust the total of all Payments using **Schedule 5 – Method B(ii)**

xxx.   **Tax Paid**: Adjust the total tax withheld when using **Schedule 5 – Method B(ii)**

xxxi. **Deductible amount of the undeducted purchase price of the annuity**: Adjust the total foreign pension or annuity

xxxii. **Foreign Tax Paid**: Adjust the total tax paid for Foreign Income

b. **ETP Values**

   i.   **Payment Date**: If required, Adjust the date the ETP was paid

   ii. **Payment Tax Code**: If required, Adjust the applicable ETP Tax Code

   iii. * Pre-July 1983 Segment*: If required, Adjust the Pre-July 1983 Segment of the Employment Termination Payment.

   iv. **Taxable Component**: If required, Adjust the total Taxable Component of the

employees' Employment Termination Payment.

   v. **Invalidity Segment**: If required, Adjust the total Invalidity Segment of the Employment Termination Payment.

   vi. **Total Tax Withheld**: If required, Adjust the total Tax Withheld from the Employment Termination Payment.

   vii. **ETP Rollover Segment**: If required, Adjust the ETP Rollover Segment of the Employment Termination Payment.

11. Click **Save**
12. Click **Allowances and Deductions**.
13. Select the Allowance or Deduction you would like to edit.
14. Click **Edit**
15. Adjust the YTD Amount in **YTD $**.
16. Click **Save** then **Exit**.
17. Click **Exit** again to close the Employee Window.
18. Once the Employee's YTD Balances have been updated, run a health check BEFORE creating and submitting ANY data to the ATO
    a. Click **Pay Day** > **Health Check** > **Check YTD Balances against Transactions**
    b. An alert will display detailing the total of all pays YTD compared to the Employee Balances and will detail if there are errors. **THERE SHOULD BE NO ERRORS**.
19. An Update event will need to be sent to the ATO to advise them of the corrections, read **here**.

Revision: 8 — Last modified: Apr 11, 2023

1.3.14. Send your Pay Event and complete any previous submissions waiting for a response

> ✳ View an example of what information is included in a Pay Event Submission **here**

1. Once the Pay Run has been posted, an alert will display.
2. Tick the checkbox next to **I am notifying the ATO**;
3. Click **Click here to Continue** then **Start SBR2 Client**.
   a. **There is a problem loading the transaction data**: Read **here**
   b. **There is nothing to process**: Read **here**
4. SBR2 will display all submissions waiting to be sent to the ATO, previous submissions that the ATO may have responded to, the Company Name that the file is for and the unique ID for the transaction.
   a. **Send** is displayed when an STP event has been created BUT not yet sent via SBR2.
   b. **Waiting** is displayed once the file has been sent to the ATO, and a response could be available.
5. Click **Next** then **Action** to send your data to the ATO.
6. You will receive a message advising that **The ATO has received your data, but not yet responded. Please try again later** UNLESS there is an issue with your submission, for example
   a. **Invalid Username and Password**, read **here**
   b. **Error 400**, read **here**

    c. **The Submission has failed validation**: Lodge a Support Request **here**

7. Once your submission has been sent, click **Next**.
8. If there are any previous submissions that are still **WAITING** for a response, click **Next** then **Action** to receive the response from the ATO.
9. You will receive a message advising that **Transactions Processed OK** UNLESS **the Submission has failed validation** then lodge a Support Request **here.**
10. Once you have progressed through all of your **SEND** and **WAITING** Submissions, click **Exit**.

Revision: 70 — Last modified: Aug 18, 2020

1.3.14.1. There is a problem loading the transaction data, accessing the data folder or there is nothing to process. Please contact e-PayDay Support.

> ❗ Reasons 1, 2 & 3 only relate to customers using **e-PayDay Desktop**

Reason 1 – Security / Permissions.

- Please contact your IT professional to ensure you have full administrator access to the entire e-PayDay BE Folder.

Reason 2 – WINDOWS SERVER 2012

- Please contact your IT professional to ensure the following two ciphers have been added
  - **TLS_DHE_RSA_WITH_AES_256_GCM_SHA384**
  - **TLS_DHE_RSA_WITH_AES_128_GCM_SHA256**
    - Both of the above were added by Microsoft in 2014 but had serious issues so it was left disabled. Microsoft has since patched this through Automatic Updates.

Reason 3 – SBR2 Client V3.0.0.5 is not installed

1. Ensure you have installed **ALL Windows Updates** and if required, download and install the Microsoft .NET Framework 4 **here**
2. **Download the latest e-PayDay® Upgrade and Install as Administrator**
3. Once you have installed Version 23.00, read **here** to manually send your Single Touch Payroll Submission

Reason 4 – **You've exceeded the number of Waiting Transactions allowed**

- The maximum number of unresponded submissions is 50, therefore, please request a Support call **here**

Revision: 18 — Last modified: May 19, 2023

1.3.14.2. Invalid Username and Password

Reason 1 – **The Username and/or Password entered has been mistyped in the software**

1. **Start by checking your login details**
   a. Click **File** > **Company** > **Government**.
   b. Click **STP Info** then **Click here to Add/Edit STP Reporting Information**
   c. Click **Edit**.
   d. Your password will now be displayed. **Leave this window open**.
2. **Test your Login Details on SuperChoice's Website**
   a. Click **Tax** > **STP** > **STP Customer Dashboard**.
   b. Attempt to log in with the Username and Password stored in **STP Reporting Information**.
   c. If these details do not allow you to log in, please reset your password and update in **STP Reporting Information**.

Reason 2 – **The Username and Password are incorrect as you have not registered with SuperChoice**.

1. Register with SuperChoice **here**
2. **Update your login details**
   a. Click **File** > **Company** > **Government**.
   b. Click **STP Info** then **Click here to Add/Edit STP Reporting Information**
   c. Click **Edit**.
   d. Update the **Username** (e-Mail Address) and/or **Password** as required.
   e. Click **Save** then **Exit** to close **STP Info** then click **Exit** to close the Company window.

Revision: 32 — Last modified: Aug 04, 2020

1.3.14.3. Error 400 – Client is unknown, you appear to have invalid credentials / Your account is out of data, please purchase data to top up your balance

Option 1: Change to our NEW SSP, Superchoice, at no cost.
Read **here**

or

Option 2: Stay with our previous SSP, Ozedi and purchase more data.

1. Click **Tax** > **STP** > **STP Customer Dashboard**
2. Enter your **Username** and **password** then click **Sign In**.
3. Select the **Account** you require.
4. Click **BUY DATA**.
5. Follow all prompts as displayed

6. Read **here** to manually send your Single Touch Payroll Submission

1.3.14.4. The submission has failed validation

SBR2 will display all submissions waiting to be sent to the ATO, previous submissions that the ATO may have responded to, the Company Name that the file is for and the unique ID for the transaction.

Send is displayed when an STP event has been created BUT not yet sent via SBR2.
Waiting is displayed once the file has been sent to the ATO, and a response could be available.

Please make note whether it was a **Send** or **Waiting** submission that failed, then lodge a Support Request **here** to obtain assistance with this error.

1.3.14.5. The client you transmitted is not associated with the agent number you supplied and cannot be authorised

Your client has not authorized you to allow the lodgement of Single Touch Payroll (STP) reports so you will need to contact the ATO. Please see **Registered agents providing a payroll service**

Then read **here**

1.3.15. Correct a mistake that has been reported to the ATO

No matter what you call them, any changes to a previously reported pay run are called a "Fix" under STP. Rolling back a pay run is now only to be used as a last resort, not as a normal payroll procedure. With real-time reporting under STP, a rollback is not the best practice for correcting a pay run. Depending on when the issue was discovered and what needs to be fixed, follow the most appropriate instructions below for your particular situation/s. If you are unsure, please **request a support call here**

One or more Payees have been physically paid the correct amount, however, what was reported is incorrect.

Example: Annual Leave was selected instead of Sick & Carer's Leave
This type of correction is typically processed as part of your next Regular Pay Run; however, it can be resolved as part of an Out of Cycle Pay Run or by rolling back.

For assistance in resolving this scenario, please refer to Correct an STP Reported Amount

One or more Payees have been Underpaid

Example 1: John Smith's Time Card was processed incorrectly, and 3 hours of overtime was not included in the Pay Run.

Example 2: Lilly Jones changed roles 12 weeks ago, which included a pay rise from $16.87 to $17.63 per hour, however, the Payroll was not updated.

This issue is typically resolved as an Out of Cycle Pay Run. However, it can be resolved as part of the next Regular Pay Run.

For assistance in resolving this scenario, please refer to Correct an Underpayment.

One or more Payees have been Overpaid

Example 1: Anna Brooke's Time Card was completed incorrectly and 8 hours of overtime was included in the Pay Run, instead of 6.

Example 2: Max Saint changed roles 4 weeks ago which included a pay reduction from $17.63 to $16.87 per hour, however, the Payroll was not updated.

Depending on the amount that was overpaid, the repayment is typically deducted from one or more Regular Pay Runs OR the payee may agree to return the funds.

For assistance in resolving this scenario, please refer to Correct an Overpayment.

One or more Payees have not paid, despite working this pay period

Example 1: Sally Smith's Time Card was incorrectly completed and due to time restraints, she was not included in the Pay Run.

Example 2: Tom Jones was not added into the Payroll and therefore was not included in the Pay Run. The payment must be processed as soon as possible,

For assistance in resolving this scenario, please refer to Process an Out Of Cycle Pay Run for one or more Payees who have not paid, despite working in the pay period

One or more Payees have been paid, despite not working this pay period

Example: John Smith was paid instead of John Smithe

For the Payee who was

- overpaid, the repayment is typically deducted from one or more Regular Pay Runs OR the payee may agree to return the funds. For assistance in resolving this scenario, please refer to Correct an Overpayment.
- not paid when they should have been, please refer to Process an Out Of Cycle Pay Run for one or more Payees who have not paid, despite working in the pay period

One or more Payees have been physically paid the correct amount; however, it was never reported to the ATO

As e-PayDay Legacy does not include the ability to process a Missed Pay Run, this type of correction is completed by referring to

1. Manually adjust Employees Year To Date Taxation Balances
2. Edit existing Accrual Balances
3. Contact your Accountant/Bookkeeper as STP Reporting prefills your BAS/ITW – W1 and W2.

The below can be resolved WITHOUT processing a pay run

- Read **here** if an Employee has ceased, and there is no outstanding payment required
- Read **here** if an Employee been set up incorrectly.
- Read **here** if your Employee has not accumulated Accruals when they should have
- Request a Support Call **here** if you've set up a Pay Rate, Allowance or Deduction incorrectly

Revision: 92 — Last modified: Mar 08, 2023

1.3.15.1. Correct an Underpayment

> ❗ If one or more Payees have not paid despite working this pay period, please follow Process an Out Of Cycle Pay Run for one or more Payees who have not paid, despite working in the pay period rather than the below.

The procedure to correct an underpayment depends on when it was discovered and what Financial Year it relates to.

If the underpayment is less than 12 months overdue

- Correct an Underpayment that is Less than 12 months overdue and relates to the Current Financial Year
- Correct an Underpayment that is Less than 12 months overdue and relates to a Prior Financial Year

If the underpayment is Equal to or more than 12 months overdue

- Correct an Underpayment that is Equal to or more than 12 months overdue and less than $1,200.00
- Correct an Underpayment that is Equal to or more than 12 months overdue and equal to or greater than $1,200.00

> ✳ If the Payee has previously ceased employment, they will need to be reinstated before the additional payment can be processed. Once reinstated, please ensure you re-enter

the ORGINAL Cessation Date and Reason when processing the Pay Run.

Revision: 3 — Last modified: Mar 08, 2023

1.3.15.1.1. Correct an Underpayment that is Less than 12 months overdue and relates to the Current Financial Year

1. When composing the **Employees Pay**, select Line 2 (or next vacant pay line).
2. Select **Back Pay, Commission, Bonus (B(i))** *or* **add a new Schedule 5 – Method B (i) Pay Rate** if necessary.
3. Enter the Back Pay, Commission, Bonus (B(i)) **QTY** and **Rate** unless previously set.
4. Enter the specific period (Start and End Date) then select OK.
5. Make any other changes as necessary.
6. Click **Pending** or **OK** to save all changes.

Revision: 2 — Last modified: Mar 08, 2023

1.3.15.1.2. Correct an Underpayment that is Less than 12 months overdue and relates to a Prior Financial Year

1. When composing the **Employees Pay**, select Line 2 (or next vacant pay line).
2. Select **Back Pay, Commission, Bonus (B(ii))** *or* **add a new Schedule 5 – Method B (ii) Pay Rate** if necessary.
3. Enter the Back Pay, Commission, Bonus (B(ii)) **QTY** and **Rate** unless previously set.
4. Make any other changes as necessary.
5. Click **Pending** or **OK** to save all changes.

Revision: 1 — Last modified: Mar 08, 2023

1.3.15.1.3. Correct an Underpayment that is Equal to or more than 12 months overdue and less than $1,200.00

> ❗ If the underpayment is equal to or greater than $1,200.00, please refer to Correct an Underpayment that is Equal to or more than 12 months overdue and equal to or greater than $1,200.00

1. When composing the **Employees Pay**, select Line 2 (or next vacant pay line).
2. Select **Back Pay, Commission, Bonus (B(ii))** *or* **add a new Schedule 5 – Method B (ii) Pay**

Rate if necessary.

3. Enter the Back Pay, Commission, Bonus (B(ii)) **QTY** and **Rate** unless previously set.
4. Make any other changes as necessary.
5. Click **Pending** or **OK** to save all changes.

Revision: 2 — Last modified: Mar 08, 2023

1.3.15.1.4. Correct an Underpayment that is Equal to or more than 12 months overdue and equal to or greater than $1,200.00

> **❗** If the underpayment is less than $1,200.00, please refer to Correct an Underpayment that is Equal to or more than 12 months overdue and less than $1,200.00

1. When composing the **Employees Pay**, select Line 2 (or next vacant pay line).
2. Select **Schedule 5, Method B (ii) Lump Sum E** *or* **add a new Schedule 5 – Method B (ii) Lump Sum E Pay Rate** if necessary.
3. Enter the Back Pay, Commission, Bonus (B(ii)) **QTY** and **Rate** unless previously set.
4. Make any other changes as necessary.
5. Click **Pending** or **OK** to save all changes.

Revision: 3 — Last modified: Mar 08, 2023

1.3.15.1.5. Process an Out Of Cycle Pay Run for a Ceased Employee who has been underpaid by selecting an incorrect Pay Rate

> **❗** **e-PayDay® Payroll Software Personnel** are **not** registered Taxation or BAS agents and are unable to provide payroll advice. Therefore, please contact your Accountant/ Bookkeeper before processing the additional payment in my next pay run to, firstly, ensure that you are selecting the correct **Pay Rate** that is suitable in your circumstances, secondly, if there is no suitable **Pay Rate** to assist you with adding a new rate, and lastly to confirm the Tax deducted is correct for this adjustment amount.

1. **Re-instate** the required employee.
2. Click **Pay Day** > **Process Pays** > **Individual Employee** *or*
   Click **Pay Day** from the Side Bar.
3. Navigate to **Payment Date** and change to the date the payment will be processed.
4. Navigate to **Period Ending Date** and change to the date the pay run will be processed.
5. Double click on any employee that is to be included in this out-of-cycle Pay Run.
6. An alert will display: **Pay Run Dates have been changed. Please choose one of the following**

options.

7. Select **Change Payment Date to xx/xx/xxxx and Current Period Ending Date to xx/xx/xxxx.**
8. Click **Click here to Continue**.
9. Click **Cancel** to close the open Pay Envelope.
10. Select the Employee who requires Termination (click once to highlight)
11. Click **Cessation**.
12. Click **Yes** to confirm that this Employee will be ceased once the pay run is posted,
13. Enter the date of termination of the selected employee.
14. Click **Click here to Continue**.
15. Select the required **Cessation Pay Rate Types** from the options listed below, adjust and/or remove any Pay Rates, Allowances and Deductions that are pre-loaded and/or **add new Termination / Cessation Pay Rates** as necessary.
    a. **Unused Annual Leave + Loading (aft 18/8/93)**
    b. **Unused Annual Leave + Loading (bef 18/8/93)**
    c. **Unused Annual Leave + Loading (Redund)**
    d. **Unused Annual Leave (aft 18/8/93)**
    e. **Unused Annual Leave (bef 18/8/93)**
    f. **Unused Annual Leave (Redund)**
    g. **Unused Long Service (aft 17/8/93)**
    h. **Unused Long Service (16/8/78 – 17/8/93)**
    i. **Unused Long Service (bef 16/8/78)**
    j. **Unused Long Service (Redund)**
        i. If any of the above **Leave Cessation Pay Rate Types** are selected, an alert will be displayed for you to enter the Employee's normal Pay Period taxable earnings. If you are unsure which earnings amount to enter into this alert, please contact your Accountant / Bookkeeper for advice.**IT IS VITAL THAT AMOUNT RECORDED IS AS ACCURATE AS POSSIBLE AS THIS WILL AFFECT HOW TAX IS CALCULATED FOR THIS FINAL PAY**. For more information, please visit **Schedule 7 – Tax table for unused leave payments on termination of employment**
        ii. When processing Termination Leave, we recommend entering the Leave Dates as the Cessation Date unless otherwise required. If you do not wish to enter Leave Dates for Termination / Cessation Pay Rates, please follow **How do I disable recording my Employees Leave Dates upon Cessation / Termination during the Pay Run?**
    k. **Redundancy And Early Retirement Payments**
    l. **ETP – Life Benefit (17%)**
    m. **ETP – Life Benefit (32%)**
    n. **ETP – Life Benefit (47%)**
    o. **ETP – No TFN (47%)**
    p. **ETP – Foreign Resident / No TFN (45%)**
    q. **ETP – Death Benefit (Dependant – 0%)**
    r. **ETP – Death Benefit (Dependant – 47%)**
    s. **ETP – Death Benefit (Non-Dependant – 32%)**
    t. **ETP – Death Benefit (Non-Dependant – 47%)**
16. Click **Pending** or **OK** to save all changes.

Revision: 1 — Last modified: Mar 13, 2023

1.3.15.2. Recover an Overpayment

> ❗ If an overpayment is identified in the same financial year it is paid, the employee will only need to repay the net amount of the overpaid amount. The net amount is the amount received by the payee. **You will require written consent from the Employee to deduct an overpayment from their pay**. Read **Overpayment identified in the same financial year** on the ATO's website.

> ❗ TD 2008/9 – Income tax: are amounts mistakenly paid as salary or wages to employees (or as income support payments or worker's compensation amounts to persons),to which they are not beneficially entitled, but are obliged to repay, 'ordinary income' under section 6-5 of the Income Tax Assessment Act 1997?
>
> TD 2008/10 – Fringe benefits tax: where an employer recognises they mistakenly paid to their employee an amount that the employee is not legally entitled to, but is obliged to repay, and afterwards allows the employee time to repay the amount, is there a 'loan benefit' under subsection 16(1) of the Fringe Benefits Tax Assessment Act 1986?
>
> TD 2008/11 – Fringe benefits tax: where an employer mistakenly pays to their employee an amount that the employee is not legally entitled to, but is obliged to repay, does the employer's subsequent waiver of that obligation constitute a 'debt waiver benefit' under section 14 of the Fringe Benefits Tax Assessment Act 1986?

> ❗ If the overpayment needs to be corrected in the same BAS/ITW Period, please ensure the **Payment** and **Period Ending Dates** are changed to the last day of that month.

If you have decided to recover the overpayment as a lump sum and the employee was not beneficially entitled to it

1. Process an out-of-cycle Pay Run to **calculate the NET overpayment**
2. **Add an Overpayment Deduction**
3. **Assign the Overpayment Deduction to the Employee**

If you have decided to recover the overpayment over several pay periods and the employee was not legally entitled to it

1. Process an out-of-cycle Pay Run to **calculate the NET overpayment**
2. **Add an Loan Repayment Deduction**
3. **Assign the Loan Repayment Deduction to the Employee**

If you have decided to NOT recover the overpayment and the employee was not legally entitled to it

1. Process an out-of-cycle Pay Run to **calculate the NET overpayment**
2. **Add a Debt Waiver Fringe Benefit**

> **!** If an overpayment is identified in a different financial year it is paid, the employee will need to repay the Gross amount of the overpaid amount. The Gross amount is the amount calciauted for the Employee before PAYGW is deducted. **You will require written consent from the Employee to deduct an overpayment from their pay**. Read **Overpayment relates to a previous financial year** on the ATO's website.

1. If you have decided to recover the overpayment
   a. **Add an Overpayment Deduction**
   b. **Assign the Overpayment Deduction to the Employee**
2. If you have decided you are not going to recover the overpayment,
   a. **Add a Debt Waiver Fringe Benefit**

Revision: 27 — Last modified: Jan 06, 2023

1.3.15.2.1. Process an out-of-cycle Pay Run to calculate the NET overpayment

1. Click **Pay Day** > **Process Pays** > **Individual Employee** *or*
   Click **Pay Day** from the Side Bar.
2. Navigate to **Payment Date** and change to the current date
3. Navigate to **Period Ending Date** and change to the current date
4. Double click on any employee that is to be included in this out-of-cycle Pay Run.
5. An alert will display: **Pay Run Dates have been changed. Please choose one of the following options**.
6. Select **Change Payment Date to xx/xx/xxxx and Current Period Ending Date to xx/xx/xxxx.**
7. Click **Click here to Continue**.
8. Replcate the Employees Pay Slip exactly as it was paid, and write down the value displayed in **PAYGW Non Tax ©**
9. Make the required adjustments to the pay types to 'resolve the overpayment and write down the value displayed in **PAYGW Non Tax ©**
   a. The difference between these two amounts is the PAYGW the Payee does not need to repay
10. Remove all pay types and re-add the pay type which was overpaid
11. Enter a negative **QTY**
12. Enter the amount of the overpayment.
13. If required navigate to **Total Tax (E = C + D)**, double click on the $ displayed and adjust.
14. Make any other changes as necessary.
15. Click **Pending** or **OK** to save all changes.
16. Read **here** preview, print or export the Pay Run Reports
17. Read **here** post the Pay Run,
18. Read **here** to submit your Pay Event to the ATO

Example – John Smith was overpaid 2 hours Overtime

Orginal Pay Run

Pay Run Excluding Overpayment

The difference in PAYGW Non Tax © is **$38.00**

Pay Run to resolve Overpayment

The Payee needs to repay **$73.44**

1.3.15.2.2. Add an Overpayment Deduction

1. Click **Pay Types** > **New Deduction** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Deduction** then click **New**.
2. In **Description**, enter **Overpayment**
3. In **Deducted by**, select **Per Lump Sum**
4. Leave **Amount ($ or %)** empty.
5. Select **Variable Deduction Amounts from Employees**
6. Leave **STP Code** as **Not Set**
7. Click **Save** then **Exit**.

1.3.15.2.3. Assign the Overpayment

Deduction to the Employee

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit** > **Pay Run** > **Pay Setup – Basic** > **Setup Variable Deduction**.
4. Click **New**.
5. Select **Overpayment** from the drop-down menu.
6. Enter the **Amount per Pay** to be deducted.
7. Enter the **Total Amount** to be deducted.
   a. Once the **Total Amount** has been reached, no future deductions will be debited.
8. Click **Save** then **Exit**.
9. Click **Save** then **Exit** again to close the Employee window.

Revision: 1 — Last modified: Dec 14, 2021

1.3.15.2.4. Add a Loan Repayment Deduction

1. Click **Pay Types** > **New Deduction** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Deduction** then click **New**.
2. In **Description**, enter **Loan Repayment**.
3. In **Deducted by**, select **Per Lump Sum**
4. Leave **Amount ($ or %)** empty.
5. Select **Variable Deduction Amounts from Employees**
6. Leave **STP Code** as **Not Set**
7. Select **FBT**.
8. Select **Factor** of **1.8868: Benefit provider is not entitled to claim GST credits**
9. Select **Type**.of **Loan**
10. Click **Save** then **Exit**.

Revision: 2 — Last modified: Jan 06, 2023

1.3.15.2.5. Assign the Loan Repayment Deduction to the Employee

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit** > **Pay Run** > **Pay Setup – Basic** > **Setup Variable Deduction**.
4. Click **New**.
5. Select **Loan Repayment** from the drop-down menu.
6. Enter the **Amount per Pay** to be deducted.
7. Enter the **Total Amount** to be deducted.

a. Once the **Total Amount** has been reached, no future deductions will be debited.

8. Click **Save** then **Exit**.

9. Click **Save** then **Exit** again to close the Employee window.

Revision: 1 — Last modified: Jan 06, 2023

1.3.15.2.6. Add a Debt Waiver Fringe Benefit

! If you decide the Employee is not obliged to repay the overpaid amount, they will have provided a **debt waiver fringe benefit**

1. Click **Employees** > **Edit Employees** *or* Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation** > **FBT Info**.
5. Click **New**.
6. Enter the **Date** overpayment was processed.
7. In **Type**. select **13 – Debt waiver**
8. In **Factor**, select **1.8868: Benefit provider is not entitled to claim GST credits**
9. Enter the **Taxable Amount**.
10. Click **Save**.
11. Click **Exit** again to close the Employee Window.

Revision: 5 — Last modified: Dec 14, 2021

1.3.15.3. Correct an STP Reported Amount (incorrect pay type chosen, no additional payment is required)

✳ This type of correction is typically processed as part of the next Regular Pay Run; however, it can be resolved as part of an Out of Cycle Pay Run or by rolling back.

1. When composing the **Employees Pay**, select Line 2 (or next vacant pay line).
2. Select the incorrect Pay Rate which was chosen in the previous Pay Run.
3. Adjust the **QTY** to be negative the number of hours (eg. -7.6) you paid in the previous Pay Run.
4. Select Line 3 (or next vacant pay line).
5. Select the Pay Rate which should have been paid in the previous pay run.
6. Adjust the **QTY** to match what you should have paid – this will be the same as paid in the previous pay run but now with the correct Pay Rate chosen.
7. Make any other changes as necessary.
8. Click **Pending** or **OK** to save all changes.
9. Repeat the above steps for all Employees required.

Revision: 5 — Last modified: Mar 08, 2023

1.3.15.4. Reverse and make amendments to your very last pay run

> ❗ Period Ending or Rollback backups are automatically created when you click **Post** in **PayDay**. Therefore by restoring this backup, you will be able to make amendments to the previous pay run, including removing it altogether (in the case of a double up). Any changes that have been made AFTER the back up was created will be lost, so will also require re-entry (eg. added a new employee AFTER the pay run was posted).

1. Click **Utilities** > **Rollback a Company to a Previous Date**.
2. An alert will display: **If you rollback a pay run, it will restore the Company data back to the date of the pay run. If you have made any changes since that date they will be lost. Do you wish to continue?**
3. Click **Yes**
4. Select the **Period Ending** Backup you wish to restore (e.g. **2020-01-28 10-43 PRACTICE COMPANY Period Ending 2020-01-27.zip**)
5. Click **Open**.
6. Once the **Period Ending** Backup has finished restoring, your Company will close.
7. Click **File** > **Open**.
8. Select the Company you wish to access.
9. Click **Open**.
10. Click **Pay Day** > **Process Pays** > **Individual Employee** *or*
    Click **Pay Day** from the Side Bar.
11. Double-click on the first Employee whose pay requires correction.
12. Make changes as necessary.
13. Click **Pending** or **OK** to save all changes.
14. Repeat the above steps for all Employees required.
15. Preview, re-print or re-export the UPDATED Pay Run Reports, read **here**.
16. Re-print, export or e-Mail your Pay Slips, read **here**
17. If you corrected the mistake BEFORE the file was uploaded to the bank, create a NEW FAST-Bank™ File, read **here**
18. Finalise the Pay Run, read **here**.
19. Send a Full File Replacement to the ATO, read **here**.

Revision: 27 — Last modified: Mar 08, 2023

1.3.15.4.1. Send a Full File Replacement to the ATO

> ✳ Read more about what information is included in a Full File Replacement Submission **here**.

1. Once the Pay Run has been posted, an alert will display.

2. Ensure **Full File Replacement (FFR)** is selected.

3. Tick the checkbox next to **I am notifying the ATO**;

4. Click **Click here to Continue** then **Start SBR2 Client**.

   a. If **There is a problem loading the transaction data. Please contact e-PayDay Support** displays, read **here**

5. SBR2 will display all submissions waiting to be sent to the ATO, previous submissions that the ATO may have responded to, the Company Name that the file is for and the unique ID for the transaction.

   a. **Send** is displayed when an STP event has been created BUT not yet sent via SBR2.

   b. **Waiting** is displayed once the file has been sent to the ATO, and a response could be available.

6. Click **Next** then **Action** to send your data to the ATO.

7. You will receive a message advising that **The ATO has received your data, but not yet responded. Please try again later**.

   a. If there are any issues with your submission, they will be displayed in this window, for example

      i. **Invalid Username and Password**, read **here**

      ii. **Error 400**, read **here**

      iii. **The client you transmitted is not associated with the agent number you supplied and cannot be authorised**, read **here**

      iv. **The submission has failed validation**, read **here**

8. Once your submission has been sent, click **Next**.

9. If there are any previous submissions that are still **WAITING** for a response, click **Next** then **Action** to receive the response from the ATO,

10. Once you have progressed through all of your **SEND** and **WAITING** Submissions, click **Exit**.

Revision: 41 — Last modified: Mar 26, 2020

1.3.15.4.2. Adjust Total Tax (E = C + D) during your Pay Run

❗ Regardless of any changes made, PAYG Non Tax © will always display the correct amount of tax applicable to this pay based on the inbuilt Tax Calculations. If any Pay Types are added or removed, Total Tax (E = C + D) will be recalculated and will require amendment. If the Pay Envelope is saved then reopened, Total Tax (E = C + D) will be recalculated and will require amendment.

1. When composing the **Employees Pay**, navigate to **Total Tax (E = C + D)**.
2. Double click on the $ displayed and adjust as required.

Revision: 7 — Last modified: May 22, 2020

1.3.15.4.3. Adjust Employer SG (10.50%) during your Pay Run

❗ If any Pay Types are added or removed, Employer SG will be recalculated and will require amendment.

1. When composing the **Employees Pay**, navigate to **Employer SG**.
2. Double click on the $ displayed and click **Backspace** on your keyboard.
3. Enter the amount required then press **Tab** on your keyboard.

Revision: 12 — Last modified: Jul 02, 2022

1.3.15.4.4. Adjust RESC (over 10.50%) during your Pay Run

1. When composing the **Employees Pay**, navigate to **RESC**..
2. Double click on the $ displayed and click **Backspace** on your keyboard.
3. Enter the amount required then press **Tab** on your keyboard.

Revision: 9 — Last modified: Jul 02, 2022

1.3.15.5. Process an Out Of Cycle Pay Run

1. Click **Pay Day** > **Process Pays** > **Individual Employee** *or*
   Click **Pay Day** from the Side Bar.
2. Navigate to **Payment Date** and change to the date the payment will be processed.
3. Navigate to **Period Ending Date** and change to the date the pay run will be processed.
4. Double click on any employee that is to be included in this out-of-cycle Pay Run.
5. An alert will display: **Pay Run Dates have been changed. Please choose one of the following**

options.

6. Select **Change Payment Date to xx/xx/xxxx and Current Period Ending Date to xx/xx/xxxx.**
7. Click **Click here to Continue**.
8. Compose and complete the pays as required per Pay Run Procedure

Revision: 1 — Last modified: Mar 07, 2023

1.3.15.6. Process an Out Of Cycle Pay Run for one or more Payees who have not paid, despite working in the pay period

1. Click **Pay Day** > **Process Pays** > **Individual Employee** *or*
   Click **Pay Day** from the Side Bar.
2. Navigate to **Payment Date** and change to the date the payment will be processed.
3. Navigate to **Period Ending Date** and change to the date the pay run will be processed.
4. Double click on any employee that is to be included in this out-of-cycle Pay Run.
5. An alert will display: **Pay Run Dates have been changed. Please choose one of the following options**.
6. Select **Change Payment Date to xx/xx/xxxx and Current Period Ending Date to xx/xx/xxxx.**
7. Click **Click here to Continue**.
8. Select the appropriate **Ordinary and Overtime Pay Rates**, **Leave Pay Rates**, **Schedule 5 (Back Pay, Commission, Bonus) Pay Rates** **Allowances** and/or **Deductions** and adjust as required
   a. If **Leave Pay Rates** are selected, an alert will be displayed for you to enter the Employee's Start Date and End Date of the Leave Period.
   b. If **Schedule 5 (Back Pay, Commission, Bonus) Pay Rates** are selected, you may be prompted to enter either a date range or the number of periods for taxation calculation.
9. If required, click **Show Cost Centres** and allocate the employees hours against the appropriate Cost Centre for each Pay Type listed.
10. Click **Pending** or **OK** to save all changes.
11. Preview, print or export the UPDATED Pay Run Reports, read **here**.
12. Print, export or e-Mail your Pay Slips, read **here**
13. If required, create a NEW FAST-Bank™ File, read **here**
14. Finalise the Pay Run, read **here**.
15. Submit your Pay Event to the ATO & complete any previous submissions which the ATO have not yet responded to.

Revision: 1 — Last modified: Mar 08, 2023

1.3.15.7. An Employee has been set up incorrectly

- Read **here** If a PAYG (Pay As You Go) Employee needs to be reinstated as a Working Holiday Maker (WHM)
- Read **here** If a PAYG (Pay As You Go) Employee needs to be reinstated as a Foreign Employee.
- Read **here** If a Foreign Employee needs to be reinstated as a Working Holiday Maker

- Read **here** If a Foreign Employee needs to be reinstated as a PAYG (Pay As You Go) Employee.
- Read **here** If a Working Holiday Maker needs to be reinstated as a PAYG (Pay As You Go) Employee
- Read **here** If a Working Holiday Maker needs to be reinstated as a Foreign Employee

Revision: 3 — Last modified: Jun 30, 2020

1.3.15.7.1. Cease a PAYG (Pay As You Go) Employee and reinstate as a Working Holiday Maker (WHM)

> ❗ If pay runs have already been processed for this employee, you will need to seek advice from your Accountant or Bookkeeper regarding their tax liability and discuss it with your employee, as it may mean they require additional tax to be deducted to ensure a tax bill is not received. There is no way to 'fix' the previously posted pay runs. However, you can change the employee to be correctly set moving forward.

1. Ensure you have **registered with the ATO** before your first payment to a working holiday maker.
2. Check your worker has a visa subclass 417, 457 or 462 using the **Visa Entitlement Verification Online (VEVO) service**
3. Set that you are **Registered as an employer of Working Holiday Makers** in your Company Details
4. **Manually cease (terminate)** the required Employee.
5. **Reinstate** the required Employee.
6. **Change the Employees Payee Type** to Working Holiday Maker

If the Employees YTD Taxation Balances also need to be migrated (ONLY completed if directed by your Accountant or Bookkeeper).

1. Print the Employee Masterfile Report for the ceased Employee Profile, so that you may enter these at Step 3 (below)
2. Access the OLD Employee Profile and manually remove the YTD Taxation Balances
3. Access the NEW Employee Profile and manually enter the YTD Taxation Balances.
4. Send an Update Event to the ATO for the OLD and NEW Employee records.

Revision: 18 — Last modified: Apr 11, 2023

1.3.15.7.1.1. Update the Employees Payee Type to Working Holiday Maker (WHM)

> ❗ **The Employees Payee Type can only be changed if there have been no pay runs posted for the required employee**.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Navigate to **Payee Type**.
5. Click the drop-down menu and select **Working Holiday Maker**.
6. Click **Save** then **Exit**.

Revision: 5 — Last modified: Mar 06, 2020

1.3.15.7.2. Cease a Foreign Employee and reinstate as a Working Holiday Maker (WHM)

> ❗ If pay runs have already been processed for this employee, you will need to seek advice from your Accountant or Bookkeeper regarding their tax liability, and discuss with your employee as it may mean they require additional tax to be deducted to ensure a tax bill is not received. There is no way to 'fix' the previously posted pay runs, however, you can change the employee so they are correctly set moving forward.

1. Ensure you have **registered with the ATO** before your first payment to a working holiday maker.
2. Check your worker has a visa subclass 417, 457 or 462 using the **Visa Entitlement Verification Online (VEVO) service**
3. Set that you are **Registered as an employer of Working Holiday Makers** in your Company Details
4. **Manually cease (terminate)** the required Employee.
5. **Reinstate** the required Employee.
6. **Change the Employees Payee Type** to Working Holiday Maker

If the Employees YTD Taxation Balances also need to be migrated (ONLY completed if directed by your Accountant or Bookkeeper).

1. Print the Employee Masterfile Report for the ceased Employee Profile, so that you may enter these at Step 3 (below)
2. Access the OLD Employee Profile and manually remove the YTD Taxation Balances
3. Access the NEW Employee Profile and manually enter the YTD Taxation Balances.

4. Send an <u>Update Event to the ATO</u> for the OLD and NEW Employee records.

Revision: 3 — Last modified: Apr 11, 2023

1.3.15.7.3. Cease a PAYG (Pay As You Go) Employee and reinstate as a Foreign Employee

> **!** If pay runs have already been processed for this employee, you will need to seek advice from your Accountant or Bookkeeper regarding their tax liability and discuss it with your employee, as it may mean they require additional tax to be deducted to ensure a tax bill is not received, or they may be entitled to a 'refund'. There is no way to 'fix' the previously posted pay runs. However, you can change the employee to be correctly set moving forward.

1. **Manually cease (terminate)** the required Employee.
2. **Reinstate** the required Employee.
3. **Change the Employees Payee Type** to Foreign Employee

If the Employees YTD Taxation Balances also need to be migrated (ONLY completed if directed by your Accountant or Bookkeeper).

1. Print the Employee Masterfile Report for the ceased Employee Profile, so that you may enter these at Step 3 (below)
2. Access the OLD Employee Profile and <u>manually remove the YTD Taxation Balances</u>
3. Access the NEW Employee Profile and <u>manually enter the YTD Taxation Balances.</u>
4. Send an <u>Update Event to the ATO</u> for the OLD and NEW Employee records.

Revision: 5 — Last modified: Apr 11, 2023

1.3.15.7.3.1. Update the Employees Payee Type to Foreign Employee

> **!** The Employees Payee Type can only be changed if there have been no pay runs posted for the required employee.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Navigate to **Payee Type**.

5. Click the drop-down menu and select **Foreign Employee**.
6. Click **Save** then **Exit**.

Revision: 1 — Last modified: Jun 30, 2020

1.3.15.7.4. Cease a Working Holiday Maker (WHM) Employee and reinstate as a Foreign Employee

> ❗ If pay runs have already been processed for this employee, you will need to seek advice from your Accountant or Bookkeeper regarding their tax liability and discuss it with your employee, as it may mean they require additional tax to be deducted to ensure a tax bill is not received, or they may be entitled to a 'refund'. There is no way to 'fix' the previously posted pay runs. However, you can change the employee to be correctly set moving forward.

1. **Manually cease (terminate)** the required Employee.
2. **Reinstate** the required Employee.
3. **Change the Employees Payee Type** to Foreign Employee

If the Employees YTD Taxation Balances also need to be migrated (ONLY completed if directed by your Accountant or Bookkeeper).

1. Print the Employee Masterfile Report for the ceased Employee Profile, so that you may enter these at Step 3 (below)
2. Access the OLD Employee Profile and manually remove the YTD Taxation Balances
3. Access the NEW Employee Profile and manually enter the YTD Taxation Balances.
4. Send an Update Event to the ATO for the OLD and NEW Employee records.

Revision: 4 — Last modified: Apr 11, 2023

1.3.15.7.5. Cease a Foreign Employee and reinstate as a PAYG (Pay As You Go) Employee

> ❗ If pay runs have already been processed for this employee, you will need to seek advice from your Accountant or Bookkeeper regarding their tax liability and discuss it with your employee, as it may mean they require additional tax to be deducted to ensure a tax bill is not received, or they may be entitled to a 'refund'. There is no way to 'fix' the previously posted pay runs. However, you can change the employee to be correctly set moving forward.

1. **Manually cease (terminate)** the required Employee.
2. **Reinstate** the required Employee.
3. **Change the Employees Payee Type** to Employee

If the Employees YTD Taxation Balances also need to be migrated (ONLY completed if directed by your Accountant or Bookkeeper).

1. Print the Employee Masterfile Report for the ceased Employee Profile, so that you may enter these at Step 3 (below)
2. Access the OLD Employee Profile and manually remove the YTD Taxation Balances
3. Access the NEW Employee Profile and manually enter the YTD Taxation Balances.
4. Send an Update Event to the ATO for the OLD and NEW Employee records.

Revision: 6 — Last modified: Apr 11, 2023

1.3.15.7.5.1. Update the Employees Payee Type to Employee

> ❗ **The Employees Payee Type can only be changed if there have been no pay runs posted for the required employee**.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Navigate to **Payee Type**.
5. Click the drop-down menu and select **Employee**.
6. Click **Save** then **Exit**.

Revision: 1 — Last modified: Jun 30, 2020

1.3.15.7.6. Cease a Working Holiday Maker (WHM) Employee and reinstate as a PAYG (Pay As You Go) Employee

> ❗ If pay runs have already been processed for this employee, you will need to seek advice from your Accountant or Bookkeeper regarding their tax liability and discuss it with your employee, as it may mean they require additional tax to be deducted to ensure a tax bill is not received, or they may be entitled to a 'refund'. There is no way to 'fix' the previously posted pay runs. However, you can change the employee to be correctly set moving forward.

1. **Manually cease (terminate)** the required Employee.
2. **Reinstate** the required Employee.
3. **Change the Employees Payee Type** to Employee

If the Employees YTD Taxation Balances also need to be migrated (ONLY completed if directed by your Accountant or Bookkeeper).

1. Print the Employee Masterfile Report for the ceased Employee Profile, so that you may enter these at Step 3 (below)
2. Access the OLD Employee Profile and manually remove the YTD Taxation Balances
3. Access the NEW Employee Profile and manually enter the YTD Taxation Balances.
4. Send an Update Event to the ATO for the OLD and NEW Employee records.

Revision: 7 — Last modified: Apr 11, 2023

1.4. End of Month / Quarter / Financial Year Reporting

End of Month or Quarter Reporting

1. Print the following Reports for reconciliation and archive purposes **(Optional)**
   a. **Accrual Tracking Report**
   b. **Leave Liability Report**
   c. **Payroll Analysis Report**
   d. **Employee Transactions Report**
   e. **Employee Balances Report**
2. Print or Export a **Withholding Tax Report** for your **Income Tax Withholding / Business Activity Statement**
3. Process your **Superannuation** payments, read **here**
4. Process your **Deduction Payees** payments (if required)
   a. **Print your Deduction Payee Reports** and process the payment.
   b. **Record the Deduction Payee Payment**.

End of Financial Year Reporting

1. Follow our End Of Financial Year Survival Guide **here**

Revision: 12 — Last modified: Jun 03, 2020

1.4.1. Print or Export the Withholding Tax Report

1. Click **Reports** > **Withholding Tax Report (Total/Weekly)**

2. Navigate to **Report Selection Criteria**.
3. Change **Report Period** as required..
4. Click **Preview**, **Print** or **Export PDF**.

Revision: 6 — Last modified: Jun 03, 2020

1.4.2. Generate your Superannuation Reports and pay the required Contributions for the period

> ❗ In order to create a SuperStream File, there is certain information that needs to be entered. Please refer to <u>SuperStream Getting Started Guide</u>

Superannuation Fund or Clearing House

1. **Print your Superannuation Reports**
2. **Create the SuperStream File OR Create the SuperStream and ABA Payment Files**
3. Upload your SuperStream File or manually enter the Contribution Amounts in your Superannuation Fund or Clearing House Portal.
4. **Record your Superannuation Payments**

> ❗ If you DO NOT Upload a SuperStream file? **SKIP Step 2**

e-PayDay® Gateway

1. **Print your Superannuation Reports**
2. **Create the SuperStream File OR Create the SuperStream and ABA Payment Files and upload to the e-PayDay® Gateway**
3. **Submit your Payment through American Express (Reward Pay)** OR Upload your FAST-Bank™ file
4. **Record your Superannuation Payments**

Revision: 24 — Last modified: Feb 01, 2023

1.4.2.1. Print or Export Superannuation Reports

1. Click **Super Manager** > **Print** > **Fund Reports** *or*
    Click **Super Manager** from the Side Bar.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Click **Reports**.

4. Select the Report (or Reports) you wish to generate,
    a. **Employer Periodic SG Contributions**
    b. **Employer Periodic SG Contributions (1 Page per Fund)**
    c. **Non SG Contributions YTD**
    d. **Non SG Periodic Contributions**
    e. **Total Periodic Superannuation Contributions**
5. Click **Preview**, **Print** or **Export PDF**.
6. Click **Exit** to close the Superannuation Reports Selection Window.

Revision: 7 — Last modified: Jun 03, 2020

1.4.2.2. Create your SuperStream File (Superannuation Fund / Clearing House)

1. Click **Super Manager** > **Pay Super**.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Select EITHER **Create File** *or* **Create SuperStream and ABA Payment File** (FAST-Bank™).
4. Click **Next** to preview a list of the Superannuation Funds, Period Start and End Dates, SG (Employer) and Non-SG (Employee Contributions) payable for the selected period.
5. Click **Next**. to preview the Superannuation Funds, Payment Method, Reference Number, BPAY Biller Code, and Transaction Date.
6. Click **Next** then **Continue** to create the SuperStream File.
7. Choose the location that you wish to save the SuperStream file to (eg. Desktop) then click **Save**.
8. Click **Next** then **Go To Folder** if you need to open the location you saved the SuperStream file to.
9. Click **Finished** to close the FAST-Super® wizard.
10. Log onto your superannuation Fund or Clearing house to upload your SuperStream File.

Revision: 6 — Last modified: Jun 24, 2020

1.4.2.3. Create your SuperStream File (e-PayDay® Gateway)

1. Click **Super Manager** > **Pay Super**.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Select EITHER **Create File** *or* **Create SuperStream and ABA Payment File** (FAST-Bank™).
4. Click **Next** to preview a list of the Superannuation Funds, Period Start and End Dates, SG (Employer) and Non-SG (Employee Contributions) payable for the selected period.
5. Click **Next**. to preview the Superannuation Funds, Payment Method, Reference Number, BPAY Biller Code, and Transaction Date.
6. Click **Next** then **Continue** to create the SuperStream File.
7. Choose the location that you wish to save the SuperStream file to (eg. Desktop) then click **Save**.
8. Click **Pay Super** to open the e-PayDay® SuperStream Gateway webpage.
9. Login with your Username and Password.
10. Navigate to **Contribution Upload**.

11. Click **Choose File** to locate your SuperStream File, then **Open**, **Upload**, then **Close** the alert which will display.
12. Navigate to **Runs**.
13. Once the imported SuperStream Files Status is **OK to Send**, click **Send** then select either **American Express** or **Electronic Funds Transfer**.
14. Click **Continue** then **Close**

Revision: 9 — Last modified: Jun 24, 2020

1.4.2.4. Pay your Superannuation Contributions through American Express (Reward Pay)

1. Navigate to **RewardPay** and click **More Information**.
2. Click **LOGIN**.
3. Enter your Username and Password then click **LOGIN**.
4. Click **In Cart**.
5. Select the Order you wish to submit by clicking the Order Number.
6. Click **Confirm** to pay the outstanding contributions.
7. Scroll down on the page to enter your American Express Credit Card Details and verification code which has been sent to the mobile number you entered when signing up.
8. Once completed, click **PAY**.

Revision: 4 — Last modified: Jan 22, 2020

1.4.2.5. Record Superannuation Contribution Payment/s

1. Click **Super Manager** > **Pay Super**.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Select **Mark Funds as Paid**.
4. Click **Next** to preview a list of the Superannuation Funds, Period Start and End Dates, SG (Employer) and Non-SG (Employee Contributions) payable for the selected period.
5. Click **Next**. to preview the Superannuation Funds, Payment Method, Reference Number, BPAY Biller Code, and Transaction Date.
6. Click **Next** then **Continue** to mark the Superannuation Funds as Paid.
7. Click **Finished** to close the FAST-Super® wizard.

Revision: 9 — Last modified: Jun 24, 2020

1.4.3. End Of Financial Year Survival Guide

Read our Single Touch Payroll End Of Financial Year Survival Guide **here**

If you are not yet STP Reporting, please read our e-PayDay® Legacy EOFY Survival Guide **here**

1.4.4. Declaring Wages for Workers Compensation

Please print the following reports to assist with the calculation for declaring Wages for Workers Compensation (WorkCover)

1. **Withholding Tax Report**
2. **Total Periodic Superannuation Contributions**
3. **FBT Report**

The following reports will provide further granular detail regarding the balances displayed in the **Withholding Tax Report**

1. **Pay Rates**
2. **Allowances**
3. **Deductions**

2. Single Touch Payroll (STP) reporting explained.

What is Single Touch Payroll (STP)?

Single Touch Payroll is a mandatory government reporting requirement that enables businesses and employers to report (real-time) staff salary and wages (including ordinary time earnings) and PAYG withholding amounts to the ATO at the same time the employees are paid. Read about Single Touch Payroll on the ATO's website **here**

How do I get started?

Follow our e-PayDay® Legacy STP Getting Started Guide **here**

Pay Run Adjustments, Corrections, Changes or Amendments.

No matter what you call them, any changes to a previously reported pay run are called a "Fix" under STP. Rolling back a pay run is now only to be used as a last resort, not as a normal payroll procedure. With real-time reporting under STP, a rollback is definitely not best practice when correcting a pay run. Learn more **here**

BMS ID Explained

The BMS ID is a Business Management Software ID that is assigned to ensure that STP reporting provides correctly consolidated information with the ATO.

If you start reporting through one STP solution and change to another during a financial year, you must transition correctly to make sure the information pre-filled into your employees' income tax return is accurate. Refer to the ATO's website **here** for further information.

You have the option to,

1. **Migrate your year-to-date employee information and use the ORGINAL BMS ID**. You will need to obtain the BMS ID from your previous payroll solution.
2. **Migrate your year-to-date employee information and use a NEW BMS ID**. You will need to zero the employee year-to-date values from the old payroll solution through an update event to prevent duplicate information from being displayed.
3. **Use a NEW BMS ID WITHOUT MIRGRATING your year-to-date employee information**. You will need to finalise the employee information reported under the original payroll solution.

Revision: 66 — Last modified: Mar 18, 2020

2.1. Getting Started with Single Touch

Payroll Reporting

e-PayDay Hosted® Skip Step 1.

1. Download and Install the latest e-PayDay® Upgrade **here** then
2. Read **here** to deactivate any Allowances and Deductions that you do not use.
3. Read **here** to ensure you have posted all Pay Runs that may be currently active,
4. Register with our Sending Service Provider (SSP), **SuperChoice**, **here**.
5. Read **here** to set your Electronic Transfer Option to STP (SuperChoice) and enter your Company information.
6. **IF YOU STILL HAVE ACTIVE ALLOWANCES AND DEDUCTIONS**
    a. Read **here** to allocate STP Codes to each of your Allowances and Deductions.
    b. Read **here** to perform an update for your Employees Allowance and Deduction YTD STP Balances
    c. Read **here** to review your Employees Allowance and Deduction YTD STP Balances to ensure they updated correctly.
7. Read **here** to run an STP Health Check to ensure there are no issues with your Employees.
8. Read **here** to advise the ATO of all Employees Year to Date balances that have not been reported yet under STP.

Once you have completed ALL of the above steps, Single Touch Payroll reporting will be enabled! To continue reporting, it's as simple as processing your pays to report your information to the ATO following our Pay Run procedure **here**.

Revision: 62 — Last modified: Apr 10, 2020

2.1.1. Set your Electronic Transfer Option to STP (SuperChoice) and enter your Company information
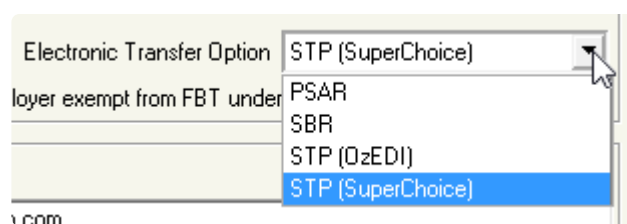
1. Click **File** > **Company** > **Government**.
2. Navigate to **Electronic Transfer Option** and select **STP (SuperChoice)**.
3. Click **Save**.
4. Click **STP Info** then **Click here to Add/Edit STP Reporting Information**
5. Click **Edit**.
6. Click **Copy Company Details** to copy the Legal Entity Name (Company Name), Full Company Name (Payer name), Branch Code, ABN, Street Address, City/Suburb, State, Postcode, Country, Phone Number, Fax Number and e-Mail from Company details.
7. Enter the name of your Company Representative in **Contact Person**.

8. Update the **BMS ID** if required.
9. Enter the **Username** (e-Mail Address).
10. Enter the **Password**.
11. If you are processing your OWN STP submissions, click **Save** then **Exit** to close **STP Info** then click **Exit** to close the Company window.
    a. If you are an **Intermediary** or will be sending your information to an **Intermediary** for submission, please continue following below,

1. If you are an **Intermediary** or will be sending your information to an **Intermediary** for submission, click **Intermediary Details**.
    a. Click **Load Company details from another Company** if you wish to copy the Trading Name (Payer trading name), Full Company Name (Payer name), Branch Code, ABN, Street

        Address, City/Suburb, State, Postcode, Country, Phone Number, Fax Number and e-Mail from the selected Companies details. Otherwise,

    b. Enter the **Trading Name (Payer trading name)**.

    c. Enter the **Full Company Name (Payer name)**.

    d. Enter the Contact Name for the Intermediary in **Contact Person**.

    e. Enter the **Branch Code**.

    f. Enter the **Tax Agent Number**.

    g. Enter the **Physical Address** of the Intermediary.

    h. Enter the **City/Suburb** of the Intermediary.

    i. Select the **State** of the Intermediary.

    j. Enter the **Postcode** of the Intermediary.

    k. Select the **Country** of the Intermediary.

    l. Enter the **Phone Number** of the Intermediary.

    m. *Non-compulsory*: Enter the **Fax Number** of the Intermediary.

    n. Enter the **e-Mail Address** of the Intermediary.

2. Click **Save** then **Exit** to close **STP Info**.
3. Click **Exit** to close the Company window.

Revision: 13 — Last modified: Jan 14, 2022

2.1.2. Deactivate Allowances and Deductions that you do not use

1. Click **Pay Types** from the Side Bar
2. Navigate to **Pay Type**, click on the drop-down menu and change to **Allowance**.
3. Navigate to **Status** to select **Active** ONLY.
4. Select the Allowance to update (click once to highlight).
5. Click **Edit**.
6. Navigate to **Active** and click once to deselect.
7. Click **Save** then **Exit**.
8. Once you have completed all allowances, repeat with deductions.
9. Navigate to **Pay Type**, click on the drop-down menu and change to **Deduction**.
10. Navigate to **Status** to select **Active** ONLY.
11. Select the Deduction to update (click once to highlight).
12. Click **Edit**.
13. Navigate to **Active** and click once to deselect.
14. Click **Save** then **Exit**.

Revision: 5 — Last modified: Mar 18, 2020

2.1.3. Allocate STP Codes to your Allowances and Deductions

> ❗ If you are unsure what STP Code to assign to your Allowances, please visit **Withholding for allowances** on the ATO's website.

> ❗ We also recommend contacting your Accountant / Bookkeeper for further advice if you are unable to determine the correct set up (after referring to the ATO's website).

1. Click **Pay Types** from the Side Bar
2. Navigate to **Pay Type**, click on the drop-down menu and change to **Allowance**.
3. Select the Allowance to edit (click once to highlight).
4. Click **Edit**.
   a. If the **Tax Treatment** is set to **Non Reportable (The ATO publishes an annual Ruling that set out the reasonable allowances amounts)**
      i. Leave **STP Code** as **Not Set**.
      ii. Ensure **Taxable**, **Include in W1** and **Payroll Tax** are not selected.
   b. If the **Tax Treatment** is set to **Show Allowance in Gross Payment box**
      i. Leave **STP Code** as **Not Set**.
   c. If the **Tax Treatment** is set to **Show Allowance separately in Allowance box**
      i. Navigate to **STP Code**.
      ii. Click on the drop-down menu and select the appropriate STP Code: **Car**, **Transport**, **Laundry**, **Meals**, **Travel** or **Other**,
   d. If the **Tax Treatment** is set to **Show Allowance separately in Allowance box and tax the allowance at the Rate detailed in the Notice of Variation**
      i. Navigate to **STP Code**.
      ii. Click on the drop-down menu and select the appropriate STP Code: **Car**, **Transport**, **Laundry**, **Meals**, **Travel** or **Other**,
5. Click **Save** then **Exit**.
6. Repeat the above steps for each Allowance.

1. Next, navigate to **Pay Type**, click on the drop-down menu and change to **Deduction**.
2. Select the Deduction to edit (click once to highlight).
3. Click **Edit**.
   a. If the Deduction is for **Fees** or **Workplace Giving**.

      i. Navigate to **STP Code**.

      ii. Click on the drop-down menu and select the appropriate STP Code.

  b. If the Deduction is for anything other than **Fees** *or* **Workplace Giving** (eg. **Concessional (Before Tax)** and **Non-Concessional (After Tax)** Superannuation Contributions),

      i. Leave **STP Code** as **Not Set**.

      ii. Navigate to **Tax Treatment**

      iii. Select **DO NOT itemise this Deduction for reporting to the ATO**.

4. Click **Save** then **Exit**.
5. Repeat above steps for each Deduction.

Revision: 5 — Last modified: Feb 15, 2021

2.1.4. Update your Allowance and Deduction Balances

> ❗ This procedure will only be successfully completed if ALL Allowances and Deductions (with exception to **Concessional (Before Tax)** & **Non-Concessional (After Tax)** Superannuation Contributions) have an STP Code assigned as per **Allocate STP Codes to your Allowances and Deductions**.

> ❗ If your Allowance or Deduction set up has changed throughout the current Financial Year, **Update Allowance and Deduction YTD Balances** will use the current Allowance or Deduction setup to create the Allowance and Deduction YTD STP Balances. If the Employee Allowance and Deduction Balances are edited after this procedure is completed, following this process again will replace the edited amounts.

> ❗ Employees who are displayed in **Red** are currently Ceased (Terminated).

1. Click **Tax** > **STP** > **Update Allowance and Deduction YTD Balances**.
2. Select **ALL** Employees *or* select **Selected** and hold down **ctrl** while selecting the employees you require.
3. Click **Ok**
4. An Alert will display: **By completing this procedure, e-PayDay® will check the Allowances and Deductions that have been used during a pay run and update the Allowance and Deduction Single Touch Payroll YTD Balances based on the current Allowance/Deduction set up. Click Continue to update your Employees Allowance and Deduction Single Touch Payroll YTD Balances. Otherwise, click Exit. If Exit is selected, your Employees Allowance and Deduction Single Touch Payroll YTD Balances will not be updated and may provide incorrect information to the ATO**.
5. Click **Continue**.

  a. If the Allowance and Deduction YTD STP Balances were updated successfully, the following alert will display: **Allowance and Deduction Single Touch Payroll YTD Balances have been updated successfully**.

      i. Click **Click Here to Continue**.

b. If the Allowance and Deduction YTD STP Balances were not updated successfully, the following alert will display: **There was a problem updating the Allowances and Deductions Single Touch Payroll YTD Balances. Please contact e-PayDay Support**.

  i. **Request a Support Call here**.

6. Review the Employees Allowance and Deduction YTD STP Balances to ensure they are correctly reported, read **here**.

Revision: 20 — Last modified: Mar 02, 2021

2.1.5. Review your Employees Allowance and Deduction Balances

> ❗ As an STP Code is not required for **Concessional (Before Tax)** & **Non-Concessional (After Tax)** Superannuation Contributions, they will not be displayed in this window.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**.
5. Click **Balances**.
6. Click **Allow/Deds**.
   a. If the Allowance or Deduction **STP Code** is incorrect for ALL Payments, please follow **What do I do if the STP Code assigned to my Allowance or Deduction is incorrect?**
   b. If the Allowance or Deduction **STP Code** is incorrect for SOME Payments, please contact the Australian Taxation Office.
   c. If the Allowance or Deduction **Tax Treatment** is incorrect for ALL Payments, please follow **What do I do if the Tax Treatment assigned to my Allowance or Deduction is incorrect?**
   d. If the Allowance or Deduction **Tax Treatment** is incorrect for SOME Payments, please contact the Australian Taxation Office.
   e. If the Allowance or Deduction **YTD** Balances is incorrect, **request a Support Call here**.
   f. If an Allowance or Deduction is incorrectly recorded, **request a Support Call here**.

Revision: 13 — Last modified: Jun 01, 2020

2.1.5.1. The STP Code assigned to your Allowance and/or Deduction is incorrect

1. Read **here** to change the STP Code by editing the Allowance/s and/or Deduction/s.
2. Read **here** to update your Allowance and Deduction YTD Values.

Revision: 11 — Last modified: Mar 18, 2020

2.1.5.1.1. Change the STP Codes assigned

to your Allowance/s and Deductions

1. Click **Pay Types** from the Side Bar
2. Navigate to **Pay Type**, click on the drop-down menu and change to **Allowance**.
3. Select the Allowance to edit (click once to highlight).
4. Click **Edit**.
5. Navigate to **STP Code**.
6. Click on the drop-down menu and select the appropriate STP Code.
7. Click **Save** then **Exit**.
8. Repeat **Steps 2 to 6** for each Allowance.
9. Once you have completed all allowances, repeat with deductions.
10. Navigate to **Pay Type**, click on the drop-down menu and change to **Deduction**.
11. Select the Deduction to edit (click once to highlight).
12. Click **Edit**.
13. Navigate to **Tax Treatment**.
14. Click on the drop-down menu and select the appropriate **Tax Treatment**.
15. Click **Save** then **Exit**.
16. Repeat **Steps 2 to 6** for each Deduction.

Revision: 8 — Last modified: Mar 18, 2020

2.1.5.2. The Tax Treatment assigned to your Allowance or Deduction is incorrect

1. Read **here** to change the Tax Treatment by editing the Allowance/s and/or Deduction/s.
2. Read **here** to update your Allowance and Deduction YTD Values.

Revision: 10 — Last modified: Mar 18, 2020

2.1.5.2.1. Change the Tax Treatment assigned to an Allowance/s and/or Deduction/s

1. Click **Pay Types** from the Side Bar
2. Navigate to **Pay Type**, click on the drop-down menu and change to **Allowance**.
3. Select the Allowance to edit (click once to highlight).
4. Click **Edit**.
5. Navigate to **Tax Treatment**.
6. Click on the drop-down menu and select the appropriate **Tax Treatment**.
7. Click **Save** then **Exit**.
8. Repeat **Steps 2 to 6** for each Allowance.
9. Once you have completed all allowances, repeat with deductions.
10. Navigate to **Pay Type**, click on the drop-down menu and change to **Deduction**.
11. Select the Deduction to edit (click once to highlight).

12. Click **Edit**.
13. Navigate to **Tax Treatment**.
14. Click on the drop-down menu and select the appropriate **Tax Treatment**.
15. Click **Save** then **Exit**.
16. Repeat **Steps 2 to 6** for each Deduction.

Revision: 8 — Last modified: Mar 18, 2020

2.1.6. Single Touch Payroll (STP) Health Check

! The **STP Health Check** can be processed manually by following the below and is automatically processed when **Post** is clicked in the Pay Run / Pay Day, when **Tax > STP > Submit Update** is clicked and when **Create/Submit STP EOFY File** is clicked within the **End of Financial Year** procedure.
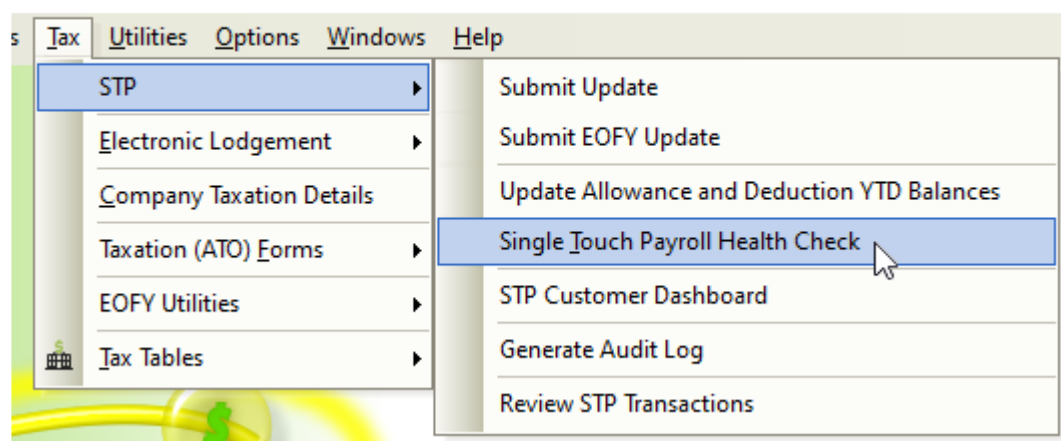
1. Click **Tax** > **STP** > **Single Touch Payroll Health Check**.
   One or more of the following errors MAY be displayed depending on what information has been omitted from **e-PayDay®**. See out list of errors below,

There are One Error, and no Warnings.   ✕

The issues below need to be corrected before your data can be reported.

👤 Employee : GODFREY Roseanne (0001)
    🔘 Date Hired of 07/04/2016 can NOT be in the future.

Please refer to the above information.   Print   Exit
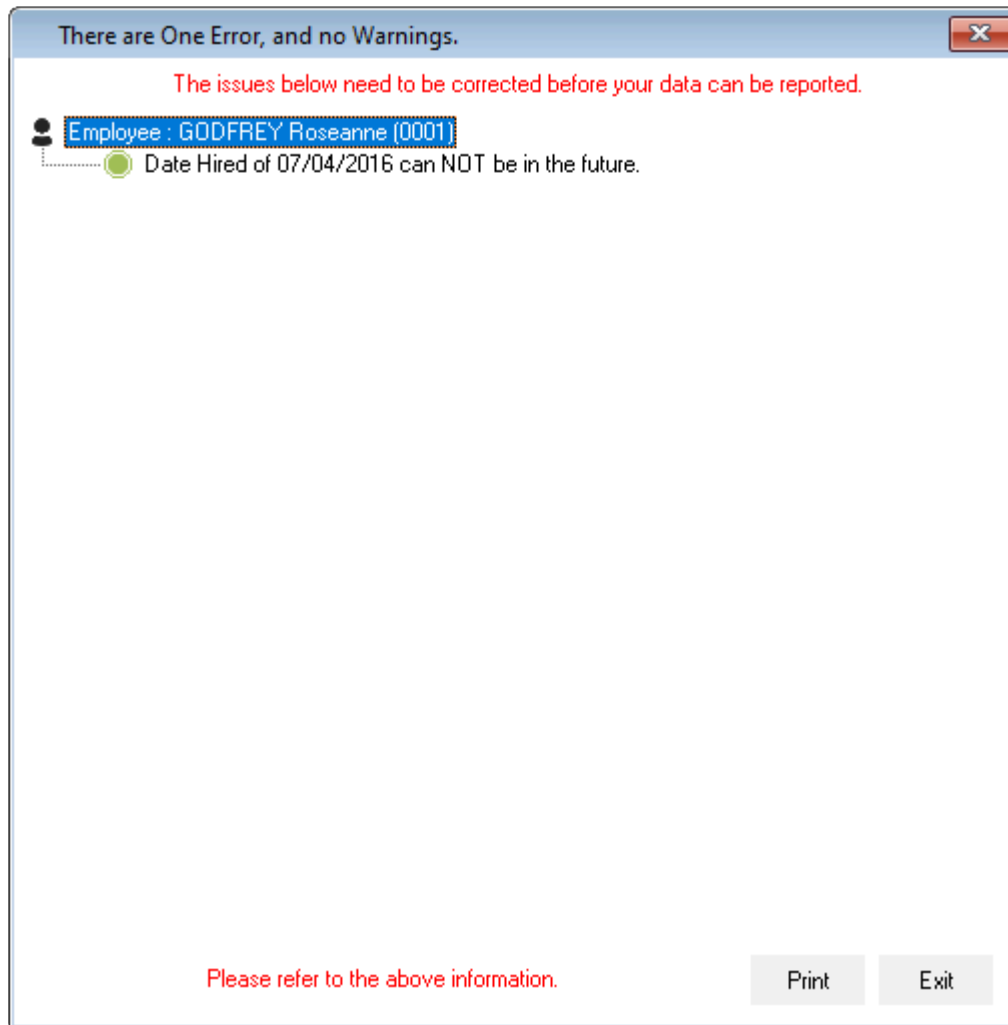
Company Detail Errors

Read **here** to resolve ALL Company Details errors.

- The Company Trading Name must contain a value.
- The Company Trading Name contains invalid characters.
- The Company Contact Person must contain a value.
- The Company Contact Person contains invalid characters.
- The Company ABN must contain a value.
- The Company ABN is either invalid or incomplete.
- The Company BMS ID must contain a value.
- The Company BMS ID contains invalid characters.
- All *or* One or more of the Company Street Address fields must contain a value.
- The Company Street Address contains an invalid international address.
- The Company Street Address contains invalid values.
- One or more of the Company Postal Address fields are empty.
- The Company Postal Address contains an invalid international address.
- The Company Postal Address contains invalid values.
- The Company Phone Number must contain a value.
- The Company Phone Number must contain a valid value.

Intermediary Details Errors

Read **here** to resolve ALL Intermediary Details errors.

- The Intermediary Trading Name must contain a value.
- The Intermediary Trading Name contains invalid characters.
- The Intermediary Contact Person must contain a value.
- The Intermediary Contact Person contains invalid characters.
- The Intermediary ABN must contain a value.
- The Intermediary ABN is either invalid or incomplete.
- The Intermediary Tax Agent Number must contain a value.
- The Intermediary Tax Agent Number must contain ONLY numeric characters.
- The Intermediary Tax Agent Number must be 8 numeric characters.
- The Intermediary Phone Number must contain a value.
- The Intermediary Phone Number must contain a valid value.

Allowance and Deduction Errors

Read **here** to resolve ALL Allowance and Deduction Errors.

- There is one *or* There are X Allowances with an STP Code that has not been set.
- There is one *or* There are X Allowances that will be reported to the ATO, with an STP Code of 'Not Set'*.
- There is one *or* There are X Deductions with an STP Code that has not been set.
- There is one *or* There are X Deductions that will be reported to the ATO, with an STP Code of 'Not Set*.

Employee Details Errors

Read **here** to resolve ALL below errors.

- Employee Code is missing.
- Surname is missing.
- Surname contains invalid characters.
- First Name is missing.
- First Name contains invalid characters.
- There is no Employee Address information.
- The Employee Address is incomplete.
- The Employee Address contains incorrect information.
- The Employee Address contains an invalid international address
- Birthdate is missing or invalid
- Birthdate can NOT be before 01/01/1900
- Birthdate can NOT be in the future
- The Home Phone Number must contain a valid value.
- The Mobile Number must contain a valid value.
- Date Hired is missing or invalid.

- Date Hired can NOT be before 01/01/1900.
- Date Hired can NOT be in the future.
- Cessation Date is invalid
- Cessation Date can NOT be before the Date Hired
- TFN is missing.
- A TFN exists, but it may be invalid
- An ABN exists, and the value is invalid

Revision: 45 — Last modified: Feb 15, 2021

2.1.7. Send an Update Event to the ATO

❋ **What information is included in an Update Event Submission?**

1. Click **Tax** > **STP** > **Submit Update**.
2. Select **ALL** Employees *or* select **Selected** and hold down **ctrl** while selecting the employees you require.
3. Click **Ok**
4. Tick the checkbox next to **I am notifying the ATO**;
5. Click **Click here to Continue** then **Start SBR2 Client**.
   a. If **There is a problem loading the transaction data. Please contact e-PayDay Support** displays, read **here**
6. SBR2 will display all submissions waiting to be sent to the ATO, previous submissions that the ATO may have responded to, the Company Name that the file is for and the unique ID for the transaction.
   a. **Send** is displayed when an STP event has been created BUT not yet sent via SBR2.
   b. **Waiting** is displayed once the file has been sent to the ATO, and a response could be available.
7. Click **Next** then **Action** to send your data to the ATO.
8. You will receive a message advising that **The ATO has received your data, but not yet responded. Please try again later**.
   a. If there are any issues with your submission, they will be displayed in this window, for example
      i. **Invalid Username and Password**, read **here**
      ii. **Error 400**, read **here**
      iii. **The client you transmitted is not associated with the agent number you supplied and cannot be authorised**, read **here**
      iv. **The submission has failed validation**, read **here**
9. Once your submission has been sent, click **Next**.
10. If there are any previous submissions that are still **WAITING** for a response, click **Next** then **Action** to receive the response from the ATO,
11. Once you have progressed through all of your **SEND** and **WAITING** Submissions, click **Exit**.

Revision: 57 — Last modified: Mar 26, 2020

2.2. Update your Single Touch Payroll

Reporting Sending Service Provider

1. Read **here** to register with our Sending Service Provider (SSP), **SuperChoice**.
2. Read **here** to update your Electronic Transfer Option to **STP (SuperChoice)** and enter your Username and Password.
3. If you received **Error 400** with your last submission, please submit a Support Request **here** so we may assist with converting your submission to be sent through our new SSP.

Revision: 18 — Last modified: May 12, 2020

2.2.1. Update to STP (SuperChoice) and enter your Login Details
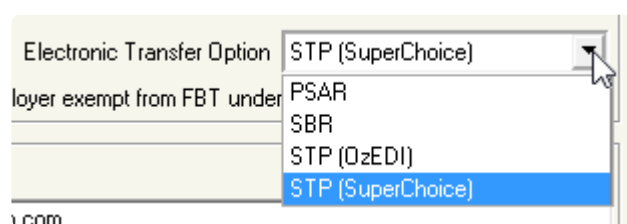
1. Click **File** > **Company** > **Government**.
2. Navigate to **Electronic Transfer Option** and select **STP (SuperChoice)**.
3. Click **Save**.
4. Click **STP Info** then **Click here to Add/Edit STP Reporting Information**
5. Click **Edit**.
6. Enter the **Username** (e-Mail Address)
7. Enter the **Password**
8. Click **Save** then **Exit** then click **Exit** to close the Company window.

Revision: 5 — Last modified: Jul 09, 2020

2.3. Update the Contact Name for STP Submissions

1. Update the Contact Name in the **Company**
2. Update the Contact Name in the **STP Customer Dashboard**

Revision: 5 — Last modified: Dec 14, 2021

2.3.1. Update the Contact Name for STP Submissions in the Company

1. Click **File** > **Company** > **Government**.
2. Click **STP Info** then **Click here to Add/Edit STP Reporting Information**
3. Click **Edit**.

4. Update the **Contact Name**
5. Click **Save** then **Exit** then click **Exit** to close the Company window.

2.3.2. Update the Contact Name for STP Submissions in the STP Customer Dashboard

1. Select **Tax** > **STP** > **STP Customer Dashboard**
2. Enter your **Username** and **password** then select **Log In**.
3. An automated e-mail entitled **Your temporary verification code** will be sent to the e-mail address you entered. If you cannot locate this e-mail, please check your **Junk** and/or **Spam** folder/s.
4. Once you have received the e-mail, copy the displayed verification code.
5. Navigate back to the **Customer Dashboard** and paste the copied verification code.
6. Select **Verify**.
7. Select **Maintain Employers**,
8. Select the Employer you wish to edit
9. Update **Contact Details** as required.
10. Select **Save**

2.4. View your Single Touch Payroll submissions

From Version 19.50, you can easily view each of your Single Touch Payroll submissions from within **e-PayDay®**!

To view the information included in each of your Single Touch Payroll submissions,

1. Click **Tax** > **STP** > **Review STP transactions**.
2. Select the **Send** transaction you would like to view (click once to highlight)
3. Click **Data Sent**
4. View an example of the information included in;
   a. a Pay Event **here**.
   b. a Full File Replacement Event **here**.
   c. an Update Event **here**.
   d. an EOFY Event **here**.
   e. an EOFY Update Event **here**.

STP Transactions Explained

1. **Message UUID**: Unique Identifier which is completed once the File is sent via SBR2.
2. **Action**: **Send** and **Receive**.
    a. **Send** is a submission you've created in e-PayDay®.
    b. **Receive** is the ATO's response to your previous submission.
3. **Type**: STP = Single Touch Payroll.
4. **Folder**: Name of the Folder which contains this STP submission.
5. **Created**: Date the STP submission was created.
6. **Processed**: Date the STP submission/response was sent/received via SBR2.
7. **Cancelled**: Date the STP submission was marked as cancelled by e-PayDay® Support.
8. **Client ID**: Client ID with our previous SSP, NO LONGER USED.
9. **Trading Name**: Legal Entity Name of the Company the STP submission is for.
10. **Description**: STP Submission type which has been created (Pay Event, Update, Full File or EOFY).

Revision: 16 — Last modified: Jul 07, 2022

2.4.1. Information included in a Pay Event and Full File Replacement

> ⚠ A **Pay Event** advises the ATO of the Payroll Period Employer amounts being W1 (Total of Salary, Wages and other payments less any Reportable Employer Superannuation Contributions and non-reportable allowances) and W2 (Amounts withheld from salary, wages, and other payments) as well as the Year To Date Taxation and Superannuation Balances for each Employee (as detailed in-depth below). A **Full File Replacement** advises the ATO that your previous Pay Event was incorrect and this new submission will replace it.

The Payroll Event contains;

1. **Company Details** are all retrieved from Retrieved from **Company STP Info – Company Details**
   a. **BMS ID**
   b. **Australian Business Number** *or* **Withholding Payer Number**
   c. **Branch Code**
   d. **Organisation Name**
   e. **Contact Name**
   f. **e-Mail Address**
   g. **Business Hours Phone Number**
   h. **Address Line 1**
   i. **Address Line 2**
   j. **Suburb/Town**
   k. **State/Territory**
   l. **Postcode**
   m. **Country Code**
2. **Pay Run Information**
   a. **Pay/Update Date**: Obtained from Pay Day > Payment Date
   b. **Payee Record Count**: Number of Employees included in this file.
   c. **Run Date/Time Stamp**: Date and Time this file was created.
   d. **Submission ID**: A unique identifier to identify a transaction.
   e. **Full File Replacement Indicator**: A unique Indicator to identify whether the report contains original or amended data.
3. **Company Year to Date Totals**
   a. **Payer Total PAYGW Amount**: This is the value, during the relevant period, for the amount withheld under the Pay As You Go (PAYG) Withholding arrangement.
   b. **Payer Total Gross Payments**: The total of salary, wages and other payments paid during the reporting period from which an amount must be withheld.
4. **Reporting Party Declaration**
   a. **Payer Declarer Identifier**: Identifier defined and used by the ABR device credential holder to identify a user. The user identifier must allow the ABR credential owner or an external auditor to uniquely identify the individual that made the declaration.
   b. **Payer Declaration Date**: This is the date on which the declaration is signed by the reporting entity.
   c. **Payer Declaration Acceptance Indicator**: Indicates that the terms stated in the Declaration Text have been accepted or declined.
5. **Intermediary Details** are all retrieved from Retrieved from **Company STP Info – Intermediary Details**
   a. **Australian Business Number**
   b. **Registered Agent Number**
   c. **Intermediary Contact Name**
   d. **Intermediary e-Mail Address**
   e. **Intermediary Business Hours Phone Number**
6. **Intermediary Declaration**
   a. **Intermediary Declarer Identifier**: Identifier defined and used by the ABR device credential holder to identify a user. The user identifier must allow the ABR credential owner or an external auditor to uniquely identify the individual that made the declaration.
   b. **Intermediary Declaration Date**: This is the date on which the declaration is signed by the

reporting entity.

   c. **Intermediary Declaration Acceptance Indicator**: Indicates that the terms stated in the Declaration Text have been accepted or declined.

7. **Employee Details – one per Employee employed**
   a. **TFN / ABN**: Obtained from Employees > Edit Employee > Taxation > Payee ABN/TFN
   b. **Payroll ID**: Obtained from Employees > Edit Employee > Employee Code
   c. **Family Name / Surname**: Obtained from Employees > Edit Employee > Surname
   d. **First Name**: Obtained from Employees > Edit Employee > Given Names
   e. **Other Name**: Obtained from Employees > Edit Employee > Alternate Name
   f. **Day of Birth**: Obtained from Employees > Edit Employee > Birthdate
   g. **Month of Birth**: Obtained from Employees > Edit Employee > Birthdate
   h. **Year of Birth**: Obtained from Employees > Edit Employee > Birthdate
   i. **Address Line 1**: Obtained from Employees > Edit Employee > Address
   j. **Address Line 2**: Obtained from Employees > Edit Employee > Address
   k. **Suburb/Town**: Obtained from Employees > Edit Employee > City/Suburb
   l. **State/Territory**: Obtained from Employees > Edit Employee > State
   m. **Postcode**: Obtained from Employees > Edit Employee > Postcode
   n. **Country Code**: Obtained from Employees > Edit Employee > Country
   o. **e-Mail Address**: Obtained from Employees > Edit Employee > HR
   p. **Commencement Date**: Obtained from Employees > Edit Employee > Employment > Date Hired
   q. **Cessation Date**: Obtained from Employees > Edit Employee > Taxation > Balances > Cessation Date

8. **Pay Run Information**
   a. **Period Start Date**: Calculated by using the Period End Date less the Pay Period (eg. Pay Period is weekly, period ending is 23 May 2018, therefore Period Start Date would be 17 May 2018.
   b. **Period End Date**: Obtained from Pay Day > Period Ending Date
   c. **Final Event Indicator**: This indicates whether the report is the employers final payroll (as this is their **Cessation (Termination) Pay**) for the current reporting year.

9. **Employee Year to Date Balances**
   a. **Gross Payments**: Obtained from Employees > Edit Employee > Taxation > Balances > Gross Income
   b. **CDEP Payment Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > CDEP
   c. **Total PAYGW Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > Total Tax YTD
   d. **Exempt Foreign Income Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > Exempt foreign employment income
   e. **ETP Code**: Obtained from Employees > Edit Employee > Taxation > Balances > Next to Lump Sum A
   f. **ETP Payment Date**: Obtained from Employees > Edit Employee > Taxation > Balances > Cessation Date
   g. **Termination Payment Tax Free Component**: Obtained from Employees > Edit Employee > Taxation > Balances > Tax Free Component
   h. **Termination Payment Taxable Component**: Obtained from Employees > Edit Employee > Taxation > Balances > Taxable Component
   i. **Total ETP PAYGW Amount**: Obtained from Employees > Edit Employee > Taxation >

Balances > Total Tax Withheld

j. **Lump Sum Payment A Type**: Obtained from Employees > Edit Employee > Taxation > Balances > Next to Lump Sum A

k. **Lump Sum Payment A**: Obtained from Employees > Edit Employee > Taxation > Balances > Lump Sum A

l. **Lump Sum Payment B**: Obtained from Employees > Edit Employee > Taxation > Balances > Lump Sum B

m. **Lump Sum Payment D**: Obtained from Employees > Edit Employee > Taxation > Balances > Lump Sum D

n. **Lump Sum Payment E**: Obtained from Employees > Edit Employee > Taxation > Balances > Lump Sum E

o. **Allowance Type**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

p. **Other Allowance Type**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

q. **Allowance Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

r. **Deduction Type**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

s. **Deduction Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

t. **Super Liability Amount**: Obtained from Employees > Edit Employee > Superannuation > Superannuation Guarantee YTD

u. **OTE Amount**: Obtained from Employees > Edit Employee > Superannuation > OTE for SG YTD

v. **Reportable Employer Super Contribution**: Obtained from Employees > Edit Employee > Taxation > Balances > Reportable Superannuation Contributions

w. **Payee RFB (Reportable Fringe Benefits) Taxable Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > FBT Info > Grossed Up Total
   For every employee who exceeds the reportable fringe benefits amount threshold of $2,000 AND the employer IS NOT exempt from FBT under section 57A of the FBTAA 1986?, all amounts are reported in this field.

x. **Payee RFB (Reportable Fringe Benefits) Exempt Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > FBT Info > Grossed Up Total
   For every employee who exceeds the reportable fringe benefits amount threshold of $2,000 AND the employer IS exempt from FBT under section 57A of the FBTAA 1986?, all amounts are reported in this field.

y. **Residency Status**: A code which identifies the residency status of an individual, for tax purposes. (Resident, Non-Resident or Working Holiday Maker)

z. **Basis of Payment Code**: The basis of payment indicates the type of arrangement between the payer and payee. (Full time, Part time, Casual, Labour hire, Pension or Annuity payees).

aa. **Tax Free Threshold Claimed**: Obtained from Employees > Edit Employee > Taxation > Tax Free Threshold

ab. **Study and Training Loan Repayment Indicator**: Obtained from Employees > Edit Employee > Taxation > Help Debt

ac. **Student Financial Supplement Scheme Loan indicator**: Obtained from Employees > Edit Employee > Taxation > Financial Supplement Debt

10. **Payee Declaration**

a. **Declaration Acceptance Indicator**: Indicates that the terms stated in the Declaration Text have been accepted or declined.
b. **Date Declaration Signed**: This is the date on which the declaration is signed by the reporting entity.

Revision: 35 — Last modified: May 18, 2023

2.4.2. Information included in an Update Event

> ❗ **What is an Update Event?**
>
> An Update Event is used when first onboarding with STP, to advise the ATO of payments already processed to your Employees *AND* also to advise the ATO of changes that do not affect W1 (Gross Wages) and W2 (Tax).

The Update Event contains;

1. **Company Details** are all retrieved from Retrieved from **Company STP Info – Company Details**
   a. **BMS ID**
   b. **Australian Business Number** *or* **Withholding Payer Number**
   c. **Branch Code**
   d. **Organisation Name**
   e. **Contact Name**
   f. **e-Mail Address**
   g. **Business Hours Phone Number**
   h. **Address Line 1**
   i. **Address Line 2**
   j. **Suburb/Town**
   k. **State/Territory**
   l. **Postcode**
   m. **Country Code**
2. **Transaction Details**
   a. **Transaction ID**: Date the Update STP Submission was created.
   b. **Interaction Record Ct**: ID defined by ATO
   c. **Message Timestamp Generation Dt**: Date and time Update STP Submission was created.
   d. **Interaction Transaction ID**: ID defined by ATO
   e. **Amendment Indicator**: Denotes whether this file is replacing a previous submission (FFR).
   f. **Declaration Signatory Identifier**: Name of the person who signed the declaration.
   g. **Signature D**: Date the declaration was signed.
   h. **Statement Accepted**: Denotes that the declaration was accepted by the person who signed the declaration.
3. **Intermediary Details** are all retrieved from Retrieved from **Company STP Info – Intermediary Details**
   a. **Australian Business Number**
   b. **Registered Agent Number**

c. **Intermediary Contact Name**

d. **Intermediary e-Mail Address**

e. **Intermediary Business Hours Phone Number**

4. **Intermediary Declaration**

a. **Intermediary Declarer Identifier**: Identifier defined and used by the ABR device credential holder to identify a user. The user identifier must allow the ABR credential owner or an external auditor to uniquely identify the individual that made the declaration.

b. **Intermediary Declaration Date**: This is the date on which the declaration is signed by the reporting entity.

c. **Intermediary Declaration Acceptance Indicator**: Indicates that the terms stated in the Declaration Text have been accepted or declined.

5. **Employee Details – one per Employee employed**

a. **TFN / ABN**: Obtained from Employees > Edit Employee > Taxation > Payee ABN/TFN

b. **Payroll ID**: Obtained from Employees > Edit Employee > Employee Code

c. **Family Name / Surname**: Obtained from Employees > Edit Employee > Surname

d. **First Name**: Obtained from Employees > Edit Employee > Given Names

e. **Other Name**: Obtained from Employees > Edit Employee > Alternate Name

f. **Day of Birth**: Obtained from Employees > Edit Employee > Birthdate

g. **Month of Birth**: Obtained from Employees > Edit Employee > Birthdate

h. **Year of Birth**: Obtained from Employees > Edit Employee > Birthdate

i. **Address Line 1**: Obtained from Employees > Edit Employee > Address

j. **Address Line 2**: Obtained from Employees > Edit Employee > Address

k. **Suburb/Town**: Obtained from Employees > Edit Employee > City/Suburb

l. **State/Territory**: Obtained from Employees > Edit Employee > State

m. **Postcode**: Obtained from Employees > Edit Employee > Postcode

n. **Country Code**: Obtained from Employees > Edit Employee > Country

o. **e-Mail Address**: Obtained from Employees > Edit Employee > HR

p. **Commencement Date**: Obtained from Employees > Edit Employee > Employment > Date Hired

q. **Cessation Date**: Obtained from Employees > Edit Employee > Taxation > Balances > Cessation Date

6. **Reported Information**

a. **Period Start Date**: The date of creation of the Update Event.

b. **Period End Date**: The date of creation of the Update Event.

c. **Final Event Indicator**: This indicates whether the Employee has been ceased for the current reporting year.

7. **Employee Year to Date Balances**

a. **Gross Payments**: Obtained from Employees > Edit Employee > Taxation > Balances > Gross Income

b. **CDEP Payment Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > CDEP

c. **Total PAYGW Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > Total Tax YTD

d. **Exempt Foreign Income Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > Exempt foreign employment income

e. **ETP Code**: Obtained from Employees > Edit Employee > Taxation > Balances > Next to Lump Sum A

f. **ETP Payment Date**: Obtained from Employees > Edit Employee > Taxation > Balances >

Cessation Date

    g. **Termination Payment Tax Free Component**: Obtained from Employees > Edit Employee > Taxation > Balances > Tax Free Component

    h. **Termination Payment Taxable Component**: Obtained from Employees > Edit Employee > Taxation > Balances > Taxable Component

    i. **Total ETP PAYGW Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > Total Tax Withheld

    j. **Lump Sum Payment A Type**: Obtained from Employees > Edit Employee > Taxation > Balances > Next to Lump Sum A

    k. **Lump Sum Payment A**: Obtained from Employees > Edit Employee > Taxation > Balances > Lump Sum A

    l. **Lump Sum Payment B**: Obtained from Employees > Edit Employee > Taxation > Balances > Lump Sum B

    m. **Lump Sum Payment D**: Obtained from Employees > Edit Employee > Taxation > Balances > Lump Sum D

    n. **Lump Sum Payment E**: Obtained from Employees > Edit Employee > Taxation > Balances > Lump Sum E

    o. **Allowance Type**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

    p. **Other Allowance Type**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

    q. **Allowance Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

    r. **Deduction Type**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

    s. **Deduction Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

    t. **Super Liability Amount**: Obtained from Employees > Edit Employee > Superannuation > Superannuation Guarantee YTD

    u. **OTE Amount**: Obtained from Employees > Edit Employee > Superannuation > OTE for SG YTD

    v. **Reportable Employer Super Contribution**: Obtained from Employees > Edit Employee > Taxation > Balances > Reportable Superannuation Contributions

    w. **Payee RFB (Reportable Fringe Benefits) Taxable Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > FBT Info > Grossed Up Total
For every employee who exceeds the reportable fringe benefits amount threshold of $2,000 AND the employer IS NOT exempt from FBT under section 57A of the FBTAA 1986?, all amounts are reported in this field.

    x. **Payee RFB (Reportable Fringe Benefits) Exempt Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > FBT Info > Grossed Up Total
For every employee who exceeds the reportable fringe benefits amount threshold of $2,000 AND the employer IS exempt from FBT under section 57A of the FBTAA 1986?, all amounts are reported in this field.

    y. **Residency Status**: A code which identifies the residency status of an individual, for tax purposes. (Resident, Non-Resident or Working Holiday Maker)

    z. **Basis of Payment Code**: The basis of payment indicates the type of arrangement between the payer and payee. (Full time, Part time, Casual, Labour hire, Pension or Annuity payees).

  aa. **Tax Free Threshold Claimed**: Obtained from Employees > Edit Employee > Taxation > Tax

Free Threshold

ab. **Study and Training Loan Repayment Indicator**: Obtained from Employees > Edit Employee > Taxation > Help Debt

ac. **Student Financial Supplement Scheme Loan indicator**: Obtained from Employees > Edit Employee > Taxation > Financial Supplement Debt

Revision: 12 — Last modified: May 18, 2023

2.4.3. Information included in a EOFY and EOFY Update

> **! What is an EOFY?**
>
> A End of Financial Year event advises the ATO ALL the YTD employee data (as detailed in-depth below) and advises that this will be your final submission for the Financial year.

> **! What is an EOFY Update?**
>
> A End of Financial Year Update event advises the ATO that your previous EOFY submission was incorrect which in turn updates ALL the YTD employee data (as detailed in-depth below) with the correct data included in this submission. Again, this file also advises the ATO that this will be your final submission for the Financial year.

The **STP EOFY Update** contains;

1. **Company Details** are all retrieved from Retrieved from **Company STP Info – Company Details**
   a. **BMS ID**
   b. **Australian Business Number** *or* **Withholding Payer Number**
   c. **Branch Code**
   d. **Organisation Name**
   e. **Contact Name**
   f. **e-Mail Address**
   g. **Business Hours Phone Number**
   h. **Address Line 1**
   i. **Address Line 2**
   j. **Suburb/Town**
   k. **State/Territory**
   l. **Postcode**
   m. **Country Code**
2. **Transaction Details**
   a. **Transaction ID**: Date the STP EOFY Update EVNT Submission was created.
   b. **Interaction Record Ct**: ID defined by ATO
   c. **Message Timestamp Generation Dt**: Date and time STP EOFY Update EVNT Submission was created.
   d. **Interaction Transaction ID**: ID defined by ATO

e. **Amendment Indicator**: Will always be set to False as this file is not an **STP Payroll FFR EVNT**.

f. **Declaration Signatory Identifier**: Name of the person who signed the declaration.

g. **Signature D**: Date the declaration was signed.

h. **Statement Accepted**: Denotes that the declaration was accepted by the person who signed the declaration.

3. **Intermediary Details** are all retrieved from Retrieved from **Company STP Info – Intermediary Details**

a. **Australian Business Number**

b. **Registered Agent Number**

c. **Intermediary Contact Name**

d. **Intermediary e-Mail Address**

e. **Intermediary Business Hours Phone Number**

4. **Intermediary Declaration**

a. **Intermediary Declarer Identifier**: Identifier defined and used by the ABR device credential holder to identify a user. The user identifier must allow the ABR credential owner or an external auditor to uniquely identify the individual that made the declaration.

b. **Intermediary Declaration Date**: This is the date on which the declaration is signed by the reporting entity.

c. **Intermediary Declaration Acceptance Indicator**: Indicates that the terms stated in the Declaration Text have been accepted or declined.

5. **Employee Details – one per Employee employed**

a. **TFN / ABN**: Obtained from Employees > Edit Employee > Taxation > Payee ABN/TFN

b. **Payroll ID**: Obtained from Employees > Edit Employee > Employee Code

c. **Family Name / Surname**: Obtained from Employees > Edit Employee > Surname

d. **First Name**: Obtained from Employees > Edit Employee > Given Names

e. **Other Name**: Obtained from Employees > Edit Employee > Alternate Name

f. **Day of Birth**: Obtained from Employees > Edit Employee > Birthdate

g. **Month of Birth**: Obtained from Employees > Edit Employee > Birthdate

h. **Year of Birth**: Obtained from Employees > Edit Employee > Birthdate

i. **Address Line 1**: Obtained from Employees > Edit Employee > Address

j. **Address Line 2**: Obtained from Employees > Edit Employee > Address

k. **Suburb/Town**: Obtained from Employees > Edit Employee > City/Suburb

l. **State/Territory**: Obtained from Employees > Edit Employee > State

m. **Postcode**: Obtained from Employees > Edit Employee > Postcode

n. **Country Code**: Obtained from Employees > Edit Employee > Country

o. **e-Mail Address**: Obtained from Employees > Edit Employee > HR

p. **Telephone**: Obtained from Employees > Edit Employee > HR

q. **Commencement Date**: Obtained from Employees > Edit Employee > Employment > Date Hired

r. **Cessation Date**: Obtained from Employees > Edit Employee > Taxation > Balances > Cessation Date

6. **Payroll Information**

a. **Start Date**: Period Start Date.

b. **Period End Date**: Period End Date.

c. **Payroll Event Indicator**: Denotes that this is your EOFY EVNT Submission.

7. **Employee Year to Date Balances**

a. **Gross Payments**: Obtained from Employees > Edit Employee > Taxation > Balances >

Gross Income

    b. **CDEP Payment Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > CDEP

    c. **Total PAYGW Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > Total Tax YTD

    d. **Exempt Foreign Income Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > Exempt foreign employment income

8. **Employee Cessation Information – one per Employee ceased)**

    a. **ETP Code**: Obtained from Employees > Edit Employee > Taxation > Balances > Next to Lump Sum A

    b. **ETP Payment Date**: Obtained from Employees > Edit Employee > Taxation > Balances > Cessation Date

    c. **Termination Payment Tax Free Component**: Obtained from Employees > Edit Employee > Taxation > Balances > Tax Free Component

    d. **Termination Payment Taxable Component**: Obtained from Employees > Edit Employee > Taxation > Balances > Taxable Component

    e. **Total ETP PAYGW Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > Total Tax Withheld

    f. **Lump Sum Payment A Type**: Obtained from Employees > Edit Employee > Taxation > Balances > Next to Lump Sum A

    g. **Lump Sum Payment A**: Obtained from Employees > Edit Employee > Taxation > Balances > Lump Sum A

    h. **Lump Sum Payment B**: Obtained from Employees > Edit Employee > Taxation > Balances > Lump Sum B

    i. **Lump Sum Payment D**: Obtained from Employees > Edit Employee > Taxation > Balances > Lump Sum D

    j. **Lump Sum Payment E**: Obtained from Employees > Edit Employee > Taxation > Balances > Lump Sum E

    k. **Allowance Type**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

    l. **Other Allowance Type**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

    m. **Allowance Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

    n. **Deduction Type**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

    o. **Deduction Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > Allow/Deds

    p. **Super Liability Amount**: Obtained from Employees > Edit Employee > Superannuation > Superannuation Guarantee YTD

    q. **OTE Amount**: Obtained from Employees > Edit Employee > Superannuation > OTE for SG YTD

    r. **Reportable Employer Super Contribution**: Obtained from Employees > Edit Employee > Taxation > Balances > Reportable Superannuation Contributions

    s. **Payee RFB (Reportable Fringe Benefits) Taxable Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > FBT Info > Grossed Up Total

    For every employee who exceeds the reportable fringe benefits amount threshold of $2,000 AND the employer IS NOT exempt from FBT under section 57A of the FBTAA

1986?, all amounts are reported in this field.

    t. **Payee RFB (Reportable Fringe Benefits) Exempt Amount**: Obtained from Employees > Edit Employee > Taxation > Balances > FBT Info > Grossed Up Total
For every employee who exceeds the reportable fringe benefits amount threshold of $2,000 AND the employer IS exempt from FBT under section 57A of the FBTAA 1986?, all amounts are reported in this field.

    u. **Residency Status**: A code which identifies the residency status of an individual, for tax purposes. (Resident, Non-Resident or Working Holiday Maker)

    v. **Basis of Payment Code**: The basis of payment indicates the type of arrangement between the payer and payee. (Full time, Part time, Casual, Labour hire, Pension or Annuity payees).

    w. **Tax Free Threshold Claimed**: Obtained from Employees > Edit Employee > Taxation > Tax Free Threshold

    x. **Study and Training Loan Repayment Indicator**: Obtained from Employees > Edit Employee > Taxation > Help Debt

    y. **Student Financial Supplement Scheme Loan indicator**: Obtained from Employees > Edit Employee > Taxation > Financial Supplement Debt

Revision: 15 — Last modified: Jul 29, 2020

2.5. Submit your Employee's Tax File Number Declaration automatically with your next Pay Run

When Single Touch Payroll Reporting, the Employees TFN Declaration should not be sent separately (eg. physically posted or sent via any other method than STP).
Once the Employee's TFN Declaration has been completed within e-PayDay, it will be automatically submitted with your next Pay Run.

How do I commence a new Employee using STP?

1. **Add the Employee**
2. **Complete the Employees TFN Declaration**

Revision: 8 — Last modified: Jan 22, 2023

2.5.1. Enter your Employees TFN Declaration details for submission with your next pay run

✳ To learn more about where the Employees information is collected from in e-PayDay® to complete the Tax File Number Declaration, please access **TFN Declaration**

1. Click **Employees** > **Edit Employees** *or*

Click **Employees** from the Side Bar.

2. Select the employee to edit (click once to highlight).

3. Click **Edit**.

4. Click **Taxation**.

5. Click **TFN Declaration**.

6. An alert will display: **There are no existing TFN Declarations for this employee. Do you want to load existing Employee data ?**.

7. Click **Yes**.

8. Complete the electronic TFN Declaration identically to the physical form they filled in.

9. Click **Save** then **Exit**.

10. Click **Exit** again to close the Employee Window.

2.6. Manually send your Single Touch Payroll Submission

1. Click **Tax** > **STP** > **Start e-PayDay BE SBR2 Client (STP)**.
    a. If **There is a problem loading the transaction data. Please contact e-PayDay Support** displays, read **here**
2. SBR2 will display all submissions waiting to be sent to the ATO, previous submissions that the ATO may have responded to, the Company Name that the file is for and the unique ID for the transaction.
    a. **Send** is displayed when an STP event has been created BUT not yet sent via SBR2
    b. **Waiting** is displayed once the file has been sent to the ATO, and a response could be available.
3. Click **Next** then **Action** to send your data to the ATO.
4. You will receive a message advising that **The ATO has received your data, but not yet responded. Please try again later**.
    a. If there are any issues with your submission, they will be displayed in this window, for example
        i. **Invalid Username and Password**, read **here**
        ii. **Error 400**, read **here**
        iii. **The client you transmitted is not associated with the agent number you supplied and cannot be authorised**, read **here**
        iv. **The submission has failed validation**, read **here**
5. Once your submission has been sent, click **Next**.
6. If there are any previous submissions that are still **WAITING** for a response, click **Next** then **Action** to receive the response from the ATO,
7. Once you have progressed through all of your **SEND** and **WAITING** Submissions, click **Exit**.

> **!** If **Invalid Username and Password** is still displayed after following the above, please ensure you have installed **ALL Windows Updates** and depending on your version of Window, you may also need to download and install the Microsoft .NET Framework 4 **here**

Revision: 14 — Last modified: Jul 21, 2020

2.7. STP Reporting under an incorrect ABN

- For the whole Financial Year, follow **You've been STP Reporting under the wrong ABN for the whole Financial Year**
- For part of the Financial Year, follow **You've been STP Reporting under the wrong ABN for part of the Financial Year**

Revision: 3 — Last modified: Jul 19, 2022

2.7.1. You've been STP Reporting under the

wrong ABN for the whole Financial Year

1. Read **here** to open the Company you require.
2. Read **here** to back up your current Company data, as this will be restored in a later step.
3. Read **here** to start the new Financial Year (to clear YTD Balances)
4. Read **here** to change the Financial Year BACK to the relevant setting.
5. Read **here** to submit an STP Update Event, to REMOVE YTD Balances from the INCORRECT ABN for all Employees this current year.
6. Read **here** to restore the backup you created in **Step 2**.
7. Read **here** to update the Company Information, including the NEW ABN
   a. **If the Company Name has been changed**
      i. Read **here** to obtain a NEW Company Registration Key from us
      ii. Read **here** to enter your Company Registration Key
8. Read **here** to add the new Company (ABN) into your existing SuperChoice account.
9. Read **here** to submit an STP Update Event, to report ALL YTD Balances from the CORRECT ABN for all Employees this current year.

Revision: 31 — Last modified: May 31, 2021

2.7.2. You've been STP Reporting under the wrong ABN for part of the Financial Year

> ❗ If a new Company **was** created when the ABN changed. please refer to <u>You've been STP Reporting under the wrong ABN for the whole Financial Year</u> instead of the below.

> ❗ If a new Company was **not** created when the ABN changed, please refer to the below instructions.

1. **Open** the Company you require.
2. **Back Up** your current Company data, as this will be restored at **Step 5**.
3. **Restore** or **rollback** the most suitable back up
4. **Submit an Update Event** to REMOVE the relevant Balances from the INCORRECT ABN for all Employees this current year.
5. **Restore** the backup you created in **Step 2**.
6. Print an **Employee Transactions Report** to determine the balances which need to be migrated to the new Company once it is created.
7. **Copy** your Company.
8. **Update** the Company Information, including the NEW ABN
9. **Request** a NEW Company Registration Key from us
10. **Enter** your Company Registration Key
11. **Add** the new Company (ABN) into your existing SuperChoice account.
12. **Enter** the Employees' YTD Taxation Balances using the Employee Transaction Report from the original Company.

13. **Submit an Update Event** to report ALL YTD Balances, including the amendments

> ❗ If the original ABN is still processing Payroll, the required Employees' YTD Balances must be amended, and an **an Update Event** sent to correct the balances.

Revision: 5 — Last modified: Mar 28, 2023

2.8. STP Reporting under an incorrect BMS ID

1. Read **here** to open the Company your require.
2. Read **here** to back up your current Company data, as this will be restored in a later step.
3. Read **here** to start the new Financial Year (to clear YTD Balances)
4. Read **here** to change the Financial Year BACK to the relevant setting.
5. Read **here** to submit an STP Update Event, to REMOVE YTD Balances from the INCORRECT BMS ID for all Employees this current year.
6. Read **here** to restore the backup you created in **Step 2**.
7. Read **here** to update the Company BMS ID
8. Read **here** to submit an STP Update Event, to report ALL YTD Balances from the CORRECT BMS ID for all Employees this current year.

Revision: 13 — Last modified: Jul 19, 2022

2.9. STP Reporting an incorrect Tax File Number for an Employee

> ❗ Please **Request Assistance** from e-PayDay Support before completing the below procedure.

1. Read **here** to open the Company you require.
2. Read **here** to back up your current Company data, as this will be restored in a later step.
3. Read **here** to manually reduce the YTD Balances of the Employee whose TFN is incorrect
4. Read **here** to submit an STP Update Event, to remove the required Employee's YTD Balances
5. Read **here** to restore the backup you created in **Step 2**.
6. Read **here** to update the relevant Employees Tax File Number
7. Read **here** to submit an STP Update Event, to provide the required Employee's YTD Balances.

Revision: 4 — Last modified: Jul 19, 2022

2.10. Your Legal Entity Name (Company Name) has changed

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Select **File** > **Edit** *or*
   Select **File** > **Company** > **Company Details**.
2. Select **Edit**
3. Update the **Legal Entity Name (Company Name)** as required.
4. Navigate to **Company Registration Key**.
5. Delete the current **Company Registration Key**.
6. Select **Government**.
   a. Select **Copy Company Details** to update the Supplier/Contact Legal Entity Name (Company Name).
7. Select **Save**.
8. Select **STP Info** > **Click here to Add/Edit STP Reporting Information**
   a. Select **Edit**.
   b. Select **Copy Company Details** to update the Supplier/Contact Legal Entity Name (Company Name).
   c. Select **Save** then **Exit**
9. Select **Company**
10. Select **Register** > **Print Registration Form** *or* **e-Mail Registration Form**
    a. If **Print Registration Form** is selected, please save the file and attach to an e-Mail *or* copy and paste the complete Registration Form into an email. Our e-Mail Address is listed on the Company Registration Form.
    b. If **e-Mail Registration Form** is selected, the Registration Form will be e-Mailed directly from e-PayDay®. If your e-Mail settings are not yet entered, please follow **Where do I set up my Company e-Mail Settings in e-PayDay®?**
11. Select **Exit**

Once the Company Registration Key is provided, please follow **Where do I enter my Company Registration Key?**

Revision: 1 — Last modified: Feb 22, 2022

2.11. Access the STP Customer Dashboard

1. Click **Tax** > **STP** > **STP Customer Dashboard**
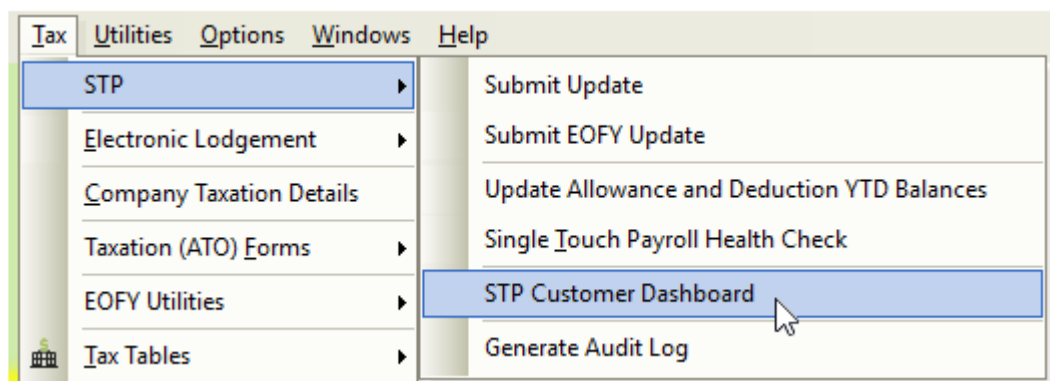
Revision: 7 — Last modified: Mar 18, 2020

2.11.1. Add a new User in the STP Customer Dashboard

1. Select **Tax** > **STP** > **STP Customer Dashboard**
2. Log in as required
3. Select **Maintain Users**
4. Select **Add User**
5. Complete all mandatory fields.
6. Select **Save**.

Revision: 1 — Last modified: Oct 13, 2022

2.12. Single Touch Payroll submissions while overseas

Due to Government Security Requirements enforced by Sending Service Providers, STP submissions from outside of Australia are not allowed. The ATO requires reporting to be completed **on or before** the payment date of wages. Therefore if you are planning to travel overseas, it is recommended that your pay runs are processed within Australia before you leave the country.

If this is unable to be avoided, you will need to use a VPN from an Australian based server.

Revision: 2 — Last modified: Mar 18, 2020

2.13. Locate your Log In Details for the STP Customer Dashboard

1. Click **File** > **Company** > **Government**.
2. Click **STP Info** then **Click here to Add/Edit STP Reporting Information**
3. The Username and Password will be displayed in the window.
4. Select **Edit** to view the Password.

Revision: 1 — Last modified: Jul 05, 2022

2.14. Your ABN has changed part way through the Financial Year

1. Read **here** to process any Cessation / Termination Pays as required or directed by your Accountant or Bookkeeper.
2. Read **here** to process your End of Financial Year.
3. Read **here** to back up ALL Companies data and archives
4. Read **here** to copy your Company.
5. Read **here** to update the Company Information, including the NEW ABN
6. Read **here** to obtain a NEW Company Registration Key from us

7. Read **here** to enter your Company Registration Key
8. Read **here** to delete any Employees who should not be under the new ABN.
9. Read **here** to add the new Company (ABN) into your existing SuperChoice account.
10. Read **here** to delete any Employees who should not be under the new ABN.

Revision: 58 — Last modified: Jul 19, 2022

2.14.1. Update or change your BMS ID

1. Click **File** > **Company** > **Government**
2. Click **STP Info** then **Click here to Add/Edit STP Reporting Information**
3. Click **Edit**.
    a. **If you are entering a previous BMS ID** change the displayed BMS ID to what you require.
        i. Click **Save**
    b. **If you require a NEW BMS ID**, simply delete the displayed BMS ID by backspacing.
        i. Click **Save**
        ii. The following alert will be displayed; **BMS ID Missing. You've deleted your BMS ID which was PREVIOUSBMSID.Do you wish to generate a new BMS ID?**
        iii. Select **Yes**.
4. Click **Exit**.

Revision: 9 — Last modified: Feb 15, 2021

2.14.2. Add a new Company (ABN) into your existing STP (SuperChoice) Account

1. Click **Tax** > **STP** > **STP Customer Dashboard**
2. Enter your **Username** and **password** then click **Log In**.
3. An automated e-mail entitled **Your temporary verification code** will be sent to the e-mail address you entered. If you cannot locate this e-mail, please check your **Junk** and/or **Spam** folder/s.
4. Once you have received the e-mail, copy the displayed verification code.
5. Navigate back to the **Customer Dashboard** and enter the copied verification code.
6. Click **Verify**.
7. Click **Maintain Employers**,
    a. Click **Add Employer**.
        i. Under **Employer Details**, enter
            i. the **Legal Entity Name (Company Name)** into **Employer Name**.
            ii. the **ABN** in **Australian business number (ABN)** OR the **WPN** in **Withholder payer number (WPN)**
            iii. the **Branch Code** in **Location**'
            iv. **Active** in **Status**.
        ii. Under **Contact Details**,
            i. In **Title**, select the contact person's title (eg. Mr)
            ii. In **Given Name**, enter the **first** name of the contact person within your organisation.
            iii. In **Family Name**, enter the **last** name of the contact person within your organisation.

  iv. In **Telephone** or **Mobile Phone**, enter the phone number of the contact person within your organisation.

 iii. Under **Address Details**,

  i. In **Address Lines 1 to 4**, enter the Company's Physical or Postal Address.

  ii. In **Suburb**, enter the Company's Physical or Postal Address Suburb.

  iii. In **Post Code**, select the Company's Physical or Postal Address postcode.

  iv. In **State**, select the Company's Physical or Postal Address state.

  v. In **Country**, select **Australia**

 iv. Under **Payment Details**,

  i. In **Payment Method**, select **Direct Credit**,

  ii. In **BSB**, enter **000-000**

  iii. In **Account Number**, enter **00000000**

  iv. In **Account Name**, enter your **Legal Entity Name (Company Name)**.

 v. Under **Single Touch Payroll**,

  i. In **Product ID**, enter **436696**

  ii. In **BMS Name**, enter **e-PayDay Legacy**

  iii. In **BMS Vendor**,, enter **e-PayDay Pty Ltd**

  iv. In **BMS Version**, enter **23.00**

 vi. Select **Save** to complete the setup process.

Revision: 7 — Last modified: Jan 06, 2023

2.14.3. Delete an Employee

❗ **The ability to delete an Employee is only available if they have never been used in a Pay Run (Transactions recorded) or contain Year-To-Date Balances**.

If you are unable to delete the employee please follow **Manually Cease an Employee**

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to delete (click once to highlight).
3. Click **Delete**.
4. An alert will display: **You are about to DELETE this Employee. This Employee will be deleted and will be unable to be reinstated. Do you want to proceed ?**
5. To continue deleting the selected Employee, Click **Yes**.
6. An alert will display: **Please Confirm DELETING this Employee. This Employee will be deleted and will be unable to be reinstated. Do you want to proceed ?**
7. To continue deleting the selected Employee, Click **Yes**.

Revision: 9 — Last modified: Jan 31, 2022

2.14.4. Copy a Company

If the Company you wish to copy is not already open, **Open your Company**

Once the Company you wish to copy is open;

1. Click **File** > **Copy**.
2. An alert will display: **You are about to make a copy of THIS company. Do you want to continue?**
3. Click **Yes** to continue.
4. In File Name, enter the **Trading Name** OR **Full Company Name**.
5. Click **Save**.
6. An alert will display: **The process is about to start. This process may take a few minutes**.
7. Click **Click here to Continue**.
8. An alert will be displayed which allows certain items to be copied. The following options can be chosen;
   a. Employee Details Only (including Accrual Balances – No History)
   b. Awards & Agreements
   c. Pay Types (Pay Types, Allowances, and Deductions)
   d. Superannuation Funds
      Transactions and Taxation Balances are NOT copied to the new Company.
9. Select the items to copy.
10. Click **Click here to Continue**.
11. Once the Company has been successfully copied/created, click **Click here to Continue**.
12. **Open your newly created Company**
13. **Edit your newly created Company to update the required details**
      a. If the **Legal Entity Name** is changed, you will need to **request a new Company Registration Key**

Revision: 10 — Last modified: Mar 18, 2020

2.14.4.1. Update the Company details such as the ABN

✱ If you haven't previously used this ABN, you will need to **Add a new Company (ABN) into your existing STP (SuperChoice) Account**

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** *or*
   Click **File** > **Company** > **Company Details**
2. Change the following details as required,
   a. **Legal Entity Name (Company Name)**.

   b.   Physical or Postal **Address** of the organisation.

   c.   **City/Suburb**.

   d.   **State**.

   e.   **Postcode**.

   f.   **Phone Number**.

   g.   **Fax Number**.

   h.   **e-Mail Address**.

   i.   **ACN** or **ARBN**.

   j.   **ABN** *or* **WPN**.

   k.   **Branch Number**.

   l.   Clear / delete / remove the **Company Registration Key** as a new Company Key will need to be obtained from Administration.

3.   Click **Banking**.

4.   Select the appropriate **Payment Method** for wages/salaries and update all displayed fields as required.

5.   Click **Government**.

   a.   If required, click **Financial Year Ending** to update the Financial Year (eg. 2020).

   b.   **Registered as an Employer of WHM's**.

   c.   **Is this employer exempt from FBT under section 57A of the FBTAA 1986?**.

   d.   Change the name of your Company Representative in **Taxation Department Authorised Officer** if required.

   e.   Click **Copy Company Details** to copy the e-Mail, Supplier/Contact Legal Entity Name (Company Name), Supplier ABN, Street Address, City/Suburb, State, Postcode, Country, Phone Number and Fax Number from Company details.

6.   Click **Save**

7.   Click **STP Info** > **Click here to Add/Edit STP Reporting Information**

   a.   Click **Edit**.

   b.   Click **Copy Company Details** to copy the Legal Entity Name (Company Name), Full Company Name (Payer name), Branch Code, ABN, Street Address, City/Suburb, State, Postcode, Country, Phone Number, Fax Number and e-Mail from Company details.

      i.   If you process payroll for multiple **GST branches** under the ONE (1) ABN, please ensure the **Branch Code** is correct.

   c.   Change any other settings as required.

   d.   Click **Save** then **Exit**

Revision: 14 — Last modified: Feb 15, 2021

2.14.5. Add a new Company (ABN) into your existing e-PayDay® Subscription

Option 1: Copy an Existing Company

1.   Read **here** to copy your Company.

2.   Read **here** to update the Company Information, including the **NEW ABN**

3.   Read **here** to obtain a NEW Company Registration Key from us

4.   Read **here** to enter your Company Registration Key

5.   Read **here** to add the new Company (ABN) into your existing SuperChoice account.

6. Read **here** to delete any Employees who should not be under the new ABN.

Option 2: Create a NEW Company

1. Read **here** to add your Company,
2. Read **here** to add your Employees Awards & Agreements (Rates, Rules and Employment Conditions)
3. Read **here** to add your Employees Superannuation Funds
4. Read **here** to add Employees
5. Read **here** to add the new Company (ABN) into your existing SuperChoice account.
6. Read **here** to set up your information for Single Touch Payroll Reporting.
7. Read **here**, to register your Company or Companies,
8. Read **here** to enter your Company Registration Key/s,

Revision: 16 — Last modified: Jun 16, 2021

2.15. Your ABN has changed for the New Financial Year

1. Read **here** to process any Cessation / Termination Pays as required or directed by your Accountant or Bookkeeper.
2. Read **here** to process your End of Financial Year as normal.
3. Read **here** to back up ALL Companies data and archive,
4. Read **here** to update the Company Information, including the NEW ABN.
5. Read **here** to obtain a NEW Company Registration Key from us.
6. Read **here** to enter your NEW Company Registration Key.
7. Read **here** to add the new Company (ABN) into your existing Single Touch Payroll Reporting account

Revision: 9 — Last modified: Mar 02, 2021

2.16. Finalise e-PayDay® Legacy as you have sold your Business

If the new business owners are not continuing with e-PayDay®

1. Send an e-mail to **software@e-payday.com.au** to cancel your subscription. This e-mail must include your Software Client Number (SCN).
2. Process the final pay run for your ABN, including any **Cessation / Termination Pays** as directed by the relevant parties.
3. **Process the End of Financial Year**

If the new business owners are continuing with e-PayDay® by continuing with your subscription

1. Send an e-mail to **software@e-payday.com.au** to notify us of this change and provide the new details for us to update our database.

2. Process the final pay run for your ABN, including any **Cessation / Termination Pays** as directed by the relevant parties.
3. **Process the End of Financial Year**
4. **Copy your Company**
5. Update the **Company Information, including the NEW ABN**
6. **Delete any Employees** who should not be under the new ABN.
7. Add the new Company (ABN) into **your existing SuperChoice account**
8. **Request a NEW Company Registration Key**
9. **Enter the NEW Company Registration Key**

If the new business owners are continuing with e-PayDay® by purchasing thier own subscription,

1. Send an e-mail to **software@e-payday.com.au** to cancel your subscription. This e-mail must include your Software Client Number (SCN).
2. Process the final pay run for your ABN, including any **Cessation / Termination Pays** as directed by the relevant parties.
3. **Process the End of Financial Year**
4. **Copy your Company**
5. Update the **Company Information, including the NEW ABN**
6. **Delete any Employees** who should not be under the new ABN.
7. **Back up the New Company** and provide it to the new business owners

Revision: 13 — Last modified: Dec 30, 2022

2.17. Finalise e-PayDay® Legacy as you have closed your Business

1. Send an e-mail to **software@e-payday.com.au** to cancel your subscription. This e-mail must include your Software Client Number (SCN).
2. **Process any Cessation / Termination Pays** as required/ directed by your Accountant/ Bookkeeper.
3. **Process the End of Financial Year**

Revision: 1 — Last modified: Sep 02, 2022

2.18. Finalise e-PayDay® Legacy as you have chosen to change Payroll Solutions

> ❗ Please contact your new Payroll Software Provider to ascertain if they are reporting in STP Phase 1 or Phase 2

If your new Payroll Solution is still reporting in **STP Phase 1**, you have the option to

1. If you do not wish to migrate YTD Taxation Balances, **Finalise ALL YTD Balances from your BMS ID allocated in e-PayDay® Legacy** (as all employees will be added into the new Software)

2. If ALL Employees (including YTD Taxation and Accrual Balances) will be entered into the new software, follow **Remove ALL YTD Balances from your BMS ID allocated in e-PayDay® Legacy**

3. If only ACTIVE Employees (including YTD Taxation and Accrual Balances) will be entered into the new software, follow **Remove Active Payee's YTD Balances from your BMS ID allocated in e-PayDay® Legacy**

If your new Payroll Solution is reporting in **STP Phase 2**

1. Due to the complexity in disaggregating YTD Totals, please follow **Finalise ALL YTD Balances from your BMS ID allocated in e-PayDay® Legacy**

Revision: 6 — Last modified: Aug 15, 2022

2.18.1. Finalise ALL YTD Balances from your BMS ID allocated in e-PayDay® Legacy, as you have chosen to change Payroll Solutions

1. Follow our EOFY Guide **here**

Revision: 1 — Last modified: Feb 02, 2022

2.18.2. Remove ALL YTD Balances from your BMS ID allocated in e-PayDay® Legacy, as you have chosen to change Payroll Solutions

1. Read **here** to open the required Company.
2. Read **here** to back up your current Company data, as this will be restored in a later step.
3. Read **here** to start the new Financial Year (to clear YTD Balances)
4. Read **here** to change the Financial Year BACK to the relevant setting.
5. Read **here** to submit an STP Update Event, to REMOVE ALL YTD Balances from your BMS ID allocated in e-PayDay® Legacy.
6. Read **here** to restore the backup you created in **Step 2**.

Revision: 18 — Last modified: Feb 15, 2021

2.18.3. Remove Active Payee's YTD Balances from your BMS ID allocated in e-PayDay® Legacy, as you have chosen to

change Payroll Solutions

1. Read **here** to open the required Company.
2. Read **here** to back up your current Company data, as this will be restored in a later step.
3. Read **here** to manually reduce the YTD Balances of the Employees who ARE being migrated to the new Payroll Solution.
4. Read **here** to submit an STP Update Event, to remove the required Employee's YTD Balances from your BMS ID allocated in e-PayDay® Legacy.
5. Read **here** to restore the backup you created in **Step 2**.

Revision: 2 — Last modified: Mar 02, 2021

3. e-PayDay® Legacy Explained

Revision: 1 — Last modified: Jun 01, 2020

3.1. Navigator Explained

Easily Access Your Most Used Payroll Tasks!

Make your most used payroll tasks a breeze using e-PayDay® Business Edition™'s Navigator feature. Ideal to help make End-Of-Year processing even easier, Pay Runs a breeze, and setting up a new Company easy! The Navigator can be easily accessed from many locations within e-PayDay® Business Edition™. Additional Navigation Flowcharts will be added in future Versions of e-PayDay® Business Edition™.
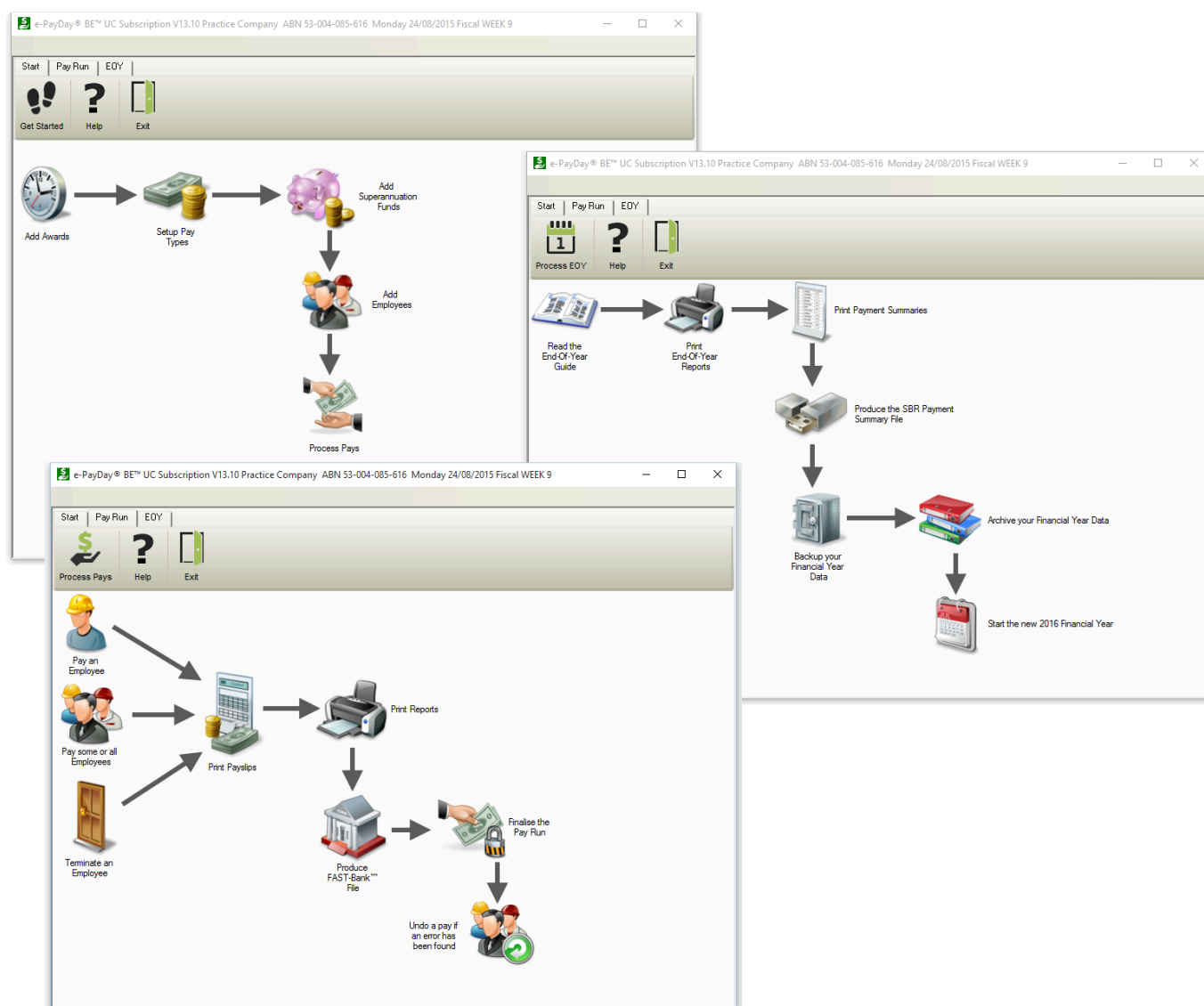
To access **Navigator** once you have added your Company, click **Navigator** from the sidebar. From **Navigator**, the following flowcharts are presently available;

- **Start Navigator**
  - **Add Awards & Agreements**
  - Add any additional Pay Types that are required;

- ▪ **Add Pay Rates**
- ▪ **Add Allowances**
- ▪ **Add Deductions**
  - ◦ **Add Superannuation Funds**
  - ◦ **Add your Employees**
  - ◦ **Begin processing Pay Runs**.
- • **Pay Run Navigator**
  - ◦ **Pay an Individual Employee**
  - ◦ **Pay All/Selected Employees**
  - ◦ **Process a Cessation (Termination) Pay**)
  - ◦ **Print, Export or e-Mail**
  - ◦ **Print or Export Pay Run Reports**.
  - ◦ **Create a FAST-Bank™ File**
  - ◦ **Finalise the Pay Run**.
- • **EOFY Navigator**
  - ◦ **Read the End of Financial Year Guide**
  - ◦ **Print your End of Financial Year Reports**
  - ◦ **Print Payment Summaries**
  - ◦ **Create the STP EOFY Event**
  - ◦ **Backup your Financial Year Data**
  - ◦ **Archive your Financial Year Data**
  - ◦ **Start the New Financial Year**

Revision: 12 — Last modified: Mar 25, 2022

3.2. File Menu

The **File** Menu allows you to open, edit, delete, close, copy and duplicate your Company or Companies. This menu also provides quick links to several windows contained in **Company**, as well as the ability to process End of Financial Year and export your payroll data to your Accounting Software.
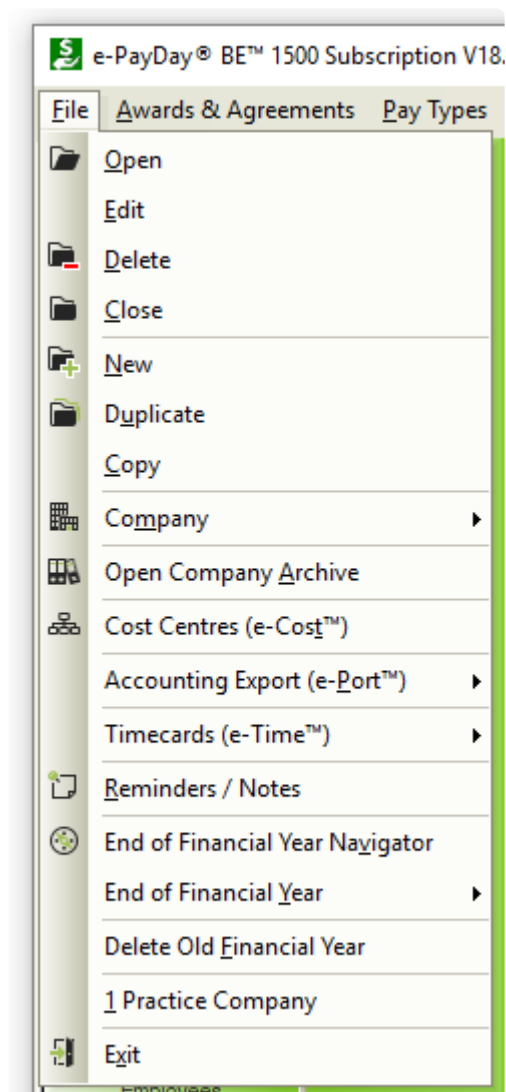
- **Open**: Open a Company
- **Edit**: Make changes to the open Company.
- **Delete**: Delete the open Company.
- **Close**; Close the Company.
- **New**: Create a new Company.
- **Duplicate**: Duplicate the open Company.
- **Copy**: Copy the open Company.
- **Company**
  - **Company Details**: View or edit the Company Details.
  - **Users / Passwords**: View and edit existing User Logins and create New User Accounts.
  - **Banking Information / FAST-Bank™**: View and edit the Companies Primary payment method and/or banking details for payment of wages.
  - **Pay Run Preferences**: View and edit various Pay Run options.
  - **Government**: View and edit the information required when creating and submitting your STP and Payment Summary Annual Return (PSAR) files.
  - **Location**: View and edit the Location of the Company.
  - **Pay Slip Messages**: Create, view and edit Special messages (eg. Enjoy your Holidays!) to be printed on Employees Pay Slips.
  - **Company Preferences**: View and edit additional configurations such as Pay Run Prompts, Pay Slip Print options and Pay Run warning messages.

- ◦ **Go to Folder**: Opens the location of data stored for the currently open Company.
- **Open Company Archive**: Opens the required Archive (eg. FYE 2017) for the currently open Company.
- **Cost Centres (e-Cost™)**: **e-Cost™** can be used where an employee works over multiple departments (Sales, Administration and Support) or works on several projects/jobs and the hours worked in each department/project/job must be separated for costing and reporting.
- **Accounting Export (e-Port™)**: **e-Port™** enables you to easily export your payroll data to your accounting software, not limiting your ability to effectively run your business.
  - ◦ **Configure Accounting Data Export File**: Set up your Accounting Software Export.
  - ◦ **Import Data**: Import Data from CSV.
  - ◦ **Export Data**: Export Data to CSV.
- **Time Cards (e-Time™)**: **e-Time™** enables you to automatically post the employees total hours with the applicable pay types directly into the pay run without having to do any manual calculations.
  - ◦ **Import File Settings**: Enter or select your Generic Text Import or Bio-Clock Import Settings.
  - ◦ **e-Time™**: Process your pay run using **e-Time™**.
- **Reminders / Notes**: View existing and create new Alerts and Reminders for the currently open Company.
- **End of Financial Year Navigator**: Flowchart for the End of Financial Year procedure.
- **End of Financial Year**
- **Delete Old Financial Year Data**: Delete previous Financial Year Data older than 8 years.

Revision: 24 — Last modified: Feb 15, 2021

3.2.1. Company

Company allows you to set up and store important information required for processing your payroll and reporting to the Australian Taxation Office (ATO). Additional options such as Preferences & User Access can also be set up in this section.

Access to your Company or Companies is available through the **File Menu**.

The **Company Window** contains the following options;
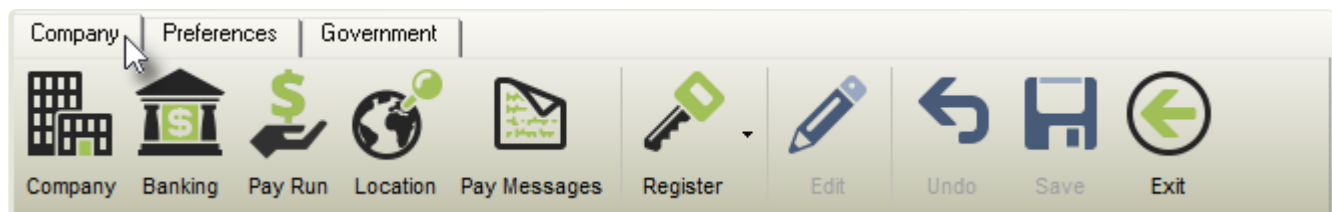
- **Company**: View or edit the Company Details.
- **Banking**: View and edit the Companies Primary payment method and/or banking details for payment of wages.
- **Pay Run**: View and edit various Pay Run options.
- **Location**: View and edit the Location of the Company.
- **Pay Messages**: Create, view and edit Special messages (eg. Enjoy your Holidays!) to be printed on Employees Pay Slips.

- **Register**: Once all the required Company Information has been entered and saved, click Register to email or print the Company Registration Form.
- **Edit**: Make changes to the currently open Company.
- **Undo**: Undo any unsaved changes.
- **Save**: Save changes to the currently open Company.
- **Exit**: Close the Company window.

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3.2.1.1. Company Information

- **Company Information**
  - **Legal Entity Name (Company Name)**: As displayed on the **Australian Business Register (ABR)**.
  - **Full Company Name (Payer name)**: Unable to be edited or changed. Identical to the **Legal Entity Name (Company Name)**
  - **Address**: Physical or Postal address of the organization.
  - **City/Suburb**: Location of the organization.
  - **State**: State of the organization.
  - **Postcode**: Postcode of the organization.
  - **Country**: Country of the organization.
  - **Phone Number**: Main contact number.
  - **Fax Number**: Facsimile number.
  - **e-Mail Address**: Main e-Mail Address.
  - **ACN or ARBN**: Australian Company Number or Australian Registered Body Number.
  - **ABN / WPN**: Australian Business Number or Withholding payer number.
  - **Branch Number**: The unique Branch Number assigned to this Company (When the registered Company has more than one office trading in different locations).
  - **Established / Start Up Date**: When the Company was first established or first started trading.
  - **Installation Date**: Date e-PayDay® was installed.
- **Company Registration Key Each company in e-PayDay® must be registered either before any pay runs can be performed (unless using e-PayDay FREEPAY®). Awards, Pay Types, Super Funds and Employees can still be added without a Company Registration Key**.
- **Company Logo The maximum size for the Company Logo is 290px x 110px**.
  - **Delete**: Delete your previously uploaded Company Logo.
  - **Add**: Add your Company Logo.
- **Company System Information**
  - **This Company's Data Folder is**: Location of data stored for the currently open Company.
  - **Go To Folder**: Opens the location of data stored for the currently open Company.
  - **This Company's Position is**: The Company number (1, 2, 3 etc.) will be automatically allocated by e-PayDay®.

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3.2.1.2. Banking Information

- **Banking Information**
  - **Payment Method**
    - **Cheque**: Payment of wages by Cheque.
    - **Cash**: Payment of wages in physical currency.
    - **ListPay**: Payment of wages from your nominated bank account(s) electronically without the need for any special software.
      - **Bank Title**: Bank that account is with.
      - **BSB**: Bank, State, Branch.
      - **Account Number**: Bank Account Number.
      - **Account Name**: Name on the Bank Account.
      - **Contact Name**: Company contact person if there are issues with

the ListPay File.

   ▪ **Phone Number**: Phone contact number if there are issues with the ListPay File.

- **Deposit**: Payment of wages processed by accessing your Online Banking and manually entering information.

   ▪ **Bank Title**: Bank that account is with.

   ▪ **BSB**: Bank, State, Branch.

   ▪ **Account Number**: Bank Account Number.

   ▪ **Account Name**: Name on the Bank Account.

- **FAST-Bank™**: Payment of wages processed by accessing your Online Banking and uploading an ABA (FAST-Bank™) File.

   ▪ **Bank Title**: Bank that account is with.

   ▪ **BSB**: Bank, State, Branch.

   ▪ **Account Number**: Bank Account Number.

   ▪ **Account Name**: Name on the Bank Account.

   ▪ **Name of Remitter**: Person or Company creating the FAST-Bank™ file.

   ▪ **APCA ID Number**: Australian Payments Clearing Association ID as provided by your Bank.

   ▪ **Lodgement Reference Number**: Reference as provided by your Bank.

   ▪ **Balancing File**: Self-balancing transaction batch within the FAST-Bank™ file.

   ▪ **Select where you want your FAST-Bank™ file sent to by clicking the 'Browse…' button**: Allows the choice of location to continually save the FAST-Bank™ file to.

- **Holding Accounts for Gross PAYG and SG**
  The ability to include a holding account for Tax (PAYG) and/or Superannuation (SG) is available when FAST-Bank™ is chosen as the nominated Payment Method. These accounts will be automatically added to the FAST-Bank™ file each time it is created and the total Tax (PAYG) and/or Superannuation (SG) will be transferred to the applicable account/s.

   ◦ **Select the Company Holding Account**

      ▪ **Tax (PAYG)**

         ▪ **BSB**: Bank, State, Branch.

         ▪ **Account Number**: Bank Account Number.

         ▪ **Account Name**: Name on the Bank Account.

         ▪ **Reference**: To display on the Organisations Bank Statement.

         ▪ **A/C Type**: S for Savings or T for Transaction

      ▪ **Superannuation (SG)**

         ▪ **BSB**: Bank, State, Branch.

         ▪ **Account Number**: Bank Account Number.

         ▪ **Account Name**: Name on the Bank Account.

         ▪ **Reference**: To display on the Organisations Bank Statement.

         ▪ **A/C Type**: S for Savings or T for Transaction

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3.2.1.3. Pay Run Settings

- **Pay Run Options**
  - **Round Net Pays**
    Regardless of the above setting, the Net Pay for employees set to Cash will be automatically rounded to the nearest lower 5c.
    - **NO ROUNDING**: The net pay will not be adjusted (Cents will not be deducted from the Net Pay and added to Total Tax).
    - **ROUND TO THE NEAREST LOWER WHOLE DOLLAR**: The net pay is adjusted automatically by cents being deducted from the Net Pay and added to Total Tax.
    - **ROUND TO THE NEAREST LOWER WHOLE DOLLAR IF PAY IS TAXED**: If the Pay is taxed, the net pay is adjusted automatically by cents being deducted from the Net Pay and added to Total Tax.

- ◦ **Enter Hours in**
  - ▪ **hh.mm** (e.g. 1 hour 30 mins = 1.3 OR 1.30; 1 hour 3 min = 1.03).
  - ▪ **Decimal** (e.g. 1 hour 30 mins = 1.5 hours; 1 hour 3 min = 1.05).
- ◦ **Use _____ as the Posting Date** will define when you complete your **End of Financial Year**. **When reporting under Single Touch Payroll, this setting will be set to Payment Date and is unable to be changed**.
  - ▪ **Period Ending Date**: Last day of the Pay Period.
    - ▪ **Example Period Ending Date**: The Period Ending Date is 30/06/2017. This pay run will be processed BEFORE commencing the End-of-Year process.
    - ▪ **Example Period Ending Date**: The Period Ending Date is 1/07/2017. This pay run will be processed AFTER completing the End-of-Year process.
  - ▪ **Payment Date**: Net Pays are transferred to each employee.
    - ▪ **Example Payment Date**: The Payment Date is 30/06/2017. This pay run will be processed BEFORE commencing the End-of-Year process.
    - ▪ **Example Payment Date**: The Payment Date is 1/07/2017. This pay run will be processed AFTER completing the End-of-Year process.
- ◦ **Use _____ for yearly calculations**: Used in the calculation of the Employees Annual Salary and Accrual entitlements.
  - ▪ **47 Weeks/Year**
  - ▪ **48 Weeks/Year**
  - ▪ **52 Weeks/Year**
  - ▪ **52.1785714 Weeks/Year**
  - ▪ **User Defined**
- ◦ **Display Week Number using (Week starts on Sunday)**
  - ▪ **Calendar**: Week One for 2019 is 30/12/2018 to 5/01/2019.
  - ▪ **Fiscal Year**: Week One for 2018/19 is 1/07/2018 to 1/07/2018.
- ◦ **Show Dates for each row in the Pay Run?**: Enter specific dates during the pay run for each pay type used.
  - ▪ **Autofill Dates ?**: e-PayDay® will automatically prefill the specific dates during the pay run for each pay type used.
  - ▪ **Include Weekends ?**: Dates displayed on the payslip include weekends.
- ◦ **Show Maximum number of Pay lines?**: Display more Pay Rate Lines than Allowance and Deductions on the Pay Envelope.
- ◦ **Classic Look?**: Display the Pay Envelope as it used to in Version 13.00.
- ◦ **e-Cost™ (Cost Centre) Options**
  - ▪ **All**: Use previous e-Cost™ Cost Centre information in the current pay run for ALL employment types.
  - ▪ **Casual/Part Time**: Use previous e-Cost™ Cost Centre information in the current pay run for only Casual and Part Time employment types.
  - ▪ **Full Time/Salary/Commission**: Use previous e-Cost™ Cost Centre information in the current pay run for only Full Time, Salary and Commission employment types.
  - ▪ **None**: Will not use previous e-Cost™ Cost Centre information in the current pay run.
- ◦ **FAST-Pay™ File Options**
  - ▪ **Allowances**: Use Allowances as pre-set in the employee file in addition to Pay Rates, Allowances and Deductions processed from FAST-Pay™ File.
  - ▪ **Deductions**: Use Deductions as pre-set in the employee file in addition to Pay Rates, Allowances and Deductions processed from FAST-Pay™ File.
  - ▪ **Pay Rates**: Use Pay Rates as pre-set in the employee file in addition to Pay Rates,

Allowances and Deductions processed from FAST-Pay™ File.

- ▪ **Delete FAST-Pay® File when Finalising a Pay Run?**: When the Pay Run is finalised, the FAST-Pay™ File will be deleted.
- ▪ **Group FAST-Pay® Pay Types?**: Groups all Pay Types when importing the FAST-Pay™ File.
- ▪ **Use External References**: Allows use of External References within the FAST-Pay™ File. When ticked, External Reference is available in each Pay Rate, Allowance and Deduction for entry.

- ◦ **Leave Loading**
  - ▪ **Leave Loading Report Value**: Allows entry of another Leave Loading Value to print on Reports.
    By using this feature, the percentage entered will print on the Leave Reports. This setting will not update any Pay Rates so ensure that the Leave Loading Percentage is correctly entered.

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3.2.1.4. Location

- **Location**
  - **Country**: Country of the organisation.
  - **State/Province/Territory**: State or Province or Territory of the organisation.

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3.2.1.5. Pay Advice Messages

- **Pay Advice Messages**: Previously set up Pay Advice Messages.
    - **Message #**: Priority number.
    - **Message**: 'Please ensure Time Sheets are handed in before COB Tuesday', 'Happy Birthday', 'Happy New Year' etc.
    - **Start Date**: Only available for selection from this date. If required, this field can be left blank.
    - **End Date**: Only available for selection until this date. If required, this field can be left blank.
- **Message**
    - **Message #**: Priority number.
    - **Message**: 'Please ensure Time Sheets are handed in before COB Tuesday', 'Happy Birthday', 'Happy New Year' etc.
    Message is limited to 360 characters.

- ◦ **Start Date**: Only available for selection from this date. If required, this field can be left blank.
- ◦ **End Date**: Only available for selection until this date. If required, this field can be left blank.
- ◦ **New**: Set up a New Pay Message.
- ◦ **Edit**: Edit an existing Pay Message.
- ◦ **Delete**: Delete an existing Pay Message.
- ◦ **Save**: Save a new Pay Message or to save changes to an existing Pay Message.
- ◦ **Undo**: Undo any unsaved changes.
- • **Global Pay Advice Message**
  The Global message must be set up prior to commencing a pay run to ensure this message will print on all payslips.
  - ◦ **Automatically use this pay advice message for ALL employees**: Use the chosen pay advice message for all employees.
  - ◦ **Enter the Pay Advice message to display for all employees**: "Overtime will continue until 17/06/2014'.
  - ◦ **Clear**: Clear the Global Pay Advice Message.
- • **Email Messages**
  - ◦ **Display Pay Advice Message in Email**: Display the previously chosen pay advice message on the emailed Pay Advice Slips.
  - ◦ **Send test Email to**: Send a test Pay Slip with the selected Pay Advice Message to your nominated email account as set in **Company Email Settings** *or* **Global Email Settings**.

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3.2.2. Preferences
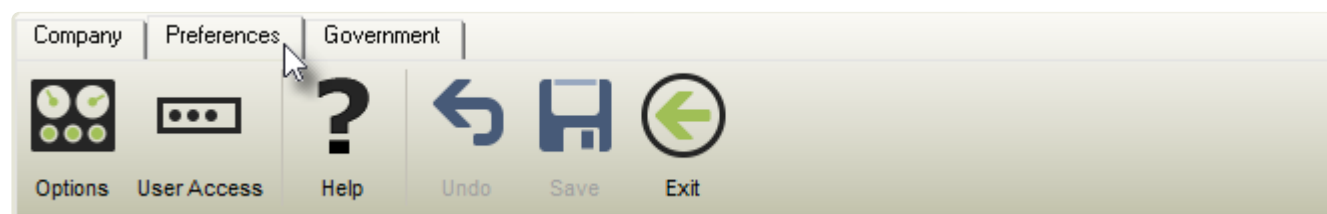
- • **Options**: View and edit additional configurations such as Pay Run Prompts, Pay Slip Print options and Pay Run warning messages.
- • **User Access**: View and edit existing User Logins and create New User Accounts.
- • **Help**: Opens the relevant section of our online guide (this).

Revision: 1 — Last modified: Jun 17, 2020

3.2.2.1. Options
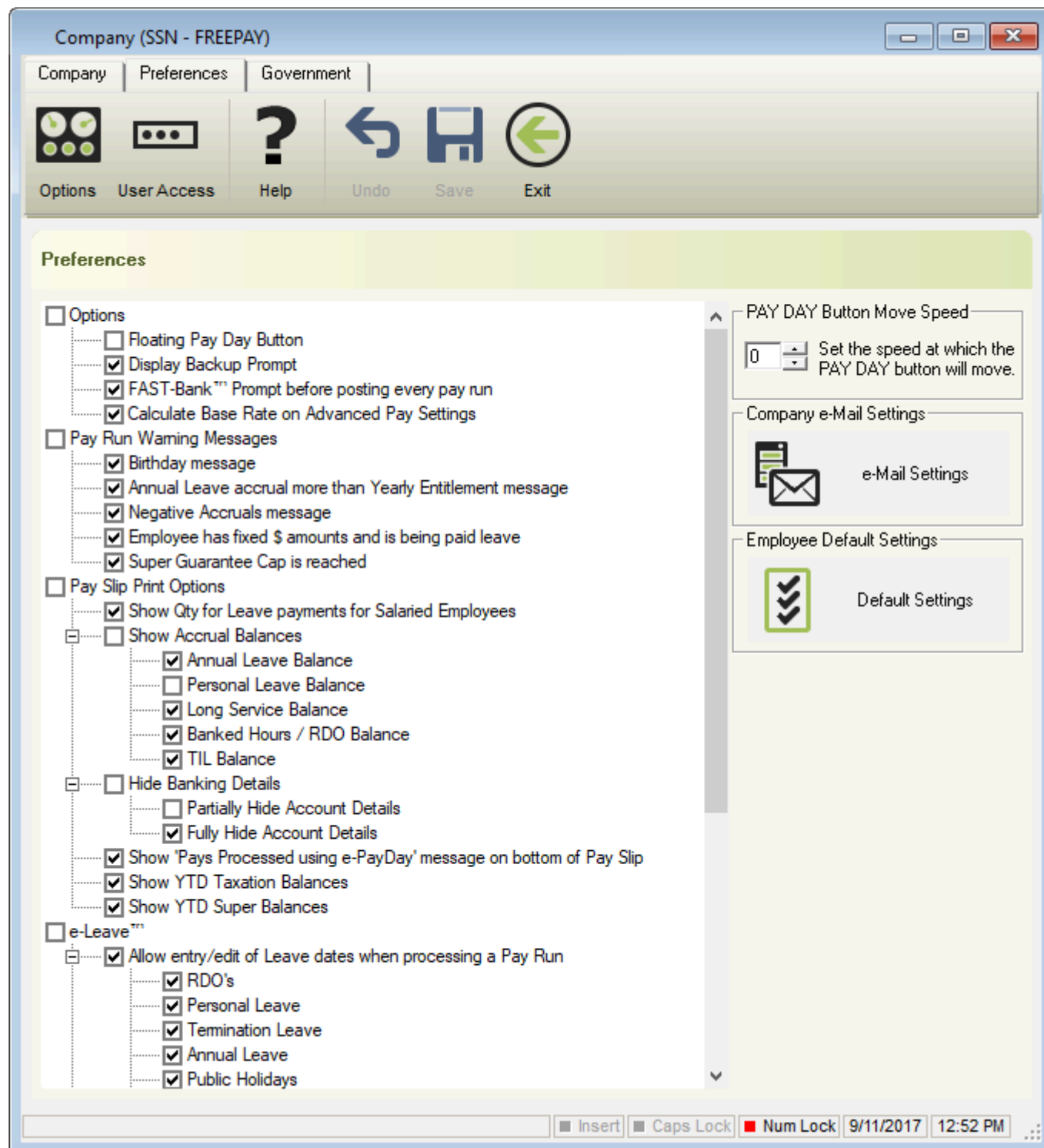
- **Options**
  - ◦ **Floating Pay Day Button**: Floating shortcut to the Pay Run List Window.
  - ◦ **Pay Day Button Move Speed**: Defines how fast the Floating Pay Day Button will move .
  - ◦ **Display Backup prompt**: Each time e-PayDay® is closed, a reminder to back up your data will display.
  - ◦ **FAST-Bank™ Prompt before posting every Pay Run**: A reminder to create the FAST-Bank™ will be displayed.
  - ◦ **Calculate Base Rate on Advanced Pay Settings**: The Base Rate of Pay will be calculated

based on the settings in the Advanced Pay Set up for the appropriate Employees.

- **Pay Run Warning Messages**
  - ◦ **Birthday Message**: When an employee Birthday falls within a pay run, this alert will be displayed.
  - ◦ **Annual Leave accrual more than Yearly Entitlement message**: If an employee exceeds their yearly entitlement.
  - ◦ **Negative Accruals message**: When an employee has a negative accrual amount.
  - ◦ **Employee has fixed $ amounts and is being paid leave**: If required, the set $ amounts can be multiplied.
  - ◦ **Super Guarantee Cap is reached**: Superannuation will not calculate now the cap has been reached.
- **Pay Slip Print Options**
  - ◦ **Show QTY for Leave Payments for Salaried Employees**: Display both QTY/Hours and Rate for the Leave Pay Type for the salaried Employee.
  - ◦ **Annual Leave Balance**: To show on payslip.
  - ◦ **Personal Leave Balance**: To show on payslip.
  - ◦ **Long Service Balance**: To show on payslip.
  - ◦ **Banked Hours / RDO Balance**: To show on payslip.
  - ◦ **TIL Balance**: To show on payslip.
  - ◦ **Hide Banking Details**
    - ▪ **Partially Hide Account Details**: Partially hidden on the payslip.
    - ▪ **Fully Hide Account Details**: Completely hidden on the payslip.
  - ◦ **Show 'Pays Processed using e-PayDay' message on bottom of Pay Slip**: Displayed on the bottom of each payslip.
  - ◦ **Show YTD Taxation Balances**: To show on payslip.
  - ◦ **Show YTD Super Balances**: To show on payslip.
- **e-Leave™**
  - ◦ **Allow entry/Edit of Leave dates when processing a Pay Run**: Ability to enter to exact Leave dates for each of the following types;
    - ▪ **RDO'S**.
    - ▪ **Personal Leave**.
    - ▪ **Termination Leave**.
    - ▪ **Annual Leave**.
    - ▪ **Public Holidays**.
    - ▪ **TIL**.
    - ▪ **Long Service Leave**.
  - ◦ **Automatically Load Public Holidays for**: Public Holidays are automatically loaded into the Pay Run for these Employment Types.
    - ▪ **Full Time Employees**.
    - ▪ **Part Time Employees**.
    - ▪ **Casual Employees**.
    - ▪ **Salary Employees**.
    - ▪ **Commission Employees**.
- **e-Time™**
  - ◦ **Highlight In/Out Columns?**
    - ▪ **Set the number of groups of In/Out columns to highlight**: Choose the number of set of time to highlight.
    - ▪ **Please select a colour**: Select either Green, White or Yellow.

- **e-Cost™**
  - **Hide e-Cost™ Extension Key missing Message?**: An alert will be displayed (if unticked) to advise that the e-Cost™ Extension Key is missing and therefore Cost Centres can no longer be selected during the pay run.
- **Employee**
  - **Display Alternate Name ?**: Display the Employees Alias in the Employee List Window.
  - **Show Start and Accrual Date Miss-match Message ?**: An alert will be displayed each time the employee is edited to advise that the Start Date and Accruals Commencement Date are not identical.
- **Superannuation Reports** (Coming in Version 20.30, read more **here**).
  - **Display Employee Tax File Number ?**: Display the Employees TFN in all Superannuation Reports.
- **Company e-Mail Settings**
- **Default Settings**

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3.2.2.2. Company e-Mail Settings

! We recommend establishing **GLOBAL SMTP e-Mail Settings** per the prevoius link **UNLESS** you require unique **Company SMTP e-Mail Settings**

! If both Company and GLOBAL SMTP e-Mail settings are established, the Company settings will be used in place of the GLOBAL settings.

✳ We use a third party control called AddEmail.DLL (Version 3) developed by Traysoft, which uses source code fro ActiveX 1.X and 2.X

- **Send Test e-Mail**: Sends a test e-Mail to the **To Address** to ensure your e-Mail settings are correct.
- **Stop Send**: Stop the test e-Mail being sent.
- **Undo Changes**: Undo any unsaved changes.
- **Clear Settings**: Clear previous e-Mail settings.
- **Help**: Opens the relevant section of our online guide (this).
- **Save**: Save changes to the Company e-Mail settings.
- **Exit**: Close the e-Mail settings window.
- **SMTP server**: Server name as supplied by your internet provider.
- **Port**: Port ID as supplied by your internet provider.
- **This server requires an encrypted connection (TLS/SSL)**: Set if required.
- **Username**: Username (if required).
- **Password**: Password (if required).
- **Log on using Secure Password Authentication (SPA)**: Set if required.
- **From Address**: e-Mail address that Advices will be sent from.
- **From Name**: Name of the Person and/or Company sending the Advices.
- **To Address**: e-Mail address for testing purposes.
- **To Name**: Name of the Person and/or Company receiving the test email.

- **Log e-Mail after processing ?**: Log all emails to a text document once they have been sent.
  - You can view the PayDayEmail.Log by following **here**
- **Delay Period**: Add a set number of seconds delay between each email being sent.
- **Send Emails in a Batch?**: Send emails in a batch (multiple emails sent at once with a set delay between each batch).
- **After Sending X e-Mails**: Number of emails to be sent in one batch.
- **Wait X Minutes**: Number of minutes delay between each batch.

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3.2.2.3. Employee Default Settings

- **Clear**: Clear previous Employee Defaults
- **Help**: Opens the relevant section of our online guide (this).
- **Undo**: Undo any unsaved changes.
- **Save**: Save changes to the Employee Defaults.
- **Exit**: Close the Employee Default Settings.
- **Personal/Employment**
  - **Payee Type**

- **Employee (individual non-business)**: PAYG Non Business employee.
- **Sole Trader (Individual)**: Tax Scale = None, TAX Type = PAYG Voluntary Agreement.
- **Corporation**: Tax Scale = None, TAX Type = PAYG Voluntary Agreement.
- **Partnership**: Tax Scale = None, TAX Type = PAYG Voluntary Agreement.
- **Trust**: Tax Scale = None, TAX Type = PAYG Voluntary Agreement.
- **Superannuation Fund**: Tax Scale = None, TAX Type = PAYG Voluntary Agreement.
- **Government Organisation**: Tax Scale = None, TAX Type = PAYG Voluntary Agreement.
- **Other non-individual**: Tax Scale = None, TAX Type = PAYG Voluntary Agreement.
- **Foreign Employee**: Tax Scale = 4.
  Foreign Employees are payees that are not are a resident of Australia for Taxation purposes (the payee has answered no to the question 'Are you an Australian resident for tax purposes?' on their Tax file number Declaration).
- **J.P.D.A Employee**: PAYG Non Business employee.
  J.P.D.A Employees are payees that earn income for performing work or services in the Joint Petroleum Development Area (JPDA) as defined in the Timor Sea Treaty (the treaty).

- **Pay Period**
  - **Fortnightly**.
  - **Monthly**.
  - **Weekly**.
- **Award #**: Award or Agreement ID.
- **Status**
  - **Casual**.
  - **Commission**.
  - **Full Time**.
  - **Part Time**.
  - **Salary**.

- **Superannuation**
  - **Superannuation Fund**: Superannuation Fund ID.
  - **SG (% or $)**: Percentage (or dollar value) which is to be calculated every pay period.
- **TAX Type**
  - **PAYG Voluntary Agreement**.
  - **PAYG Labour Hire & Other Specified Payments**.
  - **Personal Services Attributed Income**.
  - **FLAT Personal Services Attributed Income**.
  - **PAYG Non Business employee**.
  - **FLAT Non Business employee**.

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3.2.2.4. User Access

When setting up User Access within e-PayDay®, please ensure that each user has access to at least one (1) Company, at least one (1) User Access Account is set up as a Supervisor (Level 1) and the Usernames Admin, Administrator or Administration are not used - These are e-PayDay's reserved logins and will not accept any password, should you create a User entitled Admin.

- **User Access Settings**
    - **User Name**: Name of the Users Account Login.
    - **Position**: The employment position for the employee of the Users Account.
    - **Password**: Displayed, but encrypted.
    - **Level**
        - **Supervisor (Full Access)**.

- **User (Restricted Access)**: Full Add, Edit and View functionality with exception to
    - Changing Tax Tables.
    - Accessing Employee Termination Information.
    - Accessing Passwords.
    - Adding or Deleting Companies.
    - Changing YTD Balances, Accruals and Superannuation Start Date.
    - Changing Trading Names, and Registration Keys.
- **User (Custom Level)**: Ability to define what the User Account can Add, Edit or View.
  - **Companies**: ID of each Company the User Account has access to.
  - **Default**: ID of the Company which is automatically loaded when this User Account logs in.
  - **Setup User**
    - **New**: Set up a new User Access Account.
    - **Edit**: Edit an existing User Access Account.
    - **Delete**: Delete an existing User Access Account.
    - **Save**: Save a new User Access Account or to save changes to an existing User Access Account.
    - **Undo**: Undo any unsaved changes.
    - **User Name**: User Name for the new account or existing account.
    - **Position**: The employment position of this person.
    - **Password**: When Set is clicked, the ability to set ad confirm the password is active. **Password is limited to 15 characters and is case sensitive**.
    - **Level**
      - **Supervisor (Full Access)**.
      - **User (Restricted Access)**
      - **User (Custom Level)**: If selected, custom User Settings can be selected from the window displayed.
        - **Add**: Add selected items.
        - **Edit**: Edit selected items.
        - **View**: ONLY be able to VIEW selected items and will be unable to add or edit.
    - **Company/s to allow Access to**: Company/s that this user requires access to.
    - **Default Company**: Company that automatically loads when the software is opened.
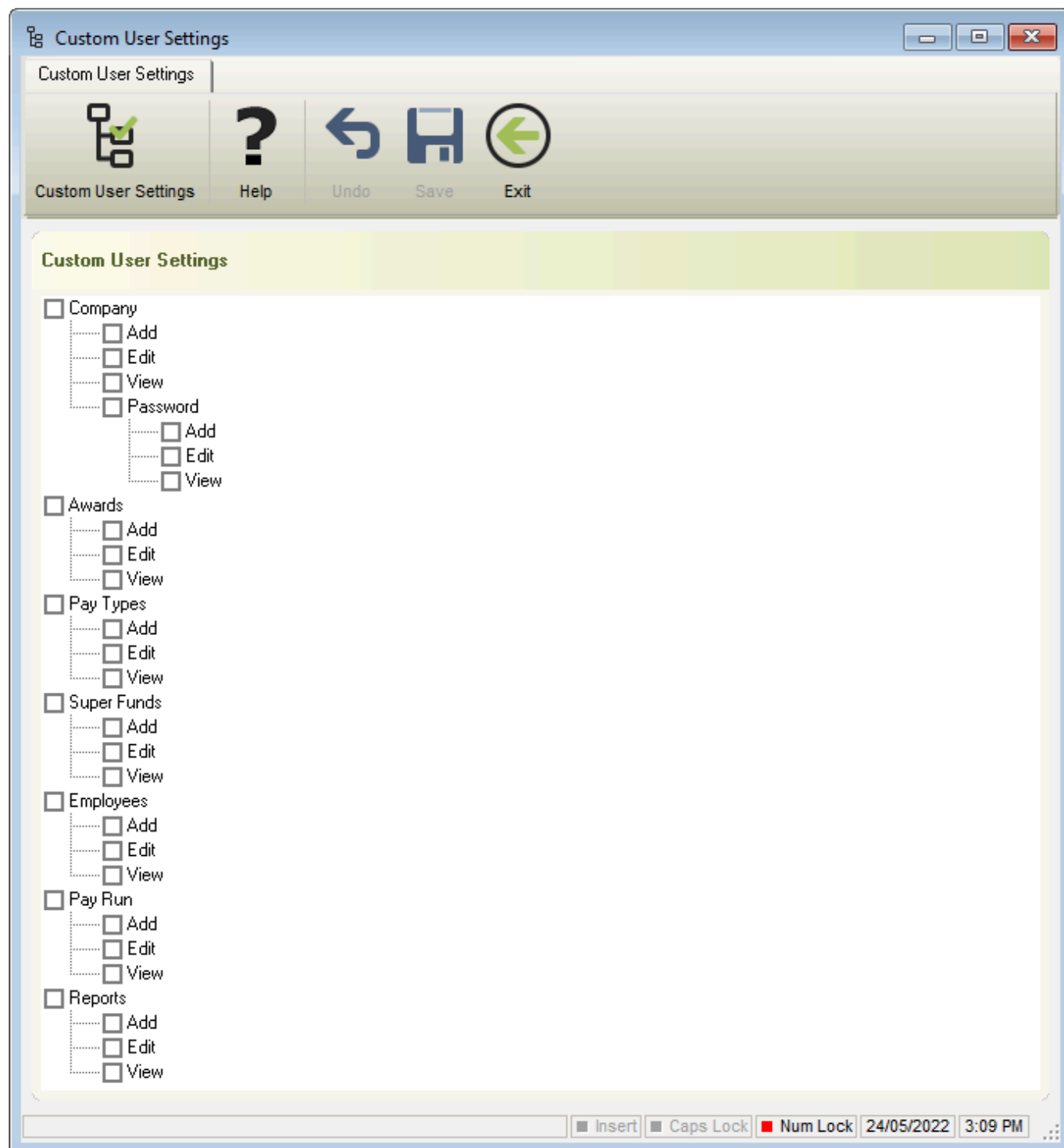
Revision: 16 — Last modified: May 24, 2022

3.2.3. Government
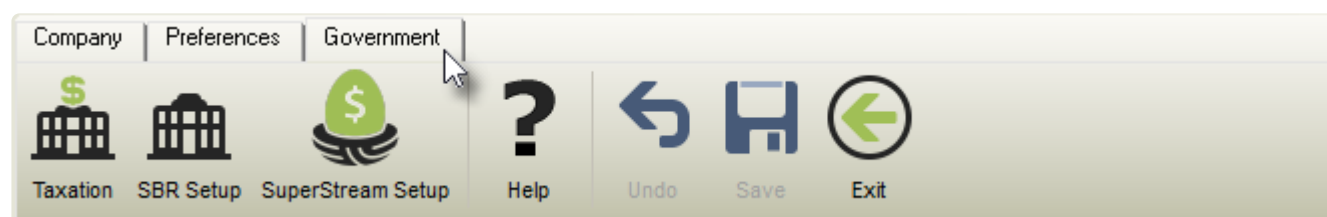
- **Taxation**: View and edit the information required when reporting with Single Touch Payroll

- **STP Info**: Additional set up for the Single Touch Payroll Reporting.
- **SuperStream Setup**: View and edit the information required when creating and submitting your SuperStream file/s.

Revision: 3 — Last modified: Feb 15, 2021

3.2.3.1. Taxation

- **Taxation General**
  - **Financial Year Ending 30/06/20xx**: The financial year which is applicable to your pays. This is automatically changed to the next financial year when processing the End-Of-Year

procedures.

- ◦ **Electronic Transfer Option**: **STP (Superchoice), *STP (OZedi)** or PSAR.
- ◦ **Registered as an Employer of WHM's**: Ticked if you are an Employer of Working Holiday Makers.
- ◦ **Is this employer exempt from FBT under section 57A of the FBTAA 1986?**: Ticked if you are exempt from FBT under section 57A of the FBTAA 1986.

- **Authorised Officer Details**
  - ◦ **Taxation Department Authorised Officer**: Authorised Company representative who will speak to the ATO.
  - ◦ **e-Mail**: Main e-Mail Address.
  - ◦ **Supplier/Contact Name**: Authorised Company representative who will supply information to the ATO.
  - ◦ **Supplier/Contact Legal Entity Name (Company Name)**: The Legal Entity Name as displayed on the **Australian Business Register (ABR)** who will supply information to the ATO.
  - ◦ **Copy Company Details**: Copies the e-Mail, Supplier/Contact Company Supplier ABN, Street Address, City/Suburb, State, Postcode, Country, Phone Number and Fax Number from Company details.
  - ◦ **ABN/WPN**: Australian Business Number or Withholding payer number.
  - ◦ **Street Address**: Physical address of the organisation.
  - ◦ **City/Suburb**: Location of the organisation.
  - ◦ **State**: State of the organisation.
  - ◦ **Postcode**: Postcode of the organisation.
  - ◦ **Country**: Country of the organisation.
  - ◦ **Postal Address**: Postal address of the organisation.
  - ◦ **City/Suburb**: Location of the postal address.
  - ◦ **State**: State of the postal address.
  - ◦ **Postcode**: Postcode of the postal address.
  - ◦ **Country**: Country of the postal address.
  - ◦ **Phone Number**: Main contact number.
  - ◦ **Fax Number**: Facsimile number.

Revision: 17 — Last modified: Jun 17, 2020

3.2.3.2. STP Info

- **STP Info**: Click **Click here to Add/Edit STP Reporting Information**
  - ◦ **Company Details**
    - ▪ **Copy Company Details**: Copies the Trading Name (Payer trading name), Full Company Name (Payer name), Branch Code, ABN, Street Address, City/Suburb, State, Postcode, Country, Phone Number, Fax Number and e-Mail from Company details.
    - ▪ **Legal Entity Name (Company Name)**: The Legal Entity Name as displayed on the **Australian Business Register (ABR)**
    - ▪ **Full Company Name (Payer name)**: The Business Name as displayed on the

Australian Business Register (ABR).
- **Contact Person**: Authorised Company representative who will supply information to the ATO.
- **Branch Code**: Used when the registered Company has more than one office trading in different locations.
- **ABN**: Australian Business Number.
- **BMS ID**: Business Management System ID, used for **Single Touch Payroll (STP)** reporting.
- **Username**: Username with our Sending Service Provider (SSP) used for **Single Touch Payroll (STP)** reporting.
- **Password**: Password with our Sending Service Provider (SSP) used for **Single Touch Payroll (STP)** reporting.
- **Street Address**: Physical address of the organisation.
- **City/Suburb**: Location of the organisation.
- **State**: State of the organisation.
- **Postcode**: Postcode of the organisation.
- **Country**: Country of the organisation.
- **Postal Address**: Postal address of the organisation.
- **City/Suburb**: Location of the postal address.
- **State**: State of the postal address.
- **Postcode**: Postcode of the postal address.
- **Country**: Country of the postal address.
- **Phone Number**: Main contact number.
- **Fax Number**: Facsimile number.
- **e-Mail Address** : Main e-Mail Address.

◦ **Intermediary Details**

Intermediary Details only requires completion if another Company (Accountant or Bookkeeper) is submitting any STP files on the Business's behalf.

- **Load Company details from another Company**: Copies the Trading Name (Payer trading name), Full Company Name (Payer name), Branch Code, ABN, Street Address, City/Suburb, State, Postcode, Country, Phone Number, Fax Number and e-Mail from the selected Companies details.
- **Legal Entity Name (Company Name)**: The Legal Entity Name as displayed on the **Australian Business Register (ABR)** of the registered Company submitting STP Files on the Business's behalf.
- **Full Company Name**: Full Company Name
- **Contact Person**: Authorized representative who will supply information to the ATO.
- **Branch Code**: Used when the registered Company has more than one office trading in different locations.
- **Tax Agent Number**: Unique Identifier for the Accountant or Bookkeeper.
- **Street Address**: Physical address of the Intermediary.
- **City/Suburb**: Location of the Intermediary.
- **State**: State of the Intermediary.
- **Postcode**: Postcode of the Intermediary.
- **Country**: Country of the Intermediary.
- **Postal Address**: Postal address of the Intermediary.
- **City/Suburb**: Location of the postal Intermediary.
- **State**: State of the postal Intermediary.

- ▪ **Postcode**: Postcode of the postal Intermediary.
- ▪ **Country**: Country of the postal Intermediary.
- ▪ **Phone Number**: Main contact number.
- ▪ **Fax Number**: Facsimile number.
- ▪ **e-Mail Address** : Main e-Mail Address.

Revision: 18 — Last modified: Jul 29, 2020

3.2.3.3. SuperStream Setup

- • **SuperStream Setup**: Click **Click here to Add/Edit SuperStream details**
  - ◦ **Sender**
    - ▪ **Copy Company Details**: Copies the ABN, Organisation Name, Electronic Mail Address and Phone Number from Company details.

- ▪ **ABN**: Australian Business Number.
- ▪ **Organisation Name**: Your complete legal name which will be printed on all Payment Summaries.
- ▪ **Family Name**: Surname of the person submitting the SuperStream File.
- ▪ **Given Name**: First Name of the person submitting the SuperStream File.
- ▪ **Other Given Name**: Middle Name of the person submitting the SuperStream File.
- ▪ **Position**: Job Title of the person submitting the SuperStream File.
- ▪ **Electronic Mail Address**: e-Mail Address of the organisation.
- ▪ **Phone Number**: Main Contact Phone Number.
- ▪ **Entity ID Type**: If required by your Superannuation Fund or Clearing House.
- ▪ **Electronic Service Address**: If required by your Superannuation Fund or Clearing House.

  An electronic service address is an alias that represents the uniform resource locator (URL) or internet protocol (IP) address of a messaging provider.
- ▪ **Electronic Error Messaging**: If required by your Superannuation Fund or Clearing House.

  Entity ID Type and Electronic Service Address are only compulsory only if Electronic Error Messaging is ticked, as directed by your Superannuation Fund or Clearing House.

- ◦ **Receiver**
  - ▪ **ABN**: ABN of Superannuation Fund or Clearing House.
  - ▪ **Organisation Name**: Name of Superannuation Fund or Clearing House.
- ◦ **Payer**
  - ▪ **Copy Company Details**: Copies the ABN and Organisation Name.
  - ▪ **ABN**: Australian Business Number.
  - ▪ **Organisation Name**: Your complete legal name which will be printed on all Payment Summaries.
  - ▪ **BSB**: Bank, State, Branch.
  - ▪ **Account Number**: Bank Account Number.
  - ▪ **Account Name**: Name on the Bank Account.
  - ▪ **Account Branch Name**: Branch Account was opened at.
  - ▪ **Financial Institution Name**: Bank that account is with.
- ◦ **Employer**
  - ▪ **Copy Company Details**: Copies the ABN and Organisation Name.
  - ▪ **ABN**: Australian Business Number.
  - ▪ **Organisation Name**: Your complete legal name which will be printed on all Payment Summaries.
  - ▪ **Superannuation Fund Generated Employer Identifier**: If required by your Superannuation Fund or Clearing House.

Revision: 16 — Last modified: Jun 17, 2020

3.2.4. Cost Centres (e-Cost™)

e-Cost™ is an ideal and simple solution for those situations when an employee works in multiple areas during the Pay Period, and costs are required by the employer for each separate area. **e-Cost™** can be used where an employee works over multiple departments (Sales, Administration and Support) and the hours worked in each department must be separated for costing and reporting. **e-Cost™** can also be

used where an employee works on different Jobs throughout the Pay Period and costings are required for these projects.

Cost Centres are assigned to an Employees once added so they load automatically during a pay run and include GL Account Codes and Job Cost Codes for exporting to your Accounting Software. New Cost Centres can be added and existing Cost Centres can also be amended during a pay run. A number of Reports are available to be printed or exported in many different formats.

Access to Cost Centres (e-Cost™) is available through the **File Menu**, the sidebar (under **Extensions > e-Cost™**) *and* during a **Pay Run**.

The **e-Cost™ Cost Centres** window contains the following options;

- **New**: Set up a new Cost Centre.
- **Edit**: Edit an existing Cost Centre.
- **Clear**: Clear any unsaved changes.
- **Update**: Updates ALL the past Cost Centre Payments for all the Cost Centres using their current Primary Cost Centre.
- **Undo**: Undo any unsaved changes.

- **Save**: Save a new Cost Centre or save changes to an existing Cost Centre.
- **Exit**: Close Cost Centres (e-Cost™).
- Quickly and easily view the Cost Centre
  - ID
  - Abbreviation
  - Description
  - Active/Inactive setting
- Display only **Active** and/or **Inactive** Cost Centres.
- Sort by **Number**, **Abbreviation** or **Description**.

Revision: 20 — Last modified: Mar 18, 2020

3.2.4.1. Set up Cost Centres (e-Cost™)

> ✳ Each time a pay run is posted (Finalised), the Pay Run Information, including Cost Centres, will be automatically exported in the relevant format for the Accounting Software you chose when setting up **Accounting Export (e-Port™)**

1. Read **here** to define the Use previous Cost Centre Settings (if required).
2. Read **here** to Add Cost Centres.
3. Read **here** to allocate Cost Centres to Employees.
4. Read **here** to process your pay run using e-Cost™.

Revision: 14 — Last modified: Jun 15, 2020

3.2.4.1.1. Use previous e-Cost™ Cost Centre information in the current pay run

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** then **Pay Run** *or*
   Click **File** > **Edit** > **Pay Run Preferences**
2. Navigate to **e-Cost™ (Cost Centre) Options** and select as required;
   a. **All**: Use previous e-Cost™ Cost Centre information in the current pay run for ALL employment types.
   b. **Casual/Part Time**: Use previous e-Cost™ Cost Centre information in the current pay run for only Casual and Part Time employment types.
   c. **Full Time/Salary/Commission**: Use previous e-Cost™ Cost Centre information in the current pay run for only Full Time, Salary and Commission employment types.
   d. **None**: Will not use previous e-Cost™ Cost Centre information in the current pay run.
3. Click **Save** then **Exit**.

Revision: 6 — Last modified: Mar 18, 2020

3.2.4.1.2. Add a Cost Centre

1. Click **File** > **Cost Centres (e-Cost™)**.
2. Click **New**.
3. Enter an **Abbreviation** (short descriptive code) for the new Cost Centre.
   Abbreviation is limited to 8 Characters.
4. Choose an existing Primary Cost Centre from the drop-down menu *OR* **add a new Primary Cost Centre**.
   If you do not wish to enter the Primary Cost Centre, please choose Unspecified from the drop down menu although this is not recommended.
5. Enter a detailed description for the associated Cost Centre in **Cost Centre Description**.
6. If required for **Accounting Export (e-Port™)**, enter an **Account No.**
7. If required for **Accounting Export (e-Port™)**, enter a **Job No,/Cost Code**
8. Click **Save** then **Exit**.

Revision: 7 — Last modified: Mar 18, 2020

3.2.4.1.3. Add a Primary Cost Centre

=# Click **File** > **Cost Centres (e-Cost™)**.

1. Click **New**.
2. Navigate to **Primary Cost Centre**.
3. Click the Pencil Icon.
4. Click **New**.
5. Enter the Primary Cost Centre **Description**.
6. If required for **Accounting Export (e-Port™)**, enter an **Account No.**
7. If required for **Accounting Export (e-Port™)**, enter a **Job No,/Cost Code**
8. Click **Save** then **Exit**.

Revision: 5 — Last modified: Mar 18, 2020

3.2.4.2. Edit a Cost Centre

1. Click **File** > **Cost Centres (e-Cost™)**.
2. Select the Cost Centre to edit (click once to highlight).
3. Click **Edit**.
4. Change any details as necessary.
5. Click **Save** then **Exit**.

Revision: 3 — Last modified: Mar 18, 2020

3.2.4.3. Update all past Cost Centre payments to a new Primary Cost Centre

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Cost Centres (e-Cost™)**.
2. Select the Cost Centre you wish to update*.
3. Click **Edit**.
4. Choose an existing Primary Cost Centre from the drop-down menu *OR* <u>**add a new Primary Cost Centre**</u>.
   If you do not wish to enter the Primary Cost Centre, please choose Unspecified from the drop down menu although this is not recommended.
5. Click the **+** icon next to Primary Cost Centre.
6. An alert will display: **This will update ALL the past Cost Centre Payments to the currently selected Primary Cost Centre. This is change can not be undone! Do you want to continue?**
7. Click **Yes**.
8. An alert will display: **Cost Centre Payments have been updated!**
9. Click **Click here to Continue**
10. Click **Save** then **Exit**.

Revision: 5 — Last modified: Mar 18, 2020

3.2.4.4. View only Active Cost Centres

1. Click **File** > **Cost Centres (e-Cost™)**.
2. Navigate to **Status**.
3. Deselect **Inactive**.
4. Select **Active**.

Revision: 3 — Last modified: Mar 18, 2020

3.2.4.5. View only inactive Cost Centres

1. Click **File** > **Cost Centres (e-Cost™)**.
2. Navigate to **Status**.
3. Deselect **Active**.
4. Select **Inactive**.

Revision: 4 — Last modified: Mar 18, 2020

3.2.4.6. Sort Cost Centres in ID order

1. Click **File** > **Cost Centres (e-Cost™)**.
2. Navigate to **Sort by…**.
3. Select **Number**

Revision: 3 — Last modified: Mar 18, 2020

3.2.4.7. Sort Cost Centres by Abbreviation

I# Click **File** > **Cost Centres (e-Cost™)**.

1. Navigate to **Sort by…**.
2. Select **Abbreviation**

Revision: 3 — Last modified: Mar 18, 2020

3.2.4.8. Sort Cost Centres by Description

1. Click **File** > **Cost Centres (e-Cost™)**.
2. Navigate to **Sort by…**.
3. Select **Description**

Revision: 3 — Last modified: Mar 18, 2020

3.2.5. Accounting Export (e-Port™)

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

e-Port™ enables you to easily import payroll data from other software using our Import feature to make changing software a breeze. At the end of every pay run, payroll data can be easily exported to your accounting software, not limiting your ability to effectively run your business!

Access to Accounting Export (e-Port™) is available through the **File Menu** *or* the sidebar (under **Extensions** > **e-Port™**).

There are three different options when using e-Port™;

1. **Accounting Export**
2. **Data Import**
3. **Data Export**

Revision: 16 — Last modified: Mar 18, 2020

3.2.5.1. Accounting Export

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**
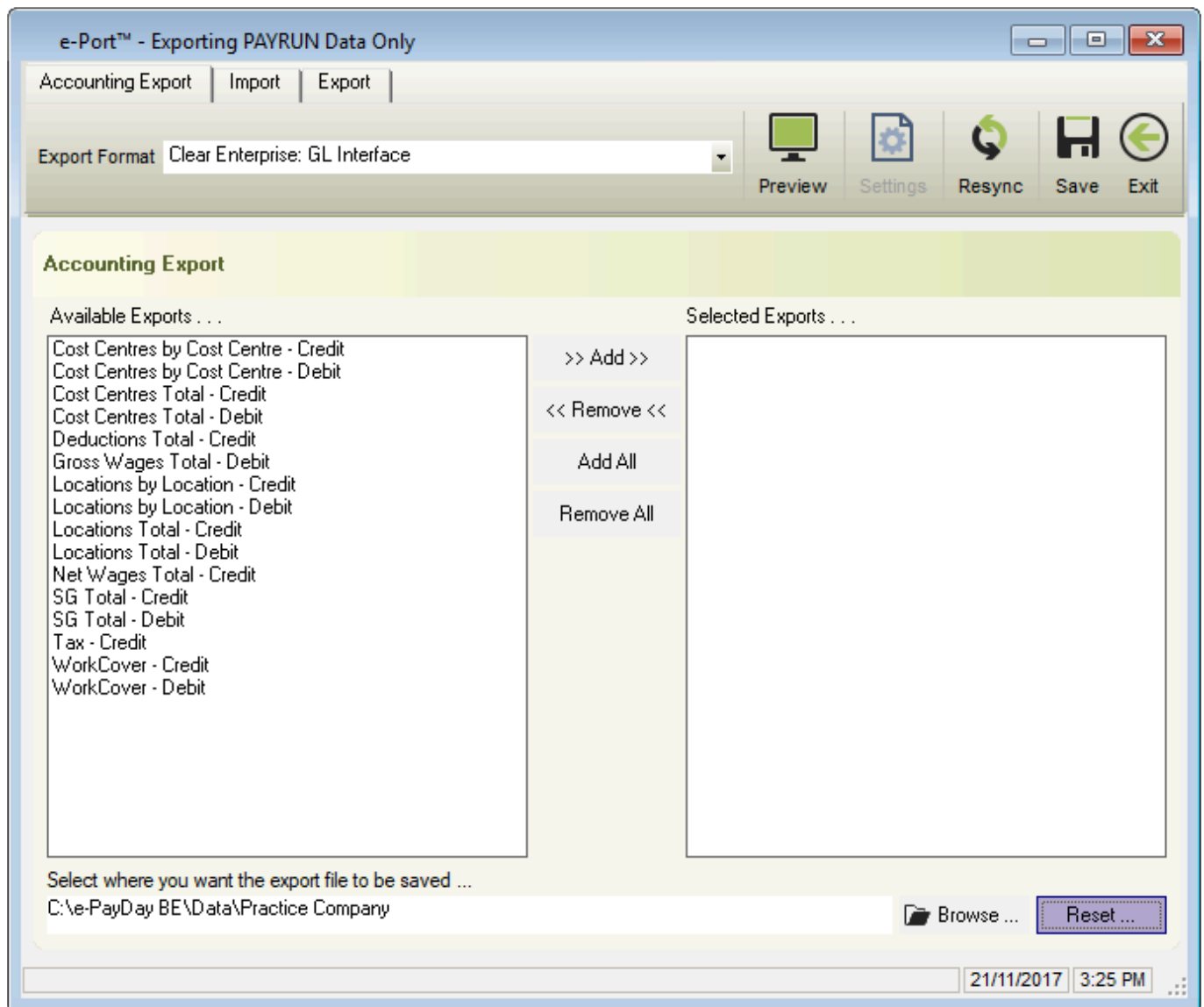
- **Export Format**: Available Accounting Export Formats
  - AM-Win
  - Biscount
  - BizMaster
  - BIZZ WIZZ
  - Clear Enterprise
  - Costar
  - Farm Plan
  - FinancePlus
  - Hotstart Software
  - Kitten Software Auto WorkShop
  - Kitten Software ServiceMaster
  - MYOB
  - MYOB
  - Pastel
  - Pastel
  - Peachtree
  - Phoenix
  - ProfitPak

- ◦ [QuickBooks](#)
- ◦ [QuickBooks](#)
- ◦ [QuickBooks](#)
- ◦ [Sage Line 50](#)
- ◦ [Sage Pastel Evolution](#)
- ◦ [Sage Pastel Partner/Xpress 2005](#)
- ◦ [SYSPRO V6](#)
- ◦ [Text: One delimited string plus one value per line](#)
- ◦ [Text: One undelimited string per line](#)
- ◦ [Text: Tab delimited line per Payslip](#)

- **Preview**: View an example of the Export Format you have chosen.
- **Settings**: Available for selected Accounting Exports. Ability to enter an Account Code for the Selected Export field.
- **Resync**: Recreate an Accounting Export for a number of pay runs.
- **Save**: Save the new Accounting Export or to save changes to an existing Accounting Export.
- **Available Exports**: Depending on the Accounting Export Format chosen, the available exports will display.
- **Add**: Add the selected Available Export to Selected Exports
- **Remove**: Remove the selected export from Selected Exports.
- **Add All**: Add All Available Exports to Selected Exports.
- **Remove All**: Remove All Available Exports from Selected Exports.
- **Browse**: Browse to the required data save path for the Accounting Export.
- **Reset**: Reset the data save path for the Accounting Export.

Revision: 20 — Last modified: Feb 15, 2021

3.2.5.1.1. Configure Accounting Export for AM-Win (ASIMS)

✱ AM-WIN Software design Accounting solutions for many industries. Learn more **here…**
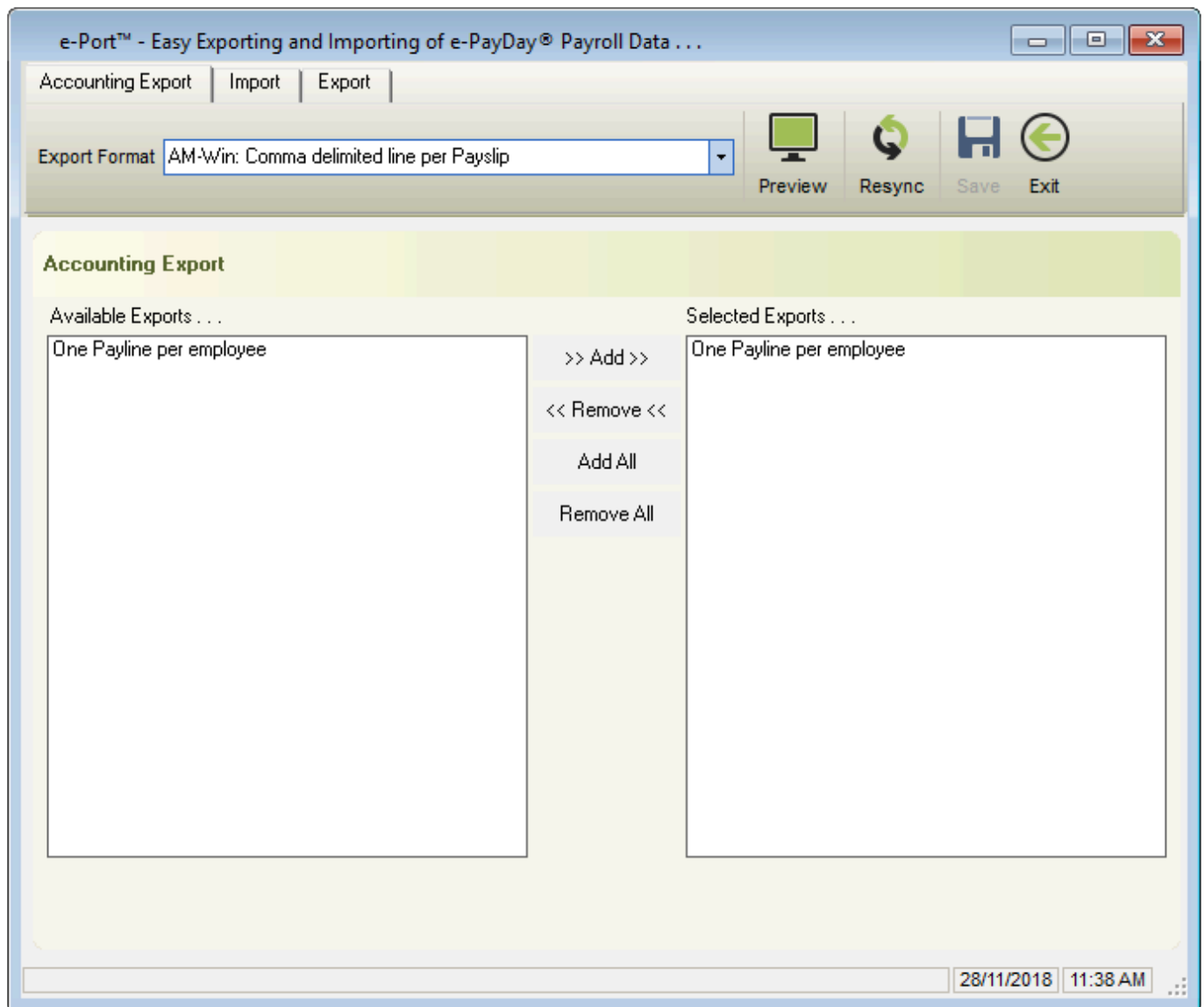
Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to AM-Win (ASIMS). Please contact AM-Win (ASIMS) before selecting the option as you will be unable to export without their assistance.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Accounting Export (e-Port™)** > **Configure Accounting Data Export File**.
2. Click on the drop-down menu next to Export Format and select **AM-Win: Comma delimited line per Payslip**..
3. Click **Save** then **Exit**.

Revision: 15 — Last modified: Aug 04, 2022

3.2.5.1.2. Configure Accounting Export for Biscount

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Accounting Export (e-Port™)** > **Configure Accounting Data Export File**.
2. Click on the drop-down menu next to Export Format and select **Biscount: One delimited string plus one value per line**.
3. Under **Available Exports…** highlight the item you wish to create an export for.
4. Click **Add**
5. The selected item will be added to **Selected Exports…**
6. Repeat **Steps 6 & 7** until all the required **Available Exports…** have been added to **Selected Exports…**
7. Click **Save**.
8. To select where you want the export file to be saved, **click Browse…**
9. Select the location that you wish to create the export to.
10. If required, rename the Accounting Export file.
11. Click **Save** then **Exit**.

Revision: 7 — Last modified: Mar 03, 2020

3.2.5.1.3. Configure Accounting Export for BizMaster

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Accounting Export (e-Port™)** > **Configure Accounting Data Export File**.
2. Click on the drop-down menu next to Export Format and select **BizMaster: Comma delimited, No Header Record**.
3. Under **Available Exports…** highlight the item you wish to create an export for.
4. Click **Add**
5. The selected item will be added to **Selected Exports…**
6. Click **Settings**.
7. Enter the appropriate Account Code for the selected item.

8. Click **OK**.
9. Repeat **Steps 6 to 11** until all the required **Available Exports…** have been added to **Selected Exports…**
10. Click **Save**.
11. To select where you want the export file to be saved, **click Browse…**
12. Select the location that you wish to create the export to.
13. If required, rename the Accounting Export file.
14. Click **Save** then **Exit**.

Revision: 10 — Last modified: Mar 03, 2020

3.2.5.1.4. Configure Accounting Export for BIZZ WIZZ

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Accounting Export (e-Port™)** > **Configure Accounting Data Export File**.
2. Click on the drop-down menu next to Export Format and select **BIZZ WIZZ Version 14: Automatic Posting**.
3. Under **Available Exports…** highlight the item you wish to create an export for.
4. Click **Add**
5. The selected item will be added to **Selected Exports…**
6. Click **Settings**.
7. Enter the appropriate Account Code for the selected item.
8. Click **OK**.
9. Repeat **Steps 6 to 11** until all the required **Available Exports…** have been added to **Selected Exports…**
10. Click **Save**.
11. To select where you want the export file to be saved, click **BIZZ WIZZ Settings**.
12. Select the location that you wish to create the export to.
13. Click **Save** then **Exit**.

Revision: 6 — Last modified: Mar 03, 2020

3.2.5.1.5. Configure Accounting Export for Clear Enterprise (Clear Objective)

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Accounting Export (e-Port™)** > **Configure Accounting Data Export File**.
2. Click on the drop-down menu next to Export Format and select **Clear Enterprise: GL Interface**.
3. Under **Available Exports…**
   a. Highlight the item you wish to create an export for.
   b. Click **Add**
   c. The selected item will be added to **Selected Exports…**
   d. Click **Settings**.
   e. Enter the appropriate Account Code for the selected item.
   f. Click **OK**.
      i. Repeat the above steps until all the required **Available Exports…** have been added to **Selected Exports…**
   g. Click **Save**.
4. To select where you want the export file to be saved, **click Browse…**
5. Select the location that you wish to create the export to.
6. If required, rename the Accounting Export file.
7. Click **Save** then **Exit**.

Revision: 8 — Last modified: Mar 03, 2020

3.2.5.1.6. Configure Accounting Export for Costar (Microhouse)

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **Costar export for Microhouse: Comma delimited**.
6. Under **Available Exports…** highlight the item you wish to create an export for.
7. Click **Add**
8. The selected item will be added to **Selected Exports…**
9. Click **Settings**.
10. Enter the appropriate Account Code for the selected item.
11. Click **OK**.
12. Repeat **Steps 6 to 11** until all the required **Available Exports…** have been added to **Selected Exports…**

13. Click **Save**.
14. To select where you want the export file to be saved, **click Browse…**
15. Select the location that you wish to create the export to.
16. If required, rename the Accounting Export file.
17. Click **Save**.
18. Click **Exit**.

Revision: 5 — Last modified: Mar 03, 2020

3.2.5.1.7. Configure Accounting Export for Farm Plan

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **Farmplan: Tab delimited line per Payslip**.
6. Click **Save**.
7. Click **Exit**.

Revision: 5 — Last modified: Mar 03, 2020

3.2.5.1.8. Configure Accounting Export for FinancePlus

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **FinancePlus: Comma delimited, No Header Record**.

6. Under **Available Exports…** highlight the item you wish to create an export for.
7. Click **Add**
8. The selected item will be added to **Selected Exports…**
9. Click **Settings**.
10. Enter the appropriate Account Code for the selected item.
11. Click **OK**.
12. Repeat **Steps 6 to 11** until all the required **Available Exports…** have been added to **Selected Exports…**
13. Click **Save**.
14. To select where you want the export file to be saved, **click Browse…**
15. Select the location that you wish to create the export to.
16. If required, rename the Accounting Export file.
17. Click **Save**.
18. Click **Exit**.

Revision: 5 — Last modified: Mar 03, 2020

3.2.5.1.9. Configure Accounting Export for Hotstart Software

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **Hotstart Software: Comma delimited**.
6. Under **Available Exports…** highlight the item you wish to create an export for.
7. Click **Add**
8. The selected item will be added to **Selected Exports…**
9. Click **Settings**.
10. Enter the appropriate Account Code for the selected item.
11. Click **OK**.
12. Repeat **Steps 6 to 11** until all the required **Available Exports…** have been added to **Selected Exports…**
13. Click **Save**.
14. To select where you want the export file to be saved, **click Browse…**
15. Select the location that you wish to create the export to.
16. If required, rename the Accounting Export file.
17. Click **Save**.
18. Click **Exit**.

3.2.5.1.10. Configure Accounting Export for Kitten Software Auto WorkShop

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **Kitten Software Auto Workshop (V2.xx) Comma delimited line per payslip**.
6. Click **Save**.
7. Click **Exit**.

3.2.5.1.11. Configure Accounting Export for Kitten Software ServiceMaster

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to Kitten Software ServiceMaster, providing it is installed to C:\AASVM. Please be aware that the export (Logsvm.csv) may be deleted from your Kitten Software ServiceMaster Data Folder once imported.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Accounting Export (e-Port™)** > **Configure Accounting Data Export File**.
2. Click on the drop-down menu next to Export Format and select **Kitten Software ServiceMaster (V7.xx) Comma delimited line per payslip**.
3. Click **Save** then **Exit**.

3.2.5.1.12. Configure Accounting Export for MYOB (Pre Version 7) and MYOB (Versions 7+)

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **MYOB (Pre Version 7): Tab delimited, No Header Record** or **MYOB (Versions 7+): Tab delimited, No Header Record**.
6. Under **Available Exports…** highlight the item you wish to create an export for.
7. Click **Add**
8. The selected item will be added to **Selected Exports…**
9. Click **Settings**.
10. Enter the appropriate Account Code for the selected item.
11. Click **OK**.
12. Repeat **Steps 6 to 11** until all the required **Available Exports…** have been added to **Selected Exports…**
13. Click **Save**.
14. To select where you want the export file to be saved, **click Browse…**
15. Select the location that you wish to create the export to.
16. If required, rename the Accounting Export file.
17. Click **Save**.
18. Click **Exit**.

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3.2.5.1.13. Configure Accounting Export for Pastel (Pre Version 6) and Pastel (Versions 6+)

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **Pastel (Pre Version 6): Comma delimited, Set Format** or **Pastel (Versions 6+): Comma delimited, Set Format**.
6. Under **Available Exports…** highlight the item you wish to create an export for.
7. Click **Add**
8. The selected item will be added to **Selected Exports…**
9. Click **Settings**.
10. Enter the appropriate Account Code for the selected item.
11. Click **OK**.
12. Repeat **Steps 6 to 11** until all the required **Available Exports…** have been added to **Selected Exports…**
13. Click **Save**.
14. To select where you want the export file to be saved, **click Browse…**
15. Select the location that you wish to create the export to.
16. If required, rename the Accounting Export file.
17. Click **Save**.
18. Click **Exit**.

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3.2.5.1.14. Configure Accounting Export for Peachtree

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **Peachtree: Comma delimited, No Header Record**.
6. Under **Available Exports…** highlight the item you wish to create an export for.
7. Click **Add**
8. The selected item will be added to **Selected Exports…**
9. Click **Settings**.
10. Enter the appropriate Account Code for the selected item.
11. Click **OK**.

12. Repeat **Steps 6 to 11** until all the required **Available Exports…** have been added to **Selected Exports…**
13. Click **Save**.
14. To select where you want the export file to be saved, **click Browse…**
15. Select the location that you wish to create the export to.
16. If required, rename the Accounting Export file.
17. Click **Save**.
18. Click **Exit**.

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3.2.5.1.15. Configure Accounting Export for Phoenix

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Accounting Export (e-Port™)** > **Configure Accounting Data Export File**.
2. Click on the drop-down menu next to Export Format and select **Phoenix: Tab delimited, No Header Record**.
3. Click **Save**.
4. To select where you want the export file to be saved, **click Browse…**
5. Select the location that you wish to create the export to.
6. If required, rename the Accounting Export file.
7. Click **Save** > **Exit**.

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3.2.5.1.16. Configure Accounting Export for ProfitPak

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.

3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **ProfitPak GL Interface: Comma delimited, Set Format**.
6. Under **Available Exports…** highlight the item you wish to create an export for.
7. Click **Add**
8. The selected item will be added to **Selected Exports…**
9. Click **Settings**.
10. Enter the appropriate Account Code for the selected item.
11. Click **OK**.
12. Repeat **Steps 6 to 11** until all the required **Available Exports…** have been added to **Selected Exports…**
13. Click **Save**.
14. To select where you want the export file to be saved, **click Browse…**
15. Select the location that you wish to create the export to.
16. If required, rename the Accounting Export file.
17. Click **Save**.
18. Click **Exit**.

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3.2.5.1.17. Configure Accounting Export for QuickBooks (Pre Version 7), QuickBooks (Versions 7+) and QuickBooks (Versions 15+)

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **QuickBooks (Pre Version 7): Tab delimited**, **QuickBooks (Versions 7+): Tab delimited** or **QuickBooks (Versions 15+): Tab delimited**.
6. Under **Available Exports…** highlight the item you wish to create an export for.
7. Click **Add**
8. The selected item will be added to **Selected Exports…**
9. Click **Settings**.
10. Enter the appropriate Account Code for the selected item.
11. Click **OK**.
12. Repeat **Steps 6 to 11** until all the required **Available Exports…** have been added to **Selected**

Exports…

13. Click **Save**.
14. To select where you want the export file to be saved, **click Browse…**
15. Select the location that you wish to create the export to.
16. If required, rename the Accounting Export file.
17. Click **Save**.
18. Click **Exit**.

Revision: 5 — Last modified: Feb 15, 2021

3.2.5.1.18. Configure Accounting Export for Sage Line 50

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **Sage Line 50: GL Interface**.
6. Under **Selected Exports…**, select **GL Interface: Comma delimited Set Format**
7. Click **Settings**.
8. Click **Click here to Continue**.
9. Click Yes*
10. Enter the appropriate Account Code next to each of the Pay Types in each of the tabs (Pay Rates 1, Leave 2, Termination 3, Allowances 4, Deductions 5 and Totals 6).
11. Click **Save** then **Exit**.
12. Click **Save** then **Exit** again.

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3.2.5.1.19. Configure Accounting Export for Sage Pastel Evolution

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **Sage Pastel Evolution Accounting: GL Interface**.
6. Under **Selected Exports…**, select **GL Interface: Comma delimited Set Format**
7. Click **Settings**.
8. Click **Click here to Continue**.
9. Click Yes*
10. Enter the appropriate Account Code next to each of the Pay Types in each of the tabs (Pay Rates 1, Leave 2, Termination 3, Allowances 4, Deductions 5 and Totals 6).
11. Click **Save** then **Exit**.
12. Click **Save** then **Exit** again.

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3.2.5.1.20. Configure Accounting Export for Sage Pastel Partner/Xpress 2005

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **Sage Pastel Partner/Xpress 2005: GL Interface**.
6. Under **Selected Exports…**, select **GL Interface: Comma delimited Set Format**
7. Click **Settings**.
8. Click **Click here to Continue**.
9. Click Yes*
10. Enter the appropriate Account Code next to each of the Pay Types in each of the tabs (Pay Rates 1, Leave 2, Termination 3, Allowances 4, Deductions 5 and Totals 6).
11. Click **Save** then **Exit**.
12. Click **Save** then **Exit** again.

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3.2.5.1.21. Configure Accounting Export for

SYSPRO V6

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **SYSPRO V6 GL Entries Import: Tab delimited**.
6. Under **Available Exports…** highlight the item you wish to create an export for.
7. Click **Add**
8. The selected item will be added to **Selected Exports…**
9. Click **Settings**.
10. Enter the appropriate Account Code for the selected item.
11. Click **OK**.
12. Repeat **Steps 6 to 11** until all the required **Available Exports…** have been added to **Selected Exports…**
13. Click **Save**.
14. To select where you want the export file to be saved, **click Browse…**
15. Select the location that you wish to create the export to.
16. If required, rename the Accounting Export file.
17. Click **Save**.
18. Click **Exit**.

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3.2.5.1.22. Configure Accounting Export to Text: One delimited string plus one value per line

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.

3. Click **Configure Accounting Data Export File**.

4. Click on the drop-down menu next to Export Format.

5. Select **Text: One delimited string plus one value per line**.

6. Under **Available Exports…** highlight the item you wish to create an export for.

7. Click **Add**

8. The selected item will be added to **Selected Exports…**

9. Repeat **Steps 6 & 7** until all the required **Available Exports…** have been added to **Selected Exports…**

10. Click **Save**.

11. To select where you want the export file to be saved, **click Browse…**

12. Select the location that you wish to create the export to.

13. If required, rename the Accounting Export file.

14. Click **Save**.

15. Click **Exit**.

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3.2.5.1.23. Configure Accounting Export to Text: One undelimited string per line

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.

2. Click **Accounting Export (e-Port™)**.

3. Click **Configure Accounting Data Export File**.

4. Click on the drop-down menu next to Export Format.

5. Select **Text: One undelimited string per line**.

6. Under **Available Exports…** highlight the item you wish to create an export for.

7. Click **Add**

8. The selected item will be added to **Selected Exports…**

9. Repeat **Steps 6 & 7** until all the required **Available Exports…** have been added to **Selected Exports…**

10. Click **Save**.

11. To select where you want the export file to be saved, **click Browse…**

12. Select the location that you wish to create the export to.

13. If required, rename the Accounting Export file.

14. Click **Save**.

15. Click **Exit**.

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3.2.5.1.24. Configure Accounting Export to Text: Tab delimited line per Payslip

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Configure Accounting Data Export File**.
4. Click on the drop-down menu next to Export Format.
5. Select **Text: Tab delimited line per Payslip**.
6. Click **Save**.
7. Click **Exit**.

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3.2.5.1.25. Configure Accounting Export for Windward Systems (BETA)

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported to your accounting software. Please be aware that the export (paydayex.txt) may be deleted from your e-PayDay® Data Folder once imported into your accounting software.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Accounting Export (e-Port™)** > **Configure Accounting Data Export File**.
2. Click on the drop-down menu next to Export Format and select **Windward Systems: GL Interface**.
3. Under **Available Exports…**
   a. Highlight the item you wish to create an export for.
   b. Click **Add**
   c. The selected item will be added to **Selected Exports…**
   d. Click **Settings**.
   e. Enter the appropriate Account Code for the selected item.
   f. Click **OK**.
      i. Repeat the above steps until all the required **Available Exports…** have been added to **Selected Exports…**
   g. Click **Save**.
4. To select where you want the export file to be saved, **click Browse…**

5. Select the location that you wish to create the export to.
6. If required, rename the Accounting Export file.
7. Click **Save** then **Exit**.

3.2.5.2. Import Data

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

Import Data (e-Port™) allows you to import data from an external source.

- **Import Type**
  - Text (*.txt, *.pm, *.asc, *.csv or *.tab)
  - e-PayDay Text (*.epd)
- **Browse**: Select the location of the file which requires importing.
- **Preview**: Preview the previously selected import file.

- **Settings**: Set the Import File Settings
  - **Fields**
    - Field Name Header
    - Delimit Strings
    - Delimit All Fields
    - No Delimiter
  - **Fields Delimited by**
    - Quotes
    - Custom
  - **Field Separator**
    - Comma
    - Return
    - Semicolon
    - Space
    - Tab
    - Custom
  - **Date Order**
    - DD/MM/YYYY
    - MM/DD/YYYY
  - **Import**
  - **Save**: Save the Import File Settings.
  - **Clear**: Clear the Import File Settings.
  - **Exit**: Close e-Port™ – Importing
- **Select Database Table**
  - **Employee Banking Table**: Employee Bank Account Details.
  - Employee Contacts Table: Next of Kin and Emergency Contacts for the Employee
  - Employee EmpLeave Table: Leave records for the Employee
  - **Employee Employees Table**: Employee Information.
  - Employee FBT Table: Employee Reportable Fringe Benefits.
  - Employee FBT Types Table: Fringe Benefit Payment Types.
  - Employee Termination Warnings Table: Warnings and Termination Information for the Employee.
  - Employee UserDefinedLabelsTable: User Defined Labels in e-Personnel.
  - Payroll Allowance Reports Report To Table: Where the Allowance reports to (eg. Meal, Travel).
  - **Payroll Awards Table**: Award and Agreement Information.
  - Payroll Cost Centres Table: Cost Centres (e-Cost™)
  - Payroll Deduction Reports Report To Table: Where the Deduction reports to (Superannuation, Union).
  - Payroll Employee Cost Centre Table: Cost Centres (e-Cost™)
  - Payroll Job Titles Table: Job Titles (eg. Manager, Picker/Packer, Clerk).
  - Payroll Locations Table: Pay Locations (eg. Office, Market, Brisbane – Sales).
  - Payroll Messages Table: Pay Slip Messages.
  - Payroll Pay Types Paid By Table: Payment Methods for Pay Types (eg. Per Hour, Per Unit).
  - Payroll Pay Types Table: Pay Rates, Allowances and Deductions.
  - Payroll Reminder Table: Reminders and Alerts.
  - **Payroll Super Funds Table**: Superannuation Funds.
- **Saved Imports**: Previously saved Imports.

- **Add**: Add the selected Available Database Field to Import Field Order.
- **Remove**: Remove the selected Available Database Field from Import Field Order.
- **Add All**: Add All Available Database Fields to Import Field Order.
- **Remove All**: Remove All Available Database Fields from Import Field Order.
- **Import File**: Displays the Import File Location and settings.
- **Import into Databases**
  - **Append to Table**: Add to the end of the existing database table.
  - **Clear Table then Add**: Clears the existing database table before importing the new records.

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3.2.5.2.1. Import Data (e-Port™)

> **!** It is recommended to import the Database Tables in the following order as each table will rely upon information from the previously imported database. For example, Employees require the database ID for the Award and Super Fund they are linked to, which is unable to be provided until these databases are imported.

1. Click **File** > **Accounting Export (e-Port™)** > **Import Data**.
2. Select the required Database Table from the **Select Database Table…** drop-down menu.
   a. **Payroll Awards Table**
   b. **Payroll Super Funds Table**
   c. Payroll Pay Types Paid By Table
   d. Payroll Allowance Reports Report To Table
   e. Payroll Deduction Reports Report To Table
   f. Payroll Pay Types Table
   g. Payroll Cost Centres Table
   h. Payroll Job Titles Table
   i. Payroll Locations Table
   j. Employee UserDefinedLables Table
   k. **Employee Employees Table**
   l. **Employee Banking Table**
   m. Employee Contacts Table
   n. Payroll Employee Cost Centre Table
   o. Employee EmpLeave Table
   p. Employee FBT Types Table
   q. Employee FBT Table
   r. Employee Termination Warnings Table
   s. Payroll Messages Table
   t. Payroll Reminder Table

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3.2.5.2.1.1. Import Employees Award & Agreement details

1. Download and complete the **Payroll Awards Table.csv** Import File.
   a. **How do I complete the Payroll Awards Table Import File?**
2. Click **File** > **Accounting Export (e-Port™)** > **Import Data**.
3. Select **Payroll Awards Table** from the **Select Database Table…** drop-down menu.
4. Select the following **Available Database Fields**, clicking **>>Add>>** between selecting each item below.
   a. **AnnualLeaveWeeks (Number (Single))**
   b. **AnnualLeaveYearly (Number (Single))**
   c. **AwardDays (Number (Single))**
   d. **AwardHours (Number (Single))**
   e. **AwardRate (Number (Double))**
   f. **AwardClassDBID (Number (Integer))**
   g. **Description (Text, 75)**
   h. **LeaveLoading (Yes/No)**
   i. **LongServiceAfterXX (Number (Single))**
   j. **LongServiceWeeks (Number (Single))**
   k. **LongServiceYearly (Number (Double))**
   l. **NoSuperOverMonthDollar (Number (Currency))**
   m. **Salary (Number (Currency))**
   n. **SalSac (Yes/No)**
   o. **SickLeaveFirstYearDays (Number (Single))**
   p. **SickLeaveFirstYear (Number (Single))**
   q. **SickLeaveDays (Number (Single))**
   r. **SickLeaveYearly (Number (Single))**
   s. **SuperAmount (Text, 8)**
   t. **Type (Text, 1)**
5. Once all the Database Fields are added to **Import Field Order**, click **Browse**.
6. Choose the location to import the Employees Banking details from (e.g. CSV on USB STICK or EXTERNAL HARD DRIVE).
7. Click **Open**.
8. Click **Save** if you wish to automatically load this location for future imports *OR* Click **Don't Save** to manually select a different location for each import.
9. Navigate to **Import into Database**;
   a. Select **Clear Table then Add** to add the new records after clearing (deletes ALL information stored in) the existing database.
   b. Select **Append to Table** to add the new records to an existing database without deleting any information stored in) the existing database.
10. Click **Settings**.
    a. Under **Fields**, select **Field Name Header** and **No Delimiter**.
    b. Under **Field Separator**, select **Comma**.
    c. Under **Date Order**, select **DD/MM/YYYY**.
11. Click **OK**.
12. To begin importing, click **Import**.

13. Once the Import has completed, click to continue then **Exit**.

3.2.5.2.1.1.1. Complete the Payroll Awards Table Import File

1. **AnnualLeaveWeeks (Number (Single))**: Enter the number of weeks Annual Leave any Employees linked to this Award & Agreement are entitled to,
2. **AnnualLeaveYearly (Number (Single))**: Enter the number of hours per year of Annual Leave any Employees linked to this Award & Agreement are entitled to,
3. **AwardDays (Number (Single))**: Maximum number of days this employee will work.
   a. eg. 5
4. **AwardHours (Number (Single))**: The maximum number of OTE hours that the employee is entitled to earn accruals/super.
   a. eg. -38.00 for Casual/Part Time or 38.00/40.00 for Salary/Full Time
5. **AwardRate (Number (Double))**: Normal Hourly Rate (if salary, manually calculates this amount to complete).
6. **AwardClassDBID (Number (Integer))**: Award & Agreement Classification ID. The Award Classification will need to be added prior to importing to obtain the **AwardsClassDBID**
   a. **How do I add a new Award Description / Classification?**
7. **Description (Text, 75)**: Award & Agreement Job Role Description
   a. eg. Level 1, Year 2
8. **LeaveLoading (Yes/No)**: Is this employee entitled to Annual Leave Loading (17.50%) as part of their Annual Leave entitlement.
9. **LongServiceAfterXX (Number (Single))**: Enter the number of years any Employees linked to this Award & Agreement must work/serve before they are entitled to Long Service Leave.
10. **LongServiceWeeks (Number (Single))**: Enter the number of weeks Long Service Leave any Employees linked to this Award & Agreement are entitled to.
11. **LongServiceYearly (Number (Double))**: Enter the number of hours per year of Long Service Leave any Employees linked to this Award & Agreement are entitled to.
12. **NoSuperOverMonthDollar (Number (Currency))**: Enter the Monthly **Employer SG** Superannuation rule.
13. **Salary (Number (Currency))**: Annual Salary (if paid hourly, manually calculate this amount to complete).
14. **SalSac (Yes/No)**: Is this employee entitled to earn Superannuation before Concessional Superannuation Contributions are deducted,
15. **SickLeaveFirstYearDays (Number (Single))**: Enter the number of days Personal Leave any Employees linked to this Award & Agreement are entitled to during their first year of employment.
16. **SickLeaveFirstYear (Number (Single))**: Enter the number of hours Personal Leave any Employees linked to this Award & Agreement are entitled to during their first year of employment.
17. **SickLeaveDays (Number (Single))**: Enter the number of days Personal Leave any Employees linked to this Award & Agreement are entitled to for each year after their first year of employment.
18. **SickLeaveYearly (Number (Single))**: Enter the number of hours Personal Leave any Employees linked to this Award & Agreement are entitled to for each year after their first year of employment.
19. **SuperAmount (Text, 8)**: Enter the **Employer SG** percentage.
20. **Type (Text, 1)**

a. **F** = Full Time
b. **P** = Part Time
c. **C** = Casual
d. **O** = Commission
e. **S** = Salary

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3.2.5.2.1.2. Import Employees Banking Details

1. Download and complete the **Employee Banking Table.csv** Import File.
   a. **How do I complete the Employee Banking Table Import File?**
2. Click **File** > **Accounting Export (e-Port™)** > **Import Data**.
3. Select **Employee Banking Table** from the **Select Database Table…** drop-down menu.
4. Select the following **Available Database Fields**, clicking **>>Add>>** between selecting each item below.
   a. **AccountName (Text, 32)**
   b. **AccountNo (Text, 21)**
   c. **AccountType (Text, 1)**
   d. **BankDollarOrPercent (Text, 9)**
   e. **BankOrderNo (Number (Short))**
   f. **BSB (Text, 6)**
   g. **EmpDBID (Number (Integer))**
   h. **Reference (Text, 19)**
5. Once all the Database Fields are added to **Import Field Order**, click **Browse**.
6. Choose the location to import the Employees Banking details from (e.g. CSV on USB STICK or EXTERNAL HARD DRIVE).
7. Click **Open**.
8. Click **Save** if you wish to automatically load this location for future imports *OR* Click **Don't Save** to manually select a different location for each import.
9. Navigate to **Import into Database**;
   a. Select **Clear Table then Add** to add the new records after clearing (deletes ALL information stored in) the existing database.
   b. Select **Append to Table** to add the new records to an existing database without deleting any information stored in) the existing database.
10. Click **Settings**.
    a. Under **Fields**, select **Field Name Header** and **No Delimiter**.
    b. Under **Field Separator**, select **Comma**.
    c. Under **Date Order**, select **DD/MM/YYYY**.
11. Click **OK**.
12. To begin importing, click **Import**.
13. Once the Import has completed, click to continue then **Exit**.

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3.2.5.2.1.2.1. Complete the Employee

Banking Table Import File

1. **AccountName**: Name on the Employees Bank Account (eg. Mr. John Citizen).
2. **AccountNo**: Employees Bank Account Number.
3. **AccountType**; Either **T** (Transaction) or **S** (Savings).
4. **BankOrder**: If an employee has multiple bank accounts, this is the order of priority (1 – 10). Enter 1 otherwise.
5. **BSB**: Employees Bank Account Number BSB.
6. **EmpDBID** Employee Database ID which is obtained once they have been imported.
7. **Reference**: Reference to display on their bank statement (eg. Wages for Practice Company).

Revision: 3 — Last modified: Feb 15, 2021

3.2.5.2.1.3. Import Employees Superannuation Fund details

1. Download and complete the **Payroll Super Funds Table.csv** Import File.
   a. **How do I complete the Payroll Super Funds Table Import File?**
2. Click **File** > **Accounting Export (e-Port™)** > **Import Data**.
3. Select **Payroll Super Funds Table** from the **Select Database Table…** drop-down menu.
4. Select the following **Available Database Fields**, clicking **>>Add>>** between selecting each item below.
   a. **chkReceipt (Yes/No)**
   b. **FundABN (Text, 12)**
   c. **FundElectServAddress (Text, 200)**
   d. **FundName (Text, 80)**
   e. **FundOrgName (Text, 200)**
   f. **FundPaymentFrequency (Number (Short))**
   g. **FundPaymentMethod (Text, 50)**
   h. **FundSPIN (Text, 25)**
   i. **PeriodStartDate (Date)**
5. Once all the Database Fields are added to **Import Field Order**, click **Browse**.
6. Choose the location to import the Employees Banking details from (e.g. CSV on USB STICK or EXTERNAL HARD DRIVE).
7. Click **Open**.
8. Click **Save** if you wish to automatically load this location for future imports *OR* Click **Don't Save** to manually select a different location for each import.
9. Navigate to **Import into Database**;
   a. Select **Clear Table then Add** to add the new records after clearing (deletes ALL information stored in) the existing database.
   b. Select **Append to Table** to add the new records to an existing database without deleting any information stored in) the existing database.
10. Click **Settings**.
    a. Under **Fields**, select **Field Name Header** and **No Delimiter**.
    b. Under **Field Separator**, select **Comma**.
    c. Under **Date Order**, select **DD/MM/YYYY**.

11. Click **OK**.
12. To begin importing, click **Import**.
13. Once the Import has completed, click to continue then **Exit**.

Revision: 4 — Last modified: Mar 03, 2020

3.2.5.2.1.3.1. Complete the Payroll Super Funds Table Import File

1. **chkReceipt**: No.
2. **FundABN**: ABN of the required Superannuation Fund.
3. **FundElectServAddress**: Electronic Service Address for the (Self-Managed) Superannuation Fund.
4. **FundName**: Name of the required Superannuation Fund.
5. **FundOrgName**: Name of the required Superannuation Fund.
6. **FundPaymentFrequency**
   a. **1** = Yearly
   b. **2** = 6 Monthly
   c. **3** = 4 Monthly
   d. **4** = Quarterly (3 Monthly)
   e. **6** = 2 Monthly
   f. **12** = Monthly
   g. **26** = Fortnightly
   h. **52** = Weekly
7. **FundPaymentMethod**: DirectDebit
8. **FundSPIN**: Unique Identifier for the Super Fund
9. **PeriodStartDate**
   a. 01/07/20XX
   b. 01/10/20XX
   c. 01/01/20XX
   d. 01/04/20XX

Revision: 4 — Last modified: Feb 15, 2021

3.2.5.2.1.4. Import Employees Details

1. Download and complete the **Employee Details Table.csv** Import File.
   a. **How do I complete the Employee Employees Table Import File?**
2. Click **File** > **Accounting Export (e-Port™)** > **Import Data**.
3. Select **Employee EmployeesTable** from the **Select Database Table…** drop-down menu.
4. Select the following **Available Database Fields**, clicking **>>Add>>** between selecting each item below.
   a. **AccrualCommencementDate (Date)**
   b. **AddAmountToTax (Text, 10)**
   c. **AddressLine1 (Text, 38)**
   d. **AddressLine2 (Text, 38)**
   e. **AnnualLeaveAccrued (Number (Double))**

f. **AustralianResident (Text, 1)**
g. **AwardDBID (Number (Short))**
h. **Birthdate (Date)**.
i. **Country (Text, 20)**
j. **DateHired (Date)**
k. **EmpClockID (Text, 8)**
l. **EmpCode (Text, 20)**
m. **FirstNames (Text, 50)**
n. **FlatTaxPercent (Number (Single))**
o. **GrossPayYTD (Number (Currency))**
p. **HECSTaxOption (Yes/No)**
q. **HomePhone (Text, 12)**
r. **Internet1 (Text, 76)**
s. **JobTitle (Text, 30)**
t. **LabelInternet1 (Text, 1)**
u. **LabelPhone1 (Text, 1)**
v. **LeaveLoading (Yes/No)**
w. **Locality (Text, 27)**
x. **LongServiceAccrued (Number (Double))**
y. **MemberFundID (Number (Integer))**
z. **MemberFundNo (Text, 20)**
aa. **NetYTD (Number (Currency))**
ab. **NonReportableNonTaxAllow (Number (Currency))**
ac. **NonSuperSalarySacrificeYTD (Number (Currency))**
ad. **NonTaxableAllowancesYTD (Number (Currency))**
ae. **PAYGVoluntaryFlatTax (Text, 8)**
af. **PayLocation (Text, 25)**
ag. **PaymentMethod (Text, 9)**
ah. **PayPeriod (Text, 1)**
ai. **PayRateList (Text, 113)**
aj. **PayrollTaxState (Text, 3)**
ak. **PostCode (Text, 4)**
al. **PrimaryPaymentMethod (Text, 1)**
am. **RDOsAccured (Number (Double)**
an. **ReportableSuperYTD (Number (Currency)**
ao. **RESCPercentOrDollar (Text, 10)**
ap. **SalarySacrificeYTD (Number (Currency)**
aq. **Sex (Text, 1)**
ar. **SFSSTaxOption (Yes/No)**
as. **SGLFundID (Number (Integer))**
at. **SGLFundNo (Text, 20)**
au. **SGLPercentOrDollar (Text, 20)**
av. **SGLStartDate (Date)**
aw. **SickLeaveAccured (Number (Double))**
ax. **State (Text, 3)**
ay. **StateAwardType (Text, 3)**
az. **Status (Text, 1)**
ba. **SurName (Text, 50)**

bb. **TaxableAllowancesYTD (Number (Currency)**

bc. **TaxAllowInGross (Number (Currency)**

bd. **TaxFileNumber (Text, 11)**

be. **TaxFreeThreshold (Yes/No)**

bf. **TILAccured (Number (Double))**

bg. **TotalDeductionsYTD (Number (Currency)**

bh. **TotalTaxYTD (Number (Currency)**

5. Once all the Database Fields are added to **Import Field Order**, click **Browse**.

6. Choose the location to import the Employees Banking details from (e.g. CSV on USB STICK or EXTERNAL HARD DRIVE).

7. Click **Open**.

8. Click **Save** if you wish to automatically load this location for future imports *OR* Click **Don't Save** to manually select a different location for each import.

9. Navigate to **Import into Database**;

   a. Select **Clear Table then Add** to add the new records after clearing (deletes ALL information stored in) the existing database.

   b. Select **Append to Table** to add the new records to an existing database without deleting any information stored in) the existing database.

10. Click **Settings**.

   a. Under **Fields**, select **Field Name Header** and **No Delimiter**.

   b. Under **Field Separator**, select **Comma**.

   c. Under **Date Order**, select **DD/MM/YYYY**.

11. Click **OK**.

12. To begin importing, click **Import**.

13. Once the Import has completed, click to continue then **Exit**.

Revision: 12 — Last modified: Feb 15, 2021

3.2.5.2.1.4.1. Complete the Employee Employees Table Import File

1. **AccrualCommencementDate (Date)**: The Date Leave Accruals begun accruing for this employee.

2. **AddAmountToTax (Text, 10)**: Set percentage or dollar amount that the Employee has chosen to pay.

3. **AddressLine1 (Text, 38)**: The Employee's Physical Address

4. **AddressLine2 (Text, 38)**: The Employee's Physical Address

5. **AnnualLeaveAccrued (Number (Double))**: The number of hours Annual Leave the Employee is owed.

6. **AustralianResident (Text, 1)**: Yes or No

7. **AwardDBID (Number (Short))**: Award Database ID which is most suitable to this Employee.

8. **Birthdate (Date)** : Employee's Date of Birth.

9. **Country (Text, 20)**: au

10. **DateHired (Date)**: The Date the Employee / Employer relationship commenced.

11. **EmpClockID (Text, 8)**: Biometric Clock or Time Recording Device ID.

12. **EmpCode (Text, 20)**: Identifier from your previous payroll software (where required).

13. **FirstNames (Text, 50)**: The Employee's first name.

14. **FlatTaxPercent (Number (Single))**: If the Employee has chosen to be FLAT Tax, the set

percentage to be deducted.

15. **GrossPayYTD (Number (Currency))**: Total Gross Wages paid to this Employee.
16. **HECSTaxOption (Yes/No)**: Yes or No.
17. **HomePhone (Text, 12)**: Employee's contact phone number
18. **Internet1 (Text, 76)**: Employee's e-Mail Address
19. **JobTitle (Text, 30)**: Employee's Job Title
20. **LabelInternet1 (Text, 1)**: H
21. **LabelPhone1 (Text, 1)**: H
22. **LeaveLoading (Yes/No)**: Yes or No
23. **Locality (Text, 27)**: City or Suburb
24. **LongServiceAccrued (Number (Double))**: The number of hours Long Service Leave the Employee is owed.
25. **MemberFundID (Number (Integer))**: Employee's Superannuation Fund for Employee Contributions.
26. **MemberFundNo (Text, 20)**: Employee's Superannuation Fund Client Identifier
27. **NetYTD (Number (Currency))**: Total Net Wages paid to this Employee.
28. **NonReportableNonTaxAllow (Number (Currency))**: Total Non-Taxable and Non-Reportable Allowances paid to this Employee.
29. **NonSuperSalarySacrificeYTD (Number (Currency))**: Total Before Tax Non-Superannuation Deductions deducted from the Employee's pay.
30. **NonTaxableAllowancesYTD (Number (Currency))** : Total Taxable Allowances paid to this Employee.
31. **PAYGVoluntaryFlatTax (Text, 8)**: PAYG Non or FLAT Non
32. **PayLocation (Text, 25)**: Pay Location or Department (eg. Office)
33. **PaymentMethod (Text, 9)**: FAST-Bank or Deposit
34. **PayPeriod (Text, 1)**: W, F or M.
35. **PayRateList (Text, 113)**: 1
36. **PayrollTaxState (Text, 3)**: QLD, NSW, TAS, VIC, NT, WA, ACT
37. **PostCode (Text, 4)**: Post Code
38. **PrimaryPaymentMethod (Text, 1)**: P
39. **RDOsAccured (Number (Double)**: The number of hours RDO Leave the Employee is owed.
40. **ReportableSuperYTD (Number (Currency)**: Total Reportable Superannuation Amounts.
41. **RESCPercentOrDollar (Text, 10)**: Reportable Employer SG set percentage or dollar.
42. **SalarySacrificeYTD (Number (Currency)**: Total Before Tax Superannuation Deductions.
43. **Sex (Text, 1)**: M or F
44. **SFSSTaxOption (Yes/No)**: Yes or No
45. **SGLFundID (Number (Integer))**: Employee's Superannuation Fund for Employer Contributions.
46. **SGLFundNo (Text, 20)**: Employee's Superannuation Fund Client Identifier
47. **SGLPercentOrDollar (Text, 20)**: Typically 10.50%
48. **SGLStartDate (Date)**: The Date Super began accumulating for this employee
49. **SickLeaveAccured (Number (Double))**: The number of hours Personal Leave the Employee is owed.
50. **State (Text, 3)**: QLD, NSW, TAS, VIC, NT, WA, ACT
51. **StateAwardType (Text, 3)**: QLD, NSW, TAS, VIC, NT, WA, ACT
52. **Status (Text, 1)**: F, P, C or S
53. **SurName (Text, 50)**: The Employee's Surname.
54. **TaxableAllowancesYTD (Number (Currency)**: Total Taxable Allowances paid to this Employee.
55. **TaxAllowInGross (Number (Currency)**: Total Taxable Allowances included as part of the Gross

Income paid to this Employee.

56. **TaxFileNumber (Text, 11)**: The Employee's TFN
57. **TaxFreeThreshold (Yes/No)**: Yes or No.
58. **TILAccured (Number (Double))**: The number of hours TIL Leave the Employee is owed.
59. **TotalDeductionsYTD (Number (Currency)**: Total deductions debited from the Gross Income to this Employee.
60. **TotalTaxYTD (Number (Currency)**: Total Tax deducted from the Gross Income to this Employee.

Revision: 6 — Last modified: Jul 25, 2022

3.2.5.3. Export Data

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

Export Data (e-Port™) allows you to export data to an external source.

- **Export Type**

- Text (*.txt, *.pm, *.asc, *.csv or *.tab)
- e-PayDay Text (*.epd)
- **Browse**: Select the location of the file to export to.
- **Preview**: Preview the previously selected export file.
- **Settings**: Set the Export File Settings
  - **Fields**
    - Field Name Header
    - Delimit Strings
    - Delimit All Fields
    - No Delimiter
  - **Fields Delimited by**
    - Quotes
    - Custom
  - **Field Separator**
    - Comma
    - Return
    - Semicolon
    - Space
    - Tab
    - Custom
  - **Date Order**
    - DD/MM/YYYY
    - MM/DD/YYYY
  - **Export**
  - **Save**: Save the Import File Settings.
  - **Clear**: Clear the Import File Settings.
  - **Exit**: Close e-Port™ – Importing
- **Select Database Table**
  - Employee Banking Table: Employee Bank Account Details.
  - Employee Contacts Table: Next of Kin and Emergency Contacts for the Employee
  - Employee EmpLeave Table: Leave records for the Employee
  - Employee Employees Table: Employee Information.
  - Employee FBT Table: Employee Reportable Fringe Benefits.
  - Employee FBT Types Table: Fringe Benefit Payment Types.
  - Employee Termination Warnings Table: Warnings and Termination Information for the Employee.
  - Employee UserDefinedLabelsTable: User Defined Labels in e-Personnel.
  - Payroll Allowance Reports Report To Table: Where the Allowance reports to (eg. Meal, Travel).
  - Payroll Awards Table: Award and Agreement Information.
  - Payroll Cost Centres Table: Cost Centres (e-Cost™)
  - Payroll Deduction Reports Report To Table: Where the Deduction reports to (Superannuation, Union).
  - Payroll Employee Cost Centre Table: Cost Centres (e-Cost™)
  - Payroll Job Titles Table: Job Titles (eg. Manager, Picker/Packer, Clerk).
  - Payroll Locations Table: Pay Locations (eg. Office, Market, Brisbane – Sales).
  - Payroll Messages Table: Pay Slip Messages.
  - Payroll Pay Types Paid By Table: Payment Methods for Pay Types (eg. Per Hour, Per Unit).

      ◦ Payroll Pay Types Table: Pay Rates, Allowances and Deductions.

      ◦ Payroll Reminder Table: Reminders and Alerts.

- Payroll Super Funds Table: Superannuation Funds.
- **Saved Imports**: Previously saved Imports.
- **Add**: Add the selected Available Database Field to Import Field Order.
- **Remove**: Remove the selected Available Database Field from Import Field Order.
- **Add All**: Add All Available Database Fields to Import Field Order.
- **Remove All**: Remove All Available Database Fields from Import Field Order.
- **Export File**: Displays the Export File Location and settings.

Revision: 7 — Last modified: Feb 15, 2021

3.2.5.3.1. Export Data (e-Port™)

1. Click **File**.
2. Click **Accounting Export (e-Port™)**.
3. Click **Export Data**.
4. Click **Export**.
5. Select the required Database Table from the **Select Database Table…** drop-down menu.
   a. Payroll Awards Table
   b. Payroll Super Funds Table
   c. Payroll Pay Types Paid By Table
   d. Payroll Allowance Reports Report To Table
   e. Payroll Deduction Reports Report To Table
   f. Payroll Pay Types Table
   g. Payroll Cost Centres Table
   h. Payroll Job Titles Table
   i. Payroll Locations Table
   j. Employee UserDefinedLables Table
   k. Employee Employees Table
   l. Employee Banking Table
   m. Employee Contacts Table
   n. Payroll Employee Cost Centre Table
   o. Employee EmpLeave Table
   p. Employee FBT Types Table
   q. Employee FBT Table
   r. Employee Termination Warnings Table
   s. Payroll Messages Table
   t. Payroll Reminder Table
6. Under **Available Database Fields**, select the **Database Field** you wish to export then click **>>Add>>**, repeating for each database field you wish to export *OR* Click **Add All** to add all available database fields to the export.
7. Once all the Database Fields are added to Export Field Order, click **Browse** to locate the file you wish to export to.
8. Navigate to the location of the file you wish to export to.
9. Rename from **Example.txt** to **Export.csv**
10. Click **Open**.
11. Click **Save** if you wish to automatically load this location for future exports *OR* Click **Don't Save** to

manually select a different location for each export.

12. Click **Settings**.
   a. Under **Fields**, select **Field Name Header** and **No Delimiter**.
   b. Under **Field Separator**, select **Comma**.
   c. Under **Date Order**, select **DD/MM/YYYY**.
13. Click **OK**.
14. To begin exporting, click **Export**.
15. Once the export has completed, click to continue then **Exit**.

Revision: 10 — Last modified: Feb 15, 2021

3.2.6. Time Cards (e-Time™)

✳ Importing times from **e-PayDay®'s Bio-Clock™** (ACTATek) now caters for Daylight Savings!

e-Time™ enables you to automatically post the employees total hours with the applicable pay types directly into the pay run without having to do any manual calculations. There are three different methods of using e-Time™,

1. **Basic**
   • Manually enter the employees Start & Stop Times (up to 12 groups^ of times per day). ^ (1 group = 2 swipe times e.g. In and Out)
   • Import the employees Scheduled Hours from **e-Roster™**
   • Import the employees **Normal Week** as set in the Employee record.
   • Allocate the applicable pay rates for each time period (Award Rate, Personal Leave, Annual Leave etc.).
   • Once completed, automatically post all employees Time Cards directly into the Pay Run.
2. **Intermediate**
   • Import times from **e-PayDay®'s Bio-Clock™** (ACTATek) *or* a **Generic Text File**.
   • Transfer the imported Scan Time information into the Time Card for Pay Rate allocation.
   • Allocate the applicable pay rates for each time period (Award Rate, Personal Leave, Annual Leave etc.).
   • Once completed, automatically post all employees Time Cards directly into the Pay Run.
3. **Advanced (e-Award™)**
   • Import times from **e-PayDay®'s Bio-Clock™** (ACTATek) *or* a **Generic Text File**.
   • Transfer the imported Scan Time information into the Time Card through **Award Interpretation (e-Award™)**
   • Automatically post all employees Time Cards directly into the Pay Run.

Access to **Time Cards (e-Time™)** is available through the **File Menu**, **Pay Day Menu**, **Pay Day window** *and* the sidebar (under **Extensions** > **e-Time™**).

The **e-Time™** Time Cards window contains the following options;

Time Card
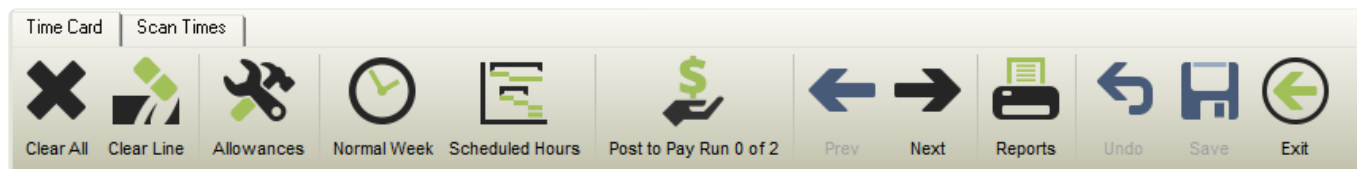
- **Clear All**: Clear all imported or manually entered scan times for the selected employee.
- **Clear Line**: Clear only the selected line of imported or manually entered scan times for the selected employee.
- **Allowances**: Display which allowances have been applied based on the rules in e-Award™
- **Normal Week**: Import the Employees Normal Week as defined in the Employees file
- **Scheduled Hours**: Import the Employees hours as defined in e-Roster™
- **Post to Pay Run**: Post the times from e-Time™ Time Cards to the selected Employees Pay Envelope
- **Prev**: Change between Employees
- **Next**: Change between Employees
- **Reports**: Print and e-Mail Time Card Reports

Scan Times
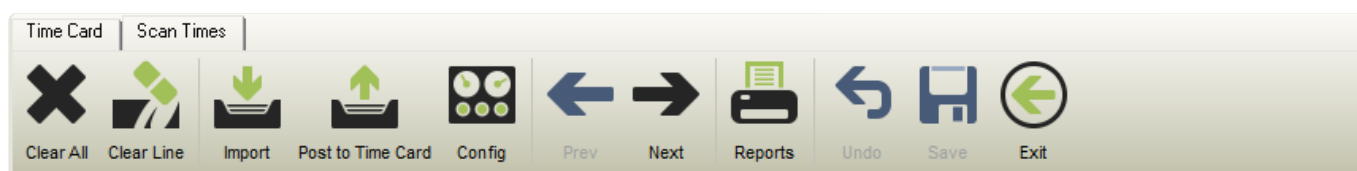
- **Clear All**: Clear all imported or manually entered scan times for the selected employee.
- **Clear Line**: Clear only the selected line of imported or manually entered scan times for the selected employee.
- **Import**: Import Scan Times as a Generic Text Import or from a Bio-Clock.
- **Post to Time Card**: Post the imported or manually entered scan times to the Time Card (and automatically interpret based on the rules in e-Award™)
- **Config**: Enter the Bio-Clock or Generic Text Import settings
- **Prev**: Change between Employees
- **Next**: Change between Employees
- **Reports**: Print and e-Mail Time Card Reports
- **Undo**: Undo any unsaved changes
- **Save**: Save your changes
- **Exit**: Close e-Time™ Time Cards

Revision: 30 — Last modified: Feb 15, 2021

3.2.6.1. ACTATek Bio-Clock installation and configuration

1. Time and Attendance Installation Guide, read **here**.
2. Set up your e-Time™ Import Configuration, read **here**.
3. If not installed already, **install SOAP 3.0 Toolkit**

4. Generate the **Reference Report – Employees Only** to obtain your Employees CLOCK ID to enter into the Bio-Clock
    a. Click **Reports**.
    b. Select **Reference Report – Employees Only**.
    c. Click **Preview**, **Print** or **Export PDF**.
5. ACTAtek3 Manual, read here.
    a. Adding a User – Section 6.2……………………page 25.
    b. Activating User – Section 6.4.1……………….page 31.
    c. Auto-match fingerprints – Section 6.5.1…..page 33.
6. e-PayDay® Bio-Clock™ Terminal
    a. Click **Menu**.
    b. Enter the Admin Login.
    c. Login ID: **A999**
    d. Login Password: **1**
    e. Click **Add User**.
    f. Select **Add Fingerprint** OR Add **Smartcard**.
    g. **Add Fingerprint**
        i. Enter **EmpClock ID** (Found on Reference Report – Employees Only)
        ii. Click **OK**.
        iii. Scan Employee's fingerprint 3 times. (same finger each time)
        iv. The Employee is now registered.
        v. Click **Back**.
        vi. Click **Automatch**.
        vii. Enter the **User ID** (EmpClock ID).
        viii. Click **OK**.
    h. **Add Smartcard instructions**
        i. Enter EmpClock ID (Found on Reference Report – Employees Only)
        ii. Place the smartcard over the scanner and wait for success to be displayed.
7. **e-PayDay® Bio-Clock™ Web Interface**
    a. Log into e-PayDay® Bio-Clock™ Web Interface via IP Address.
    b. Login ID: **A999**
    c. Login Password: **1**
    d. Select Login Level: **Super Administrator**
    e. Click **View User List**.
    f. Click **User ID**.
    g. Enter **First** & **Last Name**.
    h. Click **Modify**.
    i. Repeat as necessary.

Revision: 7 — Last modified: May 18, 2022

3.2.6.2. Current Time and Attendance Options

1. Import a **FAST-Pay™** File from any of the following providers
    a. **Aussie Time Clocks**
    b. **WageLoch**

      c. **Time Target**

      d. **MitreFinch**

2. Import times from a **ACTATek Bio-Clock** in **e-Time™**
3. Import times from a **Generic Text File** in **e-Time™**
4. Manually enter the employee's Start & Stop Times in **e-Time™**

Revision: 22 — Last modified: May 19, 2022

3.2.7. Reminders / Notes

✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

Reminders / Notes allow you to record an entry to be displayed on a set date to complete a certain action (eg. EOM Reports and Superannuation Payment Due)

Access to Reminders / Notes is available through the **File Menu**.

The **Reminders / Notes Window** contains the following options;

- **New**: Set up a new Reminder / Note.
- **Edit**: Edit an existing Reminder / Note.
- **Delete**: Delete an existing Reminder / Note.
- **Undo**: Undo any unsaved changes.
- **Save**: Save a new Reminder / Note or to save changes to an existing Reminder / Note.
- **Exit**: Close Reminders / Notes.
- **Due Date**: Reminder / Note alert date.
- **Actioned**: Ticked = Yes, Unticked = No.
- **Details**: Details for the Reminder / Note.
- **User**: Prefilled when **New** is clicked.
- **Sort By**
  - **All**
  - **Actioned**
  - **Not Actioned**
  - **Show in Descending Date Order**: Display alerts in Descending Date Order.

Revision: 16 — Last modified: Feb 15, 2021

3.2.8. End of Financial Year

- **Step 1 – Read End of Financial Year Guide**
- **Step 2 – Print End of Financial Year Reports**
- **Step 3 – Print Payment Summaries**
- **Step 4 – Submit STP EOFY File**
- **Step 5 – Start New Financial Year**
- **Step 6 – Install Upgrade**

Revision: 3 — Last modified: Jul 21, 2020

3.3. Awards & Agreements Menu

The **Awards & Agreements** Menu allows you to add new Awards & Agreements as well as view, edit and search within your existing Awards & Agreements. This menu also provides quick links to several windows contained in **Awards & Agreements**.
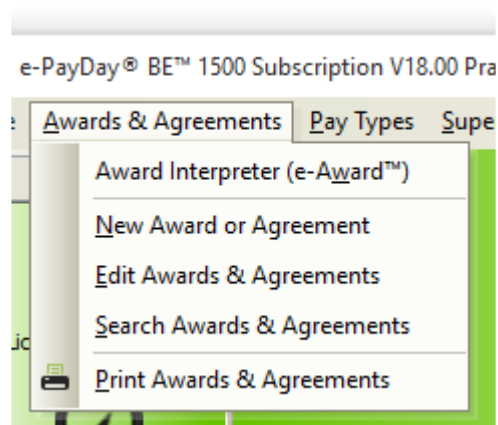
- **Award Interpreter (e-Award™)**: Automatic interpretation of times when process payroll using **e-Time™**
- **New Award & Agreement**: Add a New Award or Agreement
- **Edit Awards & Agreements**: Edit an existing Award & Agreement
- **Search Awards & Agreements**: Search and Replace information in a Award or Agreement
- **Print Awards & Agreements**: Print the Awards List Report

Revision: 8 — Last modified: Apr 12, 2019

3.3.1. Search and Replace (Awards & Agreements)

✻ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

Search and Replace in Awards and Agreements is designed to detail (and modify) the information contained in the field selected.

- **Search**: Complete a search based on the criteria set in **Enter your Search Details**.
- **Clear**: Clears **Enter your Search Details**.
- **Replace**: Replaces the current setting with setting contained in **Replace selected item/s with**.
- **Undo**: Undo any unsaved changes.
- **Exit**: Close Search and Replace.

- **Enter your search details**
  - **Search In**
    - Active Award
    - Annual Leave Hours
    - Annual Leave Option
    - Annual Leave Weeks
    - Award DBID
    - Award Hours
    - Award Rate
    - Cbo For XX Weeks
    - Cbo Retrospective
    - Cbo SG Payrate
    - Days per working Week
    - Description
    - Finish Time
    - Finish Time Lunch
    - Industry Award Super
    - Long Service After XX
    - Long Service Leave Hours
    - Long Service Option
    - Long Service Weeks
    - Maximum Super Contribution Gross
    - Maximum Super Contribution Percentage
    - Maximum Super Contribution SG Amount
    - Maximum Super Contribution per Week
    - Minimum Super Contribution per Week
    - No Super Age Month
    - No Super Age Week
    - No Super Age XX Weeks
    - No Super Over Month Dollar
    - No Super Over Month Hours
    - No Super Over Month Opt Age
    - No Super Over Month Option
    - No Super Over Week Dollar
    - No Super Over Week Hours
    - No Super Over Week Opt Age
    - No Super Over Week Option
    - No Super Over XX Weeks Dollar
    - No Super Over XX Weeks Hours
    - No Super Over XX Weeks Option
    - No Super Over XX Weeks Opt Age
    - Plus xx % of OTE

- ▪ RDO Days
- ▪ RDO Option
- ▪ RDO's Hours
- ▪ Salary
- ▪ SG on Salary Sacrifice
- ▪ Personal Leave 1st Year Hours
- ▪ Personal Leave 2nd Year and thereafter Hours
- ▪ Personal Leave Days
- ▪ Personal Leave First Year Days
- ▪ Personal Leave First Year Option
- ▪ Personal Leave Option
- ▪ Start Time
- ▪ Start Time Lunch
- ▪ Super $ per xx Hours of Ordinary Time Earnings
- ▪ Super (% $)
- ▪ Super Info Lines
- ▪ Super Over Month Dollar
- ▪ Super Over Month Hours
- ▪ Super Over Month Option
- ▪ Super Over Week Dollar
- ▪ Super Over Week Hours
- ▪ Super Over Week Option
- ▪ Super Over XX Weeks Dollar
- ▪ Super Over XX Weeks Hours
- ▪ Super Over XX Weeks No
- ▪ Super Over XX Weeks Option
- ▪ Super per xx Hours of Ordinary Time Earnings
- ▪ Super Starts After xx Weeks
- ▪ Type
- ▪ Used Award DBID

- ◦ **Search By**
  - ▪ **Containing**: Search for a character or number contained in the Award & Agreement you require.

    eg. Search for all Awards & Agreements which contain the number 5
  - ▪ **Ending with**: Search for the ending character or number in the Award & Agreement you require.

    eg. Search for all Awards & Agreements ending with the number 5
  - ▪ **Is Equal To**: Search for Award & Agreement which matches the search criteria you have entered.

    eg. Search for all Awards & Agreements matching the number 5
  - ▪ **Starting With**: Search for the starting character or number in the Award & Agreement you require.

    eg. Search for all Awards & Agreements starting with the number 5

- ◦ **Your Requested Search Results**
  - ▪ Award #
  - ▪ Type
  - ▪ Description
  - ▪ Type

- Salary
- Award Hours
- Your **Search In** setting will be displayed
  ◦ **Replace selected item/s with**
    - Replace with: Options will be displayed depending on your **Search In** setting.

Revision: 13 — Last modified: Feb 15, 2021

3.3.2. Awards & Agreements Overview

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

Awards and Agreements define the conditions of employment such as an employee's classification, hourly rate, weekly hours and accruals. Every employee in e-PayDay® must be linked to an Award, however, two or more employees can be linked to the same Award when their employment conditions are the same (e.g. Employment Type (Full Time, Part Time etc.) & Accruals are identical).

Access to your Awards & Agreements is available through the **Awards & Agreements Menu** *or* through the Sidebar.

The **Awards & Agreements List Window** contains the following options;

1. **New**: Add a new Award & Agreement.
2. **Edit**: Edit an existing Award & Agreement.
3. **Duplicate**: Duplicate an existing Award & Agreement.
4. **Search**: Search and Replace information.
5. **Exit**: Close the Awards & Agreements List Window.
6. Quickly and easily view the Award & Agreement
   a. ID
   b. Active/Inactive setting
   c. Type (Casual, Commission, Full Time, Part Time or Salary).
   d. Award Description
   e. Award Classification
   f. Total working hours per week
   g. Hourly Rate
   h. Annual Salary
   i. Annual Annual Leave Entitlement
   j. Annual Long Service Leave Entitlement
   k. Annual RDO's Entitlement
   l. First Year Personal (Sick) Leave Entitlement
   m. Annual Personal (Sick) Leave Entitlement – after the first year of Employment
   n. Superannuation Percentage
   o. Set $ of OTE for Super
   p. OTE Hours
   q. % of OTE
7. Sort by **Type** (All, Casual, Commission, Full Time, Part Time or Salary).
8. Display only **Active** and/or **Inactive** Award & Agreements.
9. Soft by **Number**, **A – Z** and **Type**.

The **Awards & Agreements Window** contains the following options;
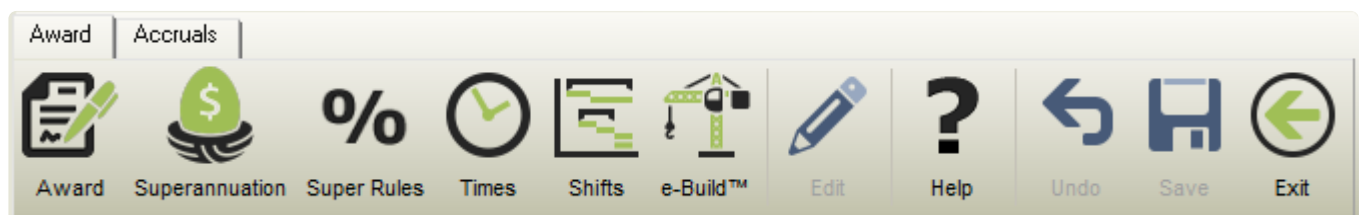
Award: Conditions of employment.
Superannuation: Entitlement to Super.
Super Rules: Conditions which must be met before superannuation is applicable.
Times: Base Hours for use in e-Time™.
Shifts: Shifts allocated for use in e-Award™.
e-Build™: Under Development (BERT, BUSS & CIPQ).
Help: Opens the relevant section of our online guide (this).
Edit: Make changes to the currently open Award & Agreement.
Undo: Undo any unsaved changes.
Save: Save changes to the currently open Award & Agreement.
Exit: Close the Award & Agreement window.
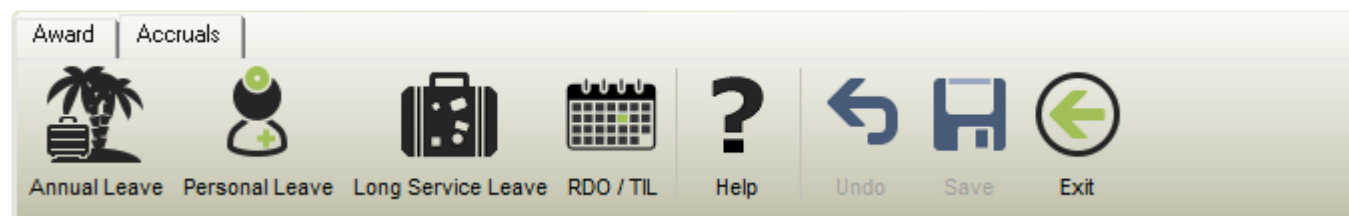
Annual Leave: Number of Weeks Annual Leave entitlement and Accrual Method.
Personal Leave: Number of Days Personal Leave entitlement and Accrual Method.
Long Service Leave: Number of Years & Weeks Long Service Leave entitlement and Accrual Method.
RDO / TIL: Number of Days RDO / TIL entitlement and Accrual Method.

Revision: 30 — Last modified: Nov 26, 2019

3.3.2.1. Award Information

✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Details**:
  - **Active**: Indicates whether the Award is <u>Active</u> (ticked) or <u>Inactive</u> (unticked).
  - **<u>Award</u>**: Award & Agreement Title to be displayed on the Pay Slip.
  - **Description**: Name of the Award or Agreement.
  - **Classification**: Position Description.
  - **Type**
    - Full Time
    - Part Time
    - Casual
    - Salary
    - Commission
  - **Hours**: Average WEEKLY working hours.
  - **Hours Paid at $**: Hourly Rate.
  - **Days Per Working Week**: Number of days worked.
  - **Nominal Base Gross Wages / Salary**: Annual Salary.
- **Hours Paid at Annual Increase Settings**
  - **Date**: 'Hours paid at' will be automatically increased on this date.
  - **$ or % to Increase by**: Specific $ or % that the 'Hours paid at' will be increased by on the specified date.
- **Reminder to Change Award Setting**
  - **Prompt On**
    - Anniversary of Birth.
    - Anniversary of Date Hired.
    - None.
    - Specific Age.
    - Specific Years of Employment.

Revision: 10 — Last modified: Feb 15, 2021

3.3.2.2. Superannuation Information

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

1. **Details**
   a. **SG (% or $)**: % or $ entitlement for Superannuation.
   b. **Starts After X Weeks**: Where the entitlement for Superannuation starts only after a certain number of weeks.
   c. **Calculated on Applicable Pay Rate**: Superannuation will be calculated on any Pay Type which has Superannuation (OTE) ticked.
   d. **Calculated on Base Award Rate**: Superannuation will be calculated only on the Base award rate as set in Award or Special Award Rate.
   e. **Calculated on Higher Pay Rate**: Superannuation will be calculated only on the highest rate of pay.
   f. **Calculated on Lower Pay Rate**: Superannuation will be calculated only on the lowest rate of pay.
2. **Preset Contribution Limits**
   a. **Guaranteed Minimum Contribution per Week**: Minimum Superannuation Contribution even if the calculated amount is less.
   b. **Capped Maximum Contribution per Week**: Maximum Superannuation Contribution even if the calculated amount is more.
3. **Maximum Super Contribution Base (Annualised)**. Learn more **here**.
   a. **Gross**: Annual Gross Salary before Super stops calculating.

    b. **SG %**: Set Superannuation %.

    c. **Maximum SG**: Calculated once Gross and SG % are completed.

4. **Super $ or % of Ordinary Time Earnings**

    a. **$XX.XX per XX.XX hours plus XX.XX% of ordinary earnings**: Where SG (% or $) is not applicable for the total gross wages, a specific $ for Super per hour worked and a % of OTE can be set.

    b. **Hours worked for 'Super $' X to 0.0 hour increments**

        i. Rounded Down.

        ii. Rounded Up.

    c. **% of ordinary earnings**

        i. Always applies.

        ii. Only applied when rounded hours worked equals or exceeds 0.0 hours.

    d. **$XX.XX Minimum Contributions per 0.0 hour rounded increments**: Minimum $ of Super per 0.0 hour rounded increments.

5. **Salary Sacrifice**

    a. **SG on Salary Sacrifice**: Indicates whether Super is applicable to be paid on the total gross (before salary sacrifice).

6. **Annual Leave Loading**

    a. **SG on Annual Leave Loading**: Indicates whether Super is to be paid on Annual Leave Loading (17.50%).

Revision: 22 — Last modified: Dec 08, 2021

3.3.2.3. Superannuation Rules

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Rules – Weekly (multiply by 2 for Fortnightly, Multiply by 4.3.. for Monthly employees)**
  - **Payment if '=' $0.00 and/or 0.00 hours per week**: Super will be calculated if the total gross is equal to or exceeds the set $ and/or the set hours per week.
  - **Industry Award Super = 0.0%**: Super will calculate as the % set here rather than in the previous Super window.
  - **No Payment if less than $0.00 and/or 0.00 hours per week and/or less than 0.00 years old**: Super will only calculate if the total gross exceeds the set $ and/or the set hours per week and/or the set age.
- **Rules – Calendar Month**
  - **Payment if '=' $0.00 and/or 0.00 hours per month**: Super will be calculated if the total gross is equal to or exceeds the set $ and/or the set hours per month.
  - **No Payment if less than $0.00 and/or 0.00 hours per month and/or less than 0.00 years old**: Super will only calculate if the total gross exceeds the set $ and/or the set hours per month and/or the set age.
- **Rules – User Specified Period**
  - **Payment if '=' $0.00 and/or 0.00 hours per 0.00 weeks**: Super will be calculated if the total gross is equal to or exceeds the set $ and/or the set hours per specified number of weeks.
    - **Use After Qualifying Period**: Rules as set above will only be used after the specified number of weeks has been exceeded.
    - **Qualifying Period Only**: Super will only calculate during the Qualifying Period.

- ▪ **Use Always**: Super will always calculate based on the above rules.
  - ◦ **No Payment if less than $0.00 and/or 0.00 hours per x weeks and/or less then 0.00 years old**: Super will only calculate if the total gross exceeds the set $ and/or the set hours per weeks set in Payment if '=' per 0.00 weeks and/or the set age.

Revision: 7 — Last modified: Feb 24, 2022

3.3.2.4. Time Information

> ✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Base Hours**
  - ◦ **Start Time**: Daily start time.
  - ◦ **Finish**: Daily finish time.
- **Unpaid Break 1**, **Unpaid Break 2** & **Unpaid Break 3**
  - ◦ **Start Time**: Daily start time.
  - ◦ **Finish**: Daily finish time.

3.3.2.5. Shift Information

> ✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Weekday and Weekend Shifts**
    - **Selected Shifts**: Displays the corresponding ID for each shift allocated.
    - **Available Shifts**: List of available shifts will display.
- **Public Holiday Shifts**
    - **Selected Public Holiday Shifts**: Displays the corresponding ID for each Public Holiday shift allocated.
    - **Available Public Holiday Shifts**: List of available Public Holiday shifts will display.
- **Shift Rules**
    - **Shifts MUST be at least a MINIMUM of 0:00 (hh:mm) apart**: Minimum number of hours required between each shift.
    - **Minimum hours per week 0.00**: Minimum number of hours.

- ◦ **Maximum hours per week 0.00**:Maximum number of hours.
- ◦ **Apply Maximum/Minimum setting during merge times in TimeCard?**:
  Automatic adjustment based on the above rules.

Revision: 5 — Last modified: Nov 26, 2019

3.3.2.6. e-Build™

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

e-Build™: Under Development (BERT, BUSS & CIPQ).

Revision: 4 — Last modified: Nov 26, 2019

3.3.2.7. Annual Leave

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Details**
    - ◦ **Weeks**: Number of weeks entitlement to Annual Leave.
    - ◦ **Hours**: Number of hours entitlement to Annual Leave based on the hours set in Award and number of weeks entered.
    - ◦ **Accrual Method**
        - ▪ **on Anniversary of 'Accruals Commencement' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Accruals Commencement** date has been included in the date range of a pay run.
        - ▪ **on Anniversary of 'Date Hired' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Date Hired** has been included in the date range of a pay run.
        - ▪ **on Anniversary of 'Specific Date' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Specific Date** that is outlined in this window has been included in the date range of a pay run.
        - ▪ **Per Hour (Pro Rata)**: The **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted.
        - ▪ **Per Hour (Pro Rata) After X Hours**: Once the **Hours** has been exceeded, the **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a

pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted.

- ▪ **Per Pay Period (Lump Sum)**: The **Weekly**, **Fortnightly** or **Monthly** Entitlement will be automatically applied to the Employees Accrual Balances once the pay run is posted.

- **Accrual Calculations**
  - ◦ **Yearly**: Total Number of hours entitlement to Annual Leave.
  - ◦ **Hourly**: Entitlement to Annual Leave for every hour worked.
  - ◦ **Weekly**: Entitlement to Annual Leave for every week worked.
  - ◦ **Fortnightly**: Entitlement to Annual Leave for every fortnight worked.
  - ◦ **Monthly**: Entitlement to Annual Leave for every month worked.
  - ◦ **Weeks Per Year**: Total Number of weeks entitlement to Annual Leave.

Revision: 6 — Last modified: Nov 26, 2019

3.3.2.8. Personal Leave

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Details**
  - **First Year – Days**: Number of days entitlement to Personal Leave during the first year of employment.
  - **Hours**: Number of hours entitlement to Personal Leave based on the hours set in Award and number of days entered.
  - **Accrual Method**
    - **In advance on Specific Date (Pro-Rata Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances the pay period before the **Specific** date as outlined in this window will be included in the date range of a pay run.
    - **on Anniversary of 'Accruals Commencement' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Accruals Commencement** date has been included in the date range of a pay run.
    - **on Anniversary of 'Date Hired' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Date Hired** has been included in the date range of a pay run.
    - **on Anniversary of 'Specific Date' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Specific Date** that is outlined in this window has been included in the date range of a pay run.

- ▪ **Per Hour (Pro Rata)**: The **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted.
- ▪ **Per Pay Period (Lump Sum)**: The **Weekly**, **Fortnightly** or **Monthly** Entitlement will be automatically applied to the Employees Accrual Balances once the pay run is posted.
- ◦ **Thereafter – Days**: Number of days entitlement to Personal Leave after the first year of employment.
- ◦ **Hours**: Number of hours entitlement to Personal Leave based on the hours set in Award and number of days entered.
- ◦ **Accrual Method**
  - ▪ **In advance on Anniversary of 'Accruals Commencement' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances the pay period before the **Accruals Commencement** date will be included in the date range of a pay run.
  - ▪ **In advance on Anniversary of 'Accruals Commencement' (Lump Sum) Limited to yearly entitlement**: The **Yearly** Entitlement (or portion thereof, not exceeding the yearly entitlement) will be automatically applied to the Employees Accrual Balances the pay period before the **Accruals Commencement** date will be included in the date range of a pay run.
  - ▪ **In advance on Anniversary of 'Date Hired' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances the pay period before the **Date Hired** will be included in the date range of a pay run.
  - ▪ **In advance on Anniversary of 'Date Hired' (Lump Sum) Limited to yearly entitlement**: The **Yearly** Entitlement (or portion thereof, not exceeding the yearly entitlement) will be automatically applied to the Employees Accrual Balances the pay period before the **Date Hired** will be included in the date range of a pay run.
  - ▪ **In advance on Anniversary of 'Specific Date' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances the pay period before the **Specific Date** will be included in the date range of a pay run.
  - ▪ **In advance on Anniversary of 'Specific Date' (Lump Sum) Limited to yearly entitlement**: The **Yearly** Entitlement (or portion thereof, not exceeding the yearly entitlement) will be automatically applied to the Employees Accrual Balances the pay period before the **Specific Date** will be included in the date range of a pay run.
  - ▪ **on Anniversary of 'Accruals Commencement' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Accruals Commencement** date has been included in the date range of a pay run.
  - ▪ **on Anniversary of 'Accruals Commencement' (Lump Sum) Limited to yearly entitlement**: The **Yearly** Entitlement (or portion thereof, not exceeding the yearly entitlement) will be automatically applied to the Employees Accrual Balances once the **Accruals Commencement** date has been included in the date range of a pay run.
  - ▪ **on Anniversary of 'Date Hired' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Date Hired** has been included in the date range of a pay run.
  - ▪ **on Anniversary of 'Date Hired' (Lump Sum) Limited to yearly entitlement**: The **Yearly** Entitlement (or portion thereof, not exceeding the yearly entitlement) will be automatically applied to the Employees Accrual Balances once the **Date Hired** has been included in the date range of a pay run.

- **on Anniversary of 'Specific Date' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Specific Date** that is outlined in this window has been included in the date range of a pay run.
- **on Anniversary of 'Specific Date' (Lump Sum) Limited to yearly entitlement**: The **Yearly** Entitlement (or portion thereof, not exceeding the yearly entitlement) will be automatically applied to the Employees Accrual Balances once the **Specific Date** that is outlined in this window has been included in the date range of a pay run.
- **Per Hour (Pro Rata)**: The **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted.
- **Per Hour (Pro Rata) Limited to yearly entitlement**: The **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted, capping at the **Yearly** entitlement.
- **Per Pay Period (Lump Sum)**: The **Weekly**, **Fortnightly** or **Monthly** entitlement will be automatically applied to the Employees Accrual Balances once the pay run is posted.
- **Per Pay Period (Lump Sum) Limited to yearly entitlement**: The **Weekly**, **Fortnightly** or **Monthly** Entitlement will be automatically applied to the Employees Accrual Balances once the pay run is posted, capping at the **Yearly** entitlement.
  - **Accrual Calculations**
  - **Yearly**: Total Number of hours entitlement to Personal Leave.
  - **Hourly**: Entitlement to Personal Leave for every hour worked.
  - **Weekly**: Entitlement to Personal Leave for every week worked.
  - **Fortnightly**: Entitlement to Personal Leave for every fortnight worked.
  - **Monthly**: Entitlement to Personal Leave for every month worked.
  - **Weeks Per Year**: Total Number of weeks entitlement to Personal Leave.

Revision: 8 — Last modified: Feb 15, 2021

3.3.2.9. Long Service Leave

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Details**
  - **Years**: Number of years continuous service for full entitlement to Long Service Leave.
  - **Weeks**: Number of weeks entitlement after the total number of years continuous service.
  - **Accrual Method**
    - **on Anniversary of 'Accruals Commencement' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Accruals Commencement** date has been included in the date range of a pay run.
    - **on Anniversary of 'Date Hired' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Date Hired** has been included in the date range of a pay run.
    - **on Anniversary of 'Specific Date' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Specific Date** that is outlined in this window has been included in the date range of a pay run.
    - **Per Hour (Pro Rata)**: The **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted.
    - **Per Hour (Pro Rata) After X Hours**: Once the **Hours** has been exceeded, the **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual

Balances once the pay run is posted.

   ▪ **Per Pay Period (Lump Sum)**: The **Weekly**, **Fortnightly** or **Monthly** Entitlement will be automatically applied to the Employees Accrual Balances once the pay run is posted.

   ▪ **Percentage of Hours worked**: Accruals will accumulate based on the rule outlined in this window and the combination of pay rates used.

- **Accrual Calculations**
   ◦ **Yearly**: Total Number of hours entitlement to Long Service Leave.
   ◦ **Hourly**: Entitlement to Long Service Leave for every hour worked.
   ◦ **Weekly**: Entitlement to Long Service Leave for every week worked.
   ◦ **Fortnightly**: Entitlement to Long Service Leave for every fortnight worked.
   ◦ **Monthly**: Entitlement to Long Service Leave for every month worked.
   ◦ **Weeks Per Year**: Total Number of weeks entitlement to Long Service Leave.

Revision: 6 — Last modified: Nov 26, 2019

3.3.2.10. RDO / TIL

✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Details**
  - **Days**: Number of days entitlement to RDO / TIL.
  - **Hours**: Number of hours entitlement to RDO / TIL based on the hours set in Award and number of days entered.
  - **Accrual Method**
    - **Per Hour (Pro Rata)**: The **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted.
    - **Per Hour (Pro Rata) Limited to yearly entitlement**: The **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted, capping at the **Yearly** entitlement.
    - **Per Pay Period (Lump Sum)**: The **Weekly**, **Fortnightly** or **Monthly** Entitlement will be automatically applied to the Employees Accrual Balances once the pay run is posted.
    - **Per Pay Period (Lump Sum) Limited to yearly entitlement**: The **Weekly**, **Fortnightly** or **Monthly** Entitlement will be automatically applied to the Employees Accrual Balances once the pay run is posted, capping at the **Yearly** entitlement.
    - **Percentage of Hours worked**: Accruals will accumulate based on the rule outlined in this window and the combination of pay rates used.

- **Accrual Calculations**
    - **Yearly**: Total Number of hours entitlement to RDO / TIL.
    - **Hourly**: Entitlement to RDO / TIL for every hour worked.
    - **Weekly**: Entitlement to RDO / TIL for every week worked.
    - **Fortnightly**: Entitlement to RDO / TIL for every fortnight worked.
    - **Monthly**: Entitlement to RDO / TIL for every month worked.
    - **Weeks Per Year**: Total Number of weeks entitlement to RDO / TIL.

Revision: 6 — Last modified: Nov 26, 2019

3.3.3. Award Interpretation (e-Award™)

e-Award™ is one of the most powerful features in e-PayDay® and when combined with **e-Time™**, managing employees time and attendance becomes simple, removing the complexity and the chore of having to "work out" your employee's pays. **e-Award™** is designed to automatically interpret your Employees Clocking Times, based on the rules/guidelines you have previously established.

e-Award™ is an easy to use Award Interpreter with many advanced features;

- **Shift Profiles**: Set up Shift Profiles to automatically interpret the Employees Times. Shift profiles allow you to define the Employees Start & Finish Times per day, allocate a Grace Period, Rounding Rules and floating breaks.
- **Shift Profiles**: Define the automatic Pay Rate and Allowance allocation rules. Select the Base Pay Rate and define the rules for all allowances and additional Pay Rates that are required. Pay Rates & Allowances can be set up to apply after a certain time of day or after a certain number of hours worked.
- **Awards & Agreements**: Allocate the Shift Profiles to the Employees Award & Agreement.
- **e-Time™**: Import your Employees times from a **ACTATek Bio-Clock™**, from a **Generic Text File** or by simply entering the Times in Scan Times to allow **e-Award™** to automatically interpret based on the Shift Profile rules.
- **e-Time™**: The automatic interpretation of the Employees hours worked can be changed before posting to the pay run, allowing you to make the required changes.
- Comprehensive Reports available. Print the Initial, Adjusted and Final Time Card information.

Access to **Award Interpretation (e-Award™)** is available through the **Awards & Agreements Menu** *and* the sidebar (under **Extensions** > **e-Award™**).

How do I set up Award Interpretation (e-Award™)?

1. **Add Shift Profiles**
2. **Allocate Shifts to Awards & Agreements**
3. **Process your pay run using e-Time™ and e-Award™**

The **e-Award™** Time & Attendance Award Interpreter window contains the following options;

Shift Profile

- **Use Grace Period**: A Grace Period is when rounding rules are applied. If an Employee clocks in

(or out) during the Grace Period, the time is automatically rounded based on the rules you have set. **View Grace Period examples here**

- **Fixed Shift (Time of Day)**: A Fixed Shift has defined Start and End times and uses the Fixed Shift (Time of Day) times as entered.
- **Floating Shift (hh:mm)**: **Currently Under Development**. A Floating shift is where an Employee can Start and End their shift at any time of the day, as long as they meet the required number of hours.
- **Add Breaks Scans if none found and total shift hours is equal or more than XX:XX hours**: Automatically insert the defined Break Times (Break 1, Break 2 and Break 3) where the total number of hours for the day exceeds the amount you define.
- **Default to 'Floating Shift' for non-matching Shift times?**: **Currently Under Development**. If the Employees Clock In / Out times do not match the defined **Fixed Shift (Time of Day)**, they are calculated using **Floating Shift (hh:mm)**.
- **Floating Breaks?**: If the Employees does not have a designated lunch break time, however, they must take one or more Unpaid Breaks throughout the day. The amount of time that will be deducted from their daily hours is required to be defined in **Break 1**, **Break 2** and **Break 3**.
- **Use Fixed Daily Hours of XX:XX when total hours are between XX:XX and XX:XX hours**: Automatically round and employees total hours worked for the day to the amount defined where it falls between your defined times.
- **Round Clock In**: Round the Clock In time **Up to the nearest**, **Down to the nearest** or **To the nearest 5**, **6**, **10**, **15**, **20**, **30** or **60** Minutes,.
- **Round Clock Out**: Round the Clock Out time **Up to the nearest**, **Down to the nearest** or **To the nearest 5**, **6**, **10**, **15**, **20**, **30** or **60** Minutes,.
- **Round Overtime**: **Currently Under Development**.

Revision: 14 — Last modified: May 19, 2022

3.3.3.1. Add Shift Profiles

> ❗ If you wish to use Floating Breaks, Use Grace Period? must be ticked as Floating breaks are calculated based on the rules set by the Grace Period. The Grace Period is when rounding rules are applied. If an Employee clocks in (or out) during the Grace Period, the time is automatically rounded based on the rules you have set.

1. Click **Awards & Agreements** > **Award Interpreter (e-Award™)**.
2. Click **New**.
3. Enter a Description for the Shift you are setting up (eg. Monday to Thursday, 7am to 3pm)
4. Click **Shift Profile**.
5. Navigate to **Shift Days**
6. Select the days this shift is applicable to (eg. Monday, Tuesday, Wednesday and Thursday).
7. Navigate to **Shift Rules**.
8. Select **Use Grace Period?** if you wish to allow your Employees a grace period with their start and finish times.
9. Select **Add Breaks Scans if none found and total shift hours is equal or more than XX:XX hours** if you would like **e-Award™** to automatically insert the defined Break Times (Break 1, Break 2 and Break 3) where the total number of hours for the day exceeds the amount you define.
10. Select **Floating Breaks?** if the Employees does not have a designated lunch break time, however,

they must take one or more Unpaid Breaks throughout the day. The amount of time that will be deducted from their daily hours is required to be defined in **Break 1**, **Break 2** and **Break 3**.

    a. **Floating Breaks?** will only be available once **Use Grace Period?** is selected.

11. Navigate to **Total Shift Hours**
12. Enter the Shift and Break **Start** and **End** Times including the Grace Period (if required).
13. Select **Use Fixed Daily Hours of XX:XX when total hours are between XX:XX and XX:XX hours** if you would like to automatically round and employees total hours worked for the day to the amount defined where it falls between your defined times.
14. Select **Round Clock In** and define the rules you require if you would prefer to round times as opposed to using a Grace Period.
15. Select **Round Clock Out** and define the rules you require if you would prefer to round times as opposed to using a Grace Period.
16. Click **Pay Type Allocations**.
17. Navigate to **Pay Rate Allocation**
18. In **Base**, select the first Pay Rate that will be paid on the **Shift** hours as set in Shift Profile.
19. If required, in **Allocation 2**, select the first Pay Type that will be paid after a certain number of hours or after a specific time of day.
20. If required, in **Allocation 3**, select the second Pay Type that will be paid after a certain number of hours or after a specific time of day.
21. If required, in **Allocation 4**, select the third Pay Type that will be paid after a certain number of hours or after a specific time of day.
22. If required, in **Allocation 5**, select the fourth Pay Type that will be paid after a certain number of hours or after a specific time of day.
23. If required, navigate to **Allowance Allocation**
24. If required, in **Allocation 1**, select the first Allowance that will be paid after a certain number of hours or after a specific time of day.
25. If required, in **Allocation 2**, select the first Allowance that will be paid after a certain number of hours or after a specific time of day.
26. If required, in **Allocation 3**, select the first Allowance that will be paid after a certain number of hours or after a specific time of day.
27. If required, in **Allocation 4**, select the first Allowance that will be paid after a certain number of hours or after a specific time of day.
28. Click **Save**

Revision: 6 — Last modified: Apr 12, 2019

3.3.3.1.1. What is a Grace Period?

A Grace Period is when rounding rules are applied. If an Employee clocks in (or out) during the Grace Period, the time is automatically rounded based on the rules you have set. There are a few different examples for setting up a Grace Period. Two have been detailed below however any combination can be used.

Example One

The Employees shift starts at 9:00am and ends at 5:00pm (Grace Period set at 8:45am and 5:15pm)
If the Employee clocks in between 8:45am and 9:00am, this time is automatically rounded up to 9:00am.
If the Employee clocks out between 5:00pm and 5:15pm, this time is automatically rounded back to 5:00pm.

However, if the Employee clocks in BEFORE 8:45am, clocks in AFTER 9:00am, clocks out BEFORE 5:00pm or clocks out AFTER 5:15pm, this time is not rounded and will be used.

Example Two
The Employees shift starts at 9:00am and ends at 5:00pm (Grace Period set at 8:45am to 9:15am and 4:45pm to 5:15pm)
If the Employee clocks in between 8:45am and 9:15am, this time is automatically rounded to 9:00am.
If the Employee clocks out between 4:45pm and 5:15pm, this time is automatically rounded to 5:00pm.
However, if the Employee clocks in BEFORE 8:45am, clocks in AFTER 9:15am, clocks out BEFORE 4:45pm or clocks out AFTER 5:15pm, this time is not rounded and will be used.

Revision: 3 — Last modified: Apr 12, 2019

3.3.3.2. Allocate Shifts to Awards & Agreements

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Shifts**.
5. Navigate to **Weekday and Weekend Shifts**.
6. Next to **Available Shifts**, click on the drop-down menu to select each of the required Shift Profiles for this Award & Agreement.
7. Navigate to **Shift Rules**.
8. If required, enter a minimum number of hours required between each shift in **Shifts MUST be at least a MINIMUM of 0:00 (hh:mm) apart**
9. If required, enter a minimum number of hours required for this for this Award & Agreement in **Minimum hours per week 0.00**
10. If required, enter a maximum number of hours required for this for this Award & Agreement in **Maximum hours per week 0.00**
11. If required, select **Apply Maximum/Minimum setting during merge times in TimeCard?**.
12. Click **Save**.

Revision: 2 — Last modified: Apr 12, 2019

3.3.3.3. EXAMPLE: Use Fixed Daily Hours of __:__ when total hours are between __:__ and __:__ hours

This setting will automatically override any settings in the Shift Hours Profile where the Clock In/Out times can be matched. If the hours are unable to be matched, the rules set in the Shift Hours Profile will be used instead.

Scenario – Once an Employee works between 6:30 (6 hours 30 minutes) and 7:30 (7 hours 30 minutes)

hours, the total for that day is rounded to 7:00 hours.

a) John works from 9:12am until 4:17pm which is 7:05 (7 hours 5 minutes), therefore the total for that day is rounded back to 7:00 hours.

b) John works from 9:12am until 3:51pm which is 6:39 (6 hours 39 minutes), therefore the total for that day is rounded up to 7:00 hours.

c) John works from 9:12am until 4:43pm, which is 7:31 (7 hours 31 minutes), therefore the total for that day is unable to be rounded using this rule.

Revision: 2 — Last modified: Apr 12, 2019

3.3.3.4. EXAMPLE: Fixed Shift

Synopsis: Company ABC has a Fingerprint Bio-Clock where employees scan in and out during their shift. Employees are provided a 10 minute grace period before and after their start and end times to resolve early or late clock in or clock out times. John Citizen is hired by Company ABC as a Full-Time employee who works Monday, Tuesday, Wednesday and Thursday from 8:30 am to 5:30 pm and takes one 30 minute unpaid break which can be taken at any time during his shift. If John finishes work after 5:30 pm, the first two hours are paid at time and a half. If John then works after 7:30 pm, he is paid at double time. Every Friday John works from 9:00 am to 1:00 pm with no unpaid breaks. If John finishes work after 1:00 pm, these hours are then 'banked' as Time in Lieu. For every shift John works that are longer than 3 hours, he is also paid a Laundry Allowance.

Monday to Thursday Shift

- **Shift Profile**
    - **Use Grace Period?** : Employees are provided a 10 minute grace period before and after their start and end times to resolve early or late clock in or clock out times. Therefore this setting is ticked.
    - **Floating Breaks?** : John does not have a stipulated unpaid break start and end time, therefore this setting is ticked.
    - **Fixed Shift (Time of Day)**: As Johns shifts have a stipulated Start and End time, Fixed Shift (Time of Day) will be completed.
    - **Break 1**: Although John does not have a stipulated unpaid break start and end time, these fields need to be completed so that in the event that John forgets to clock in and clock out for his unpaid break, **e-Award™** will be able to insert this unpaid period at the designated time.
    - **Add Break Scans if none found and total shift hours is equal or more than XX:XX hours?**: In the event that John forgets to clock in and clock out for his unpaid break, **e-Award™** will be able to insert this unpaid period at the designated time. Therefore this setting is ticked.
- **Pay Type Allocation**
    - **Pay Rates**
    - **Base**: As Johns award stipulates his hourly rate, Award Rate is selected.
    - **Allocation 2**: If John finishes work after 5:30 pm, the first two hours are paid at time and a half. Therefore Pay Type 7 Time & Half is selected.
    - **Allocation 3**: If John finishes work after 7:30 pm, he is paid at double time. Therefore Pay Type 8 Double Time is selected.
- **Allowances**

- ◦ **Allocation 1**: For every shift John works that is longer than 3 hours, he is also paid a Laundry Allowance. Therefore Allowance 46 Laundry Allowance is selected.

Friday Shift

- • **Shift Profile**
    - ◦ **Use Grace Period?** : Employees are provided a 10 minute grace period before and after their start and end times to resolve early or late clock in or clock out times. Therefore this setting is ticked.
    - ◦ **Fixed Shift (Time of Day)**: As Johns shifts have a stipulated Start and End time, Fixed Shift (Time of Day) will be completed.
- • **Pay Type Allocation**
    - ◦ **Pay Rates**
    - ◦ **Base**: As Johns award stipulates his hourly rate, Award Rate is selected.
    - ◦ **Allocation 2**: If John finishes work after 1:00 pm, these hours are then 'banked' as Time in Lieu. Therefore Pay Type 36 TIL Accrued is selected.
- • **Allowances**
    - ◦ **Allocation 1**: For every shift John works that are longer than 3 hours, he is also paid a Laundry Allowance. Therefore Allowance 46 Laundry Allowance is selected.

Revision: 3 — Last modified: Feb 15, 2021

3.4. Pay Types Menu

The **Pay Types** Menu allows you to create new Pay Rates, Allowances and Deductions and view, edit and search within your existing Pay Types. This menu also provides quick links to several windows contained in **Pay Types**, as well as the ability to record Deduction Payee Payments and Print certain reports.
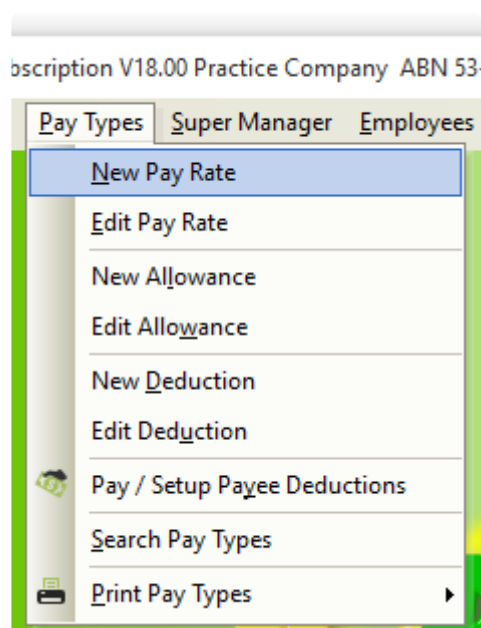
- • **New Pay Rate**: Add a new Pay Rate
- • **Edit Pay Rate**: Edit an existing Pay Rate
- • **New Allowance**: Add a new Allowance

- **Edit Allowance**: Edit an existing Allowance
- **New Deduction**: Add a new Deduction
- **Edit Deduction**: Edit an existing Deduction
- **Pay / Setup Payee Deductions**: Process Deduction Payments
- **Search Pay Types**: Search and Replace Pay Type Settings.
- Print Pay Types
    - **Pay Rates**: Print the Pay Rates List Report.
    - **Allowances**: Print the Allowances List Report.
    - **Deductions**: Print the Deductions List Report.

Revision: 7 — Last modified: Apr 12, 2019

3.4.1. Pay Types Overview

Pay Types define the employees Pay Rates. Pay Rates differ to Awards as Awards set the employment conditions.

There are three (3) Pay Type options to use when processing a Pay Run:

- **Pay Rates** (eg. Award Rate, Annual Leave, Double Time)
- **Allowances** (eg. Travel Allowance, Laundry Allowance, Medical Allowance)
- **Deductions** (eg. Super Salary Sacrifice, Loan Repayment)

e-PayDay® contains a number of Default Pay Rates, Allowances and Deductions that can be used at any stage during the Financial Year. You also have the ability to add your own **Pay Rates**, **Allowances** and **Deductions** where your requirements are not already established in the product. The default Pay Types have been added based on information from the ATO, however, as **e-PayDay®** is not a registered Taxation or BAS agents, we are unable to provide payroll advice therefore we strongly recommend seeking advice from your registered Taxation / BAS agent or the ATO before adding new or overriding existing pay types.

The default Pay Types included in **e-PayDay®** include;

- **Base Pay Types**
- **Leave Pay Types (including TOIL & Paid Parental Leave)**
- **Termination / Cessation Pay Types**
- **Schedule 5 (back payments, commissions, bonuses and similar payments) Pay Types**
- **Superannuation (Concessional and Non-Concessional) Deduction Pay Types**

Access to Pay Types is available through the **Pay Types Menu** *or* through the Sidebar.

The **Pay Types List Window** contains the following options;

- **New**: Add a new **Pay Rate**, **Allowance** or **Deduction**.
- **Edit**: Edit an existing **Pay Rate**, **Allowance** or **Deduction**.
- **Duplicate**: Duplicate an existing **Pay Rate**, **Allowance** or **Deduction**.
- **Search** and Replace information.
- **Exit**: Close the Pay Types List Window.
- Quickly and easily view the Pay Rate, Allowance or Deduction
    - ID
    - Active/Inactive setting
    - Description
    - By (eg. Per Hour)
    - Value (eg. 100%)
    - Long Service Leave Accrual Setting
    - Annual Leave Accrual Setting
    - Personal Leave Accrual Setting
    - RDO/TIL Accrual Setting
    - Report To setting
    - Before Tax setting
    - SGL Setting
    - Union Fees Setting
    - Taxable or Non-Taxable
    - Payroll Tax Setting

- Sort by **Type** (Allowance, Deductions & Pay Rates).
- Display only **Active** and/or **Inactive** Pay Types.
- Soft by **Number**, **A – Z** and **Type**.

3.4.1.1. Pay Rates Overview

> ✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

The **Pay Rate** Window contains the following options;

- **Help**: Opens the relevant section of our online guide (this).
- **Undo**: Undo any unsaved changes.
- **Save**: Save changes to an existing Pay Rate.
- **Exit**: Close Pay Rate window.
  - **Pay Type Details**

- **Details**
    - **Active**: Denotes whether the Pay Rate is <u>Active</u> (ticked) or <u>Inactive</u> (unticked).
    - **Type**: Pay Rate.
    - **Description**: Name of the Pay Rate.
    - **Paid By**
        - Per Day
        - Per GST Hour
        - Per GST Lump Sum
        - Per Hour
        - Per Kilometre
        - Per Lump Sum
        - Per Month
        - Per Pay Period
        - Per Unit*
        - Per Unit – Punnet*
        - Per Week
    - **Amount ($ or %)**: Set $ or % the employees will receive for this Pay Rate.
    - **Using Super as set in the employees file instead of X.XX%**: Set Super entitlement which is more than the employees base.
    - **Tax Treatment**
        - Annual Leave
        - Annual Leave Cashed Out – Schedule 5, Method A
        - Annual Leave Cashed Out – Schedule 5, Method B (ii)
        - Back Payment for a Prior Financial Year, Over $1200 (Schedule 5 – Method B (ii) – Lump Sum E)
        - Back Payment, Commission, Bonus or similar payment (Schedule 5 – Method A)
        - Back Payment, Commission, Bonus or similar payment (Schedule 5 – Method B (i))
        - Back Payment, Commission, Bonus or similar payment (Schedule 5 – Method B (ii))
        - CDEP Annual Leave (Taxed at 0% for 100% CDEP) (CDEP)
        - CDEP Long Service Leave (Taxed at 0% for 100% CDEP) (CDEP)
        - CDEP Public Holidays (Taxed at 0% for 100% CDEP) (CDEP)
        - CDEP Sick Leave (Taxed at 0% for 100% CDEP) (CDEP)
        - Community Development Employment Program Scheme Participant Supplement (Taxed at 0% for 100% CDEP) (CDEP)
        - Community Development Employment Program Wages (Taxed at 0% for 100% CDEP) (CDEP)
        - Education
        - Employment Termination Payment, Death benefit dependants ETP (Taxed at 0%) (ETP)
        - Employment Termination Payment, Death benefit dependants ETP (Taxed at 47%) (ETP)
        - Employment Termination Payment, Death benefit non-dependants ETP (Taxed at 32%) (ETP)
        - Employment Termination Payment, Death benefit non-dependants ETP (Taxed at 47%) (ETP)

- Employment Termination Payment, Life benefit (Taxed at 17%) (ETP)
- Employment Termination Payment, Life benefit (Taxed at 32%) (ETP)
- Employment Termination Payment, Life benefit (Taxed at 47%) (ETP)
- Employment Termination Payment, Post-June 94 Invalidity (Taxed at 0%) (ETP)
- Employment Termination Payment, Pre-July 83 Invalidity (Taxed at 0%) (ETP)
- Employment Termination Payment, Foreign resident No TFN (Taxed at 45%) (ETP)
- Employment Termination Payment, No TFN (Taxed at 47%) (ETP)
- Employment Termination Payment, Rolled over (Taxed at 0%) (ETP)
- Exempt foreign employment income (Not Taxed, Reportable to ATO)
- GST (Taxed at 0%)
- Long Service Leave
- Long Service Leave Cashed Out – Schedule 5, Method A
- Long Service Leave Cashed Out – Schedule 5, Method B (ii)
- Ordinary Pay
- Overtime
- Paid Parental Leave
- Personal Leave
- Public Holidays
- RDO's
- Return to Work Payments (Taxed at 34.5%)
- Redundancy / Invalidity / Retirement payments (Taxed at 0%) (Lump Sum D)
- Unused Annual Leave accrued before 18/8/1993 (Taxed at 32% – Lump Sum A)
- Unused Annual Leave accrued after 17/8/1993 (Taxed at Marginal rates)
- Unused Annual Leave, Genuine Redundancy (Taxed at 32% – Lump Sum A)
- Unused Long Service accrued before 16/8/78 (5% of the total taxed at marginal rates – Lump Sum B)
- Unused Long Service accrued between 16/8/78 and 17/8/93 (Taxed at 32% – Lump Sum A)
- Unused Long Service accrued after 17/8/1993 (Taxed at Marginal rates)
- Unused Long Service, Genuine Redundancy (Taxed at 32% – Lump Sum A)
- TIL
- Variable Tax

- **Tax**
  - **Taxable**: Depending on the Pay Rate Type chosen, Taxable will remain ticked or require user input (enter the % for Tax)
  - **Payroll Tax**: Denotes whether this Pay Rate contributes to Payroll Tax
- **Reporting**
  - **Report to**: Depending on the Pay Rate Type chosen, Report to will prefill. This field is used when generating reports such as the **Pay Rates** Report and also allows user input.
    - Commission

- Education
- EDP
- GST
- Holidays
- Normal
- Other
- Overtime 1.5
- Overtime Double
- Overtime Other
- Paid Parental Leave
- RDO
- Return to Work
- Sick (Personal)
- WorkCover

- **Accruals**
  - **Long Service Leave**: Long Service Leave will accumulate if set in the Award & Agreement.
  - **Annual Leave**: Annual Leave will accumulate if set in the Award & Agreement.
  - **Superannuation (OTE)**: Superannuation will calculate on Ordinary Time Earnings.
  - **RDO's**: RDO's will accumulate if set in the Award & Agreement.
  - **% of OTE** : Set % the Employee will receive.
  - **TIL (Time in Lieu)**: TIL (Time in Lieu) will accumulate when used in the **Pay Run**
  - **Personal Leave**: Personal Leave will accumulate if set in the Award & Agreement.
  - **Contributes to the $450.00 Rule**: This Pay Type will add to the employee monthly gross wages for super calculations.
  - **Union/Professional association**: Union or Professional Association fees.
  - **Super Deducted before tax is calculated**: Super will be deducted from this pay rate, at the rate of 10.50% before tax is calculated.
  - **Workplace Giving**: A donation from the pre-tax income.
  - **Banked Hours**: Banked Hours (RDO's) will accumulate when used in the **Pay Run**

Revision: 24 — Last modified: Jul 25, 2022

3.4.1.2. Allowances Overview

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

The **Allowance** Window contains the following options;

- **Help**: Opens the relevant section of our online guide (this).
- **Undo**: Undo any unsaved changes.
- **Save**: Save changes to an existing Allowance.
- **Exit**: Close Allowance window.
- **Pay Type Details**
  - **Details**
    - **Active**: Denotes whether the Allowance is Active (ticked) or Inactive (unticked).
    - **Type**: Allowance.
    - **Description**: Name of the Allowance.
    - **Paid By**
      - Per Day
      - Per Hour
      - Per Kilometre
      - Per Lump Sum
      - Per Month
      - Per Pay Period
      - Per Unit*

- Per Unit – Punnet*
- Per Week
- **Amount ($ or %)**: Set $ or % the employees will receive for this Allowance
- **STP Code**
  - Car
  - Transport
  - Laundry
  - Meals
  - Travel
  - Other
- **Tax Treatment**
  - Non-Reportable (The ATO publishes an annual Ruling that set out the reasonable allowances amounts)
  - Show Allowance in Gross Payment box
  - Show Allowance separately in Allowance box
  - Show Allowance separately in Allowance box and tax the allowance at the Rate detailed in the Notice of Variation
- **Tax**
  - **Taxable**: Depending on the Pay Rate Type chosen, Taxable will remain ticked or require user input (enter the % for Tax)
  - **Include in W1**: Denotes whether this Pay Rate is included in W1 for ITW & BAS.
  - **Payroll Tax**: Denotes whether this Pay Rate contributes to Payroll Tax
- **Reporting**
  - **Report to**: Depending on the Allowance Type chosen, Report to will prefill. This field is used when generating reports such as the **Allowances** Report and also allows user input.
  - Car Allowance
  - Meal Allowance
  - Site Allowance
- **Accruals**
  - **Long Service Leave**: Long Service Leave will accumulate if set in the Award & Agreement.
  - **Annual Leave**: Annual Leave will accumulate if set in the Award & Agreement.
  - **Superannuation (OTE)**: Superannuation will calculate on Ordinary Time Earnings.
  - **RDO's**: RDO's will accumulate if set in the Award & Agreement.
  - **% of OTE**: Set % the Employee will receive.
  - **TIL (Time in Lieu)**: TIL (Time in Lieu) will accumulate if set in the Award & Agreement.
  - **Personal Leave**: Personal Leave will accumulate if set in the Award & Agreement.
  - **Contributes to the $450.00 Rule**: This Pay Type will add to the employee monthly gross wages for super calculations.
  - **Union/Professional association**: Union or Professional Association fees.
  - **Super Deducted before tax is calculated**: Super will be deducted from this pay rate before tax is calculated.
  - **Workplace Giving**: A donation from the pre-tax income.

3.4.1.3. Deduction Overview

> ✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

The **Deduction** Window contains the following options;

- **Help**: Opens the relevant section of our online guide (this).
- **Undo**: Undo any unsaved changes.
- **Save**: Save changes to an existing Allowance.
- **Exit**: Close Deduction window.
- **Pay Type Details**
  - **Details**
    - **Active**: Denotes whether the Deduction is Active (ticked) or Inactive (unticked).
    - **Type**: Deduction.
    - **Description**: Name of the Deduction.

- **Deducted By**
  - Per Day
  - Per GST Hour
  - Per GST Lump Sum
  - Per Hour
  - Per Kilometre
  - Per Lump Sum
  - Per Month
  - Per Pay Period
  - Per Unit*
  - Per Unit – Punnet*
  - Per Week
- **Amount ($ or %)**: Set $ or % the employees will receive for this Allowance
- **Variable Deduction Amounts from Employees**: Each employee has a unique deduction amount which is set in their profile.
- **STP Code**
  - Fees
  - Workplace Giving
- **Tax Treatment**
  - Itemise this Deduction for reporting to the ATO
  - DO NOT itemise this Deduction for reporting to the ATO
- **Tax**
  - **Salary Sacrifice (Deduct BEFORE Tax is calculated)**: This Deduction is to be deducted before Tax is calculated.
  - **Payroll Tax**: Denotes whether this Pay Rate contributes to Payroll Tax
  - **FBT**: This deduction contributes to FBT.
    - **Factor**
      - 0: Not Subject to FBT
      - 1.8868: Benefit provider is not entitled to claim GST credits
      - 2.0802: Benefit provider is entitled to a Good and Services Tax (GST) credit
    - **Type**
      - Airline transport
      - Board
      - Car
      - Car Parking
      - Debt waiver
      - Entertainment
      - Expense payment
      - Housing
      - Living-away-from-home Allowance
      - Loan
      - Property
      - Residual
      - Tax-exempt body entertainment
- **Reporting**
  - **Report to**: Depending on the Deduction Type chosen, Report to will prefill. This field is used when generating reports such as the **Deductions** Report and also

allows user input.

- ▪ FBT
- ▪ Loan
- ▪ MBF
- ▪ Social Club
- ▪ Superannuation
- ▪ Union
- ▪ Workplace Giving
- ▪ **Accruals**
    - ▪ **Long Service Leave**: Long Service Leave will accumulate if set in the Award & Agreement.
    - ▪ **Annual Leave**: Annual Leave will accumulate if set in the Award & Agreement.
    - ▪ **Superannuation (OTE)**: Superannuation will calculate on Ordinary Time Earnings.
    - ▪ **RDO's**: RDO's will accumulate if set in the Award & Agreement.
    - ▪ **% of OTE** : Set % the Employee will receive.
    - ▪ **TIL (Time in Lieu)**: TIL (Time in Lieu) will accumulate if set in the Award & Agreement.
    - ▪ **Personal Leave**: Personal Leave will accumulate if set in the Award & Agreement.
    - ▪ **Contributes to the $450.00 Rule**: This Pay Type will add to the employee monthly gross wages for super calculations.
    - ▪ **Union/Professional association**: Union or Professional Association fees.
    - ▪ **Super Deducted before tax is calculated**: Super will be deducted from this pay rate before tax is calculated.
    - ▪ **Workplace Giving**: A donation from the pre-tax income.

Revision: 13 — Last modified: Feb 15, 2021

3.4.1.4. Deduction Payees Overview

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

The Deduction Payee List enables the user to pay the deductions. Each time a Deduction pay type is added, a new entry will be recorded in the Deduction Payee List. All deduction pay types which 'report to' the same report will be linked to a single payee in the list.

Access to Deduction Payees is available through the **Pay Types Menu**.

The **Deduction Payees List Window** contains the following options;

- **New**: Add a new Deduction Payee.
- **Edit**: Edit an existing Deduction Payee.
- **Search**: Search and Replace Deduction Payee Information.
- **Select All**: Select all Deduction Payees.
- **Pay Deduction**: Record your Deduction Payees payment.
- **Reports**: Print Deduction Reports.
- **Exit**: Close the Deduction Payees List Window.
- Quickly and easily view the Deduction Payee
  - ID
  - Active/Inactive setting
  - Description
  - Report To setting
  - Period Start Date
  - Contact Name
  - Phone Number
  - Fax Number
  - Address
  - Deduction Name
  - Sort by **Number**, **A – Z**, **Period Start Date** and **Payment Frequency**.
  - Display only **Active** and/or **Inactive** Deduction Payees.

The **Deduction Payee** window contains the following options;
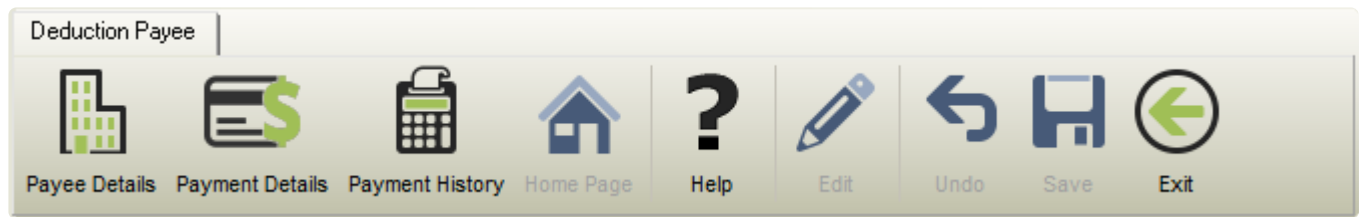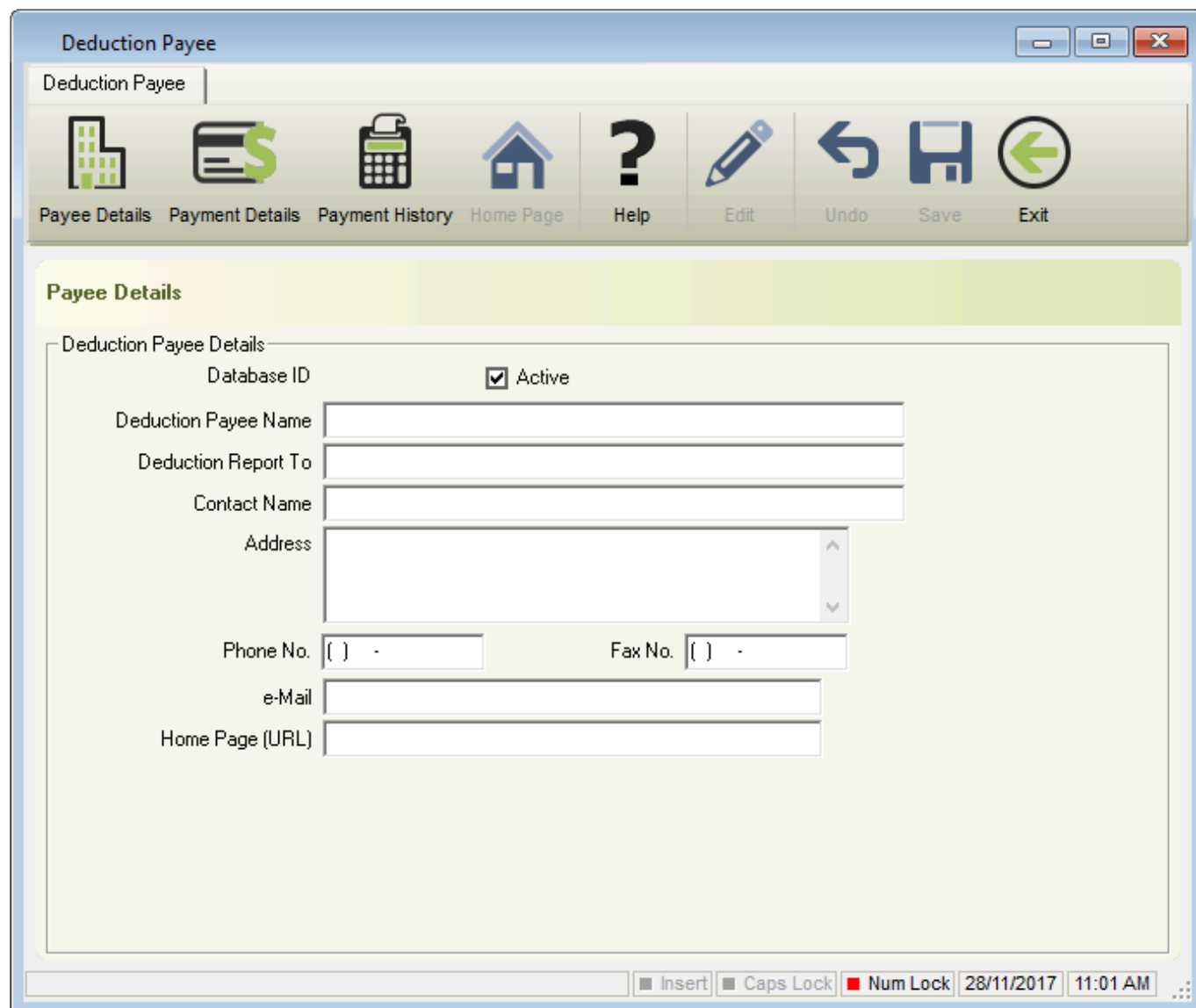
- **Payee Details**: The Deduction information is entered in this section.
- **Payment Details**: Payment Method and Period Start Date.
- **Payment History**: Transactions will be recorded in this window when the Deduction is marked as paid.
- **Home Page**: The Deductions Website will be opened in an internet browser if the Home Page (URL) is completed.
- **Help**: Opens the relevant section of our online guide (this).
- **Edit**: Edit any existing details.
- **Undo**: Undo any unsaved changes.
- **Save**: Save changes to an existing Deduction Payee.
- **Exit**: Close Deduction Payees.

Revision: 11 — Last modified: Jun 01, 2020

3.4.1.4.1. Payee Details

✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Deduction Payee Details**
  - ◦ **Database ID**: The Database ID will be automatically assigned by e-PayDay and is used for easy identification.
  - ◦ **Active**: Denotes whether the Deduction Payee is <u>Active</u> (ticked) or <u>Inactive</u> (unticked).
  - ◦ **Deduction Payee Name**: Name of the Deduction.
  - ◦ **Deduction Report To**: Automatically set when the Deduction is added.
  - ◦ **Contact Name**: Contact Person you speak to when dealing with the Deduction Payee.
  - ◦ **Address**: Physical or postal address including State, Post Code and Country.
  - ◦ **Phone No**: Telephone number.
  - ◦ **Fax No**: Facsimile number.
  - ◦ **e-Mail**: Electronic Mail Address.
  - ◦ **Home Page (URL)**: Website.

Revision: 6 — Last modified: Feb 15, 2021

3.4.1.4.2. Payment Details

✱ For set up instructions and commonly asked questions, see our **Knowledge Base**

(Known Issues and Frequently Asked Questions)

- **Deduction Payment Details**
  - **Deduction Paid**
    - 2 Monthly
    - 4 Monthly
    - 6 Monthly
    - Fortnightly
    - Monthly
    - Quarterly
    - Weekly
    - Yearly
  - Payment Method
    - Cash
    - Cheque
    - EFT
    - Other
  - **Receipt/Cheque No**: A receipt or cheque number may be entered when marking the

Deduction Payee as paid.

◦ **Period Start Date**: The date the Deduction Period begins.

3.4.1.4.3. Payment History

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Payment History**
    - ◦ **Payment Date**: The date the Deduction was marked as paid.
    - ◦ **Period End Date**: The date the Deduction Payee was paid until.
    - ◦ **Amount**: Total amount paid to the Deduction Payee.
    - ◦ **Method**: Method of payment.
    - ◦ **Number**: The Number of transactions for this payment.
    - ◦ **Payment Details / Notes**: Information about the Payment. (eg. Finalised Pay runs Posted between 01/07/2013 and 31/07/2013 for 1 employee)

- **Details**
  - ◦ **Edit**: Edit an existing Deduction Payee payment
  - ◦ **Save**: Save changes to an existing Deduction Payee payment.
  - ◦ **Undo**: Undo any unsaved changes.

Revision: 7 — Last modified: Mar 02, 2021

3.4.1.4.4. Search and Replace (Deduction Payees)

> ✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

Search and Replace in Deduction Payees is designed to detail (and modify) the information contained in the field selected.

- **Search**: Complete a search based on the criteria set in **Enter your Search Details**.

- **Clear**: Clears **Enter your Search Details**.
- **Replace**: Replaces the current setting with setting contained in **Replace selected item/s with**.
- **Undo**: Undo any unsaved changes.
- **Exit**: Close Search and Replace.
- **Enter your search details**
    - **Search In**
        - Active
        - Address
        - Contact Name
        - Deduction Payee DBID
        - Deduction Payee Name
        - Deduction Payment Frequency
        - Deduction Report To
        - e-Mail
        - Fax No.
        - Home Page (URL)
        - Payment Method
        - Period Start Date
        - Phone No.
    - **Search By**
        - **Containing**: Search for a character or number contained in the Deduction Payee you require.

          eg. Search for all Deduction Payees which contain the number 5
        - **Ending with**: Search for the ending character or number in the Deduction Payee.

          eg. Search for all Deduction Payees which end with the number 5
        - **Is Equal To**: Search for Deduction Payees which matches the search criteria you have entered.

          eg. Search for all Deduction Payees which match the number 5
        - **Starting With**: Search for the starting character or number in the Deduction Payee you require.

          eg. Search for all Deduction Payees which start with the number 5
    - **Your Requested Search Results**
        - Payee #
        - Payee Name
        - Contact Name
        - Phone No
        - Fax
    - Your **Search In** setting will be displayed
        - Replace with: Options will be displayed depending on your **Search In** setting.

Revision: 5 — Last modified: Feb 15, 2021

3.4.2. Search and Replace (Pay Types)

✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

Search and Replace in Pay Types is designed to detail (and modify) the information contained in the field selected.

- **Search**: Complete a search based on the criteria set in **Enter your Search Details**.
- **Clear**: Clears **Enter your Search Details**.
- **Replace**: Replaces the current setting with setting contained in **Replace selected item/s with**.
- **Undo**: Undo any unsaved changes.
- **Exit**: Close Search and Replace or Pay Types.
- **Enter your search details**
  - **Search In**
    - Active PayRate
    - Allowance Type
    - Allowance used in BAS Option
    - Annual Leave Option
    - Before Tax Option
    - Deduction Type
    - Description
    - External Reference
    - FBT Factor

- FBT Option
- FBT Type
- Long Service Option
- OTE Option
- Paid By
- Pay Type
- PayRate DBID
- Payroll Tax Option
- Personal Leave Option
- RDO Option
- Report To
- Reportable Super Option
- SG Option
- Super Rule Option
- Single Touch Payroll Code
- Special Super Rate
- Special Tax Rate
- Super Deduction Option
- Taxable Option
- Time In Lieu Option
- Type
- Union Option
- Used Pay Rate DBID
- Value
- Variable Deduction
- Workplace Giving Option

◦ **Search By**
  - **Containing**: Search for a character or number contained in the Pay Rate, Allowance or Deduction you require.
    eg. Search for all Pay Rates, Allowances and Deductions which contain the number 5
  - **Ending with**: Search for the ending character or number in the Pay Rate, Allowance or Deduction you require.
    eg. Search for all Pay Rates, Allowances and Deductions which end with the number 5
  - **Is Equal To**: Search for Pay Rates, Allowances or Deductions which matches the search criteria you have entered.
    eg. Search for all Pay Rates, Allowances and Deductions which match the number 5
  - **Starting With**: Search for the starting character or number in the Pay Rate, Allowance or Deduction you require.
    eg. Search for all Pay Rates, Allowances and Deductions which start with the number 5

◦ **Your Requested Search Results**
  - Pay Rate #
  - Type
  - Description
  - Classification

▪ Report to
◦ Your **Search In** setting will be displayed
▪ Replace with: Options will be displayed depending on your **Search In** setting.

Revision: 17 — Last modified: Feb 15, 2021

3.4.3. System Default Pay Types

1. **Ordinary and Overtime Pay Rates**
   a. **Award Rate**
   b. **Time & Half**
   c. **Double Time**

1. **Leave Pay Rates**
   a. **Annual Leave**
   b. **Annual Leave + Loading**
   c. **Personal Leave**
   d. **Long Service Leave**
   e. **RDO's**
   f. **Public Holiday**
   g. **Paid Parental Leave**
   h. **TIL Accrued**
   i. **TIL Taken**
   j. **Banked Hours Accrued**
   k. **Banked Hours Taken**

1. **Schedule 5 (Back Pay, Commission, Bonus) Pay Rates**
   a. **Back Pay, Commission, Bonus (A)**
   b. **Back Pay, Commission, Bonus (B (i))**
   c. **Back Pay, Commission, Bonus (B (ii))**

1. **Cessation / Termination Pay Rates**
   a. **Unused Annual Leave + Loading (aft 18/8/93)**
   b. **Unused Annual Leave + Loading (bef 18/8/93)**
   c. **Unused Annual Leave + Loading (Redund)**
   d. **Unused Annual Leave (aft 18/8/93)**
   e. **Unused Annual Leave (bef 18/8/93)**
   f. **Unused Annual Leave (Redund)**
   g. **Unused Long Service (aft 17/8/93)**
   h. **Unused Long Service (16/8/78 – 17/8/93)**
   i. **Unused Long Service (bef 16/8/78)**
   j. **Unused Long Service (Redund)**
   k. **Redundancy And Early Retirement Payments**
   l. **ETP – Life Benefit (17%)**
   m. **ETP – Life Benefit (32%)**
   n. **ETP – Life Benefit (47%)**
   o. **ETP – No TFN (47%)**
   p. **ETP – Foreign Resident / No TFN (45%)**

q. **ETP – Death Benefit (Dependant – 0%)**
r. **ETP – Death Benefit (Dependant – 47%)**
s. **ETP – Death Benefit (Non-Dependant – 32%)**
t. **ETP – Death Benefit (Non-Dependant – 47%)**

1. **Superannuation (Concessional and Non-Concessional) Deductions**
   a. **Concessional (Before Tax) Super**
   b. **Non-Concessional (After Tax) Super**

Revision: 5 — Last modified: Oct 17, 2022

3.4.3.1. Ordinary and Overtime Pay Rates

1. **Award Rate**
2. **Time & Half**
3. **Double Time**

Revision: 19 — Last modified: Jun 26, 2020

3.4.3.1.1. Award Rate

Award Rate

Award Rate is the default payment type for ordinary pay (OTE) and is automatically allocated to all employees. These payments will be taxed at the marginal rate, which is the same tax rate as their NORMAL Pay.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The **Award Rate** Pay Rate, where the set rate (**100%**) has been changed
2. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
3. The Employees **Special Award Rate**,
4. The Employees Hours paid at $ in their **Award & Agreement**.

Revision: 3 — Last modified: Feb 15, 2021

3.4.3.1.2. Time & Half

Time & Half

Time & Half is generally a payment to an Employee at 1.5 times their base hourly rate and is paid as an incentive to work on a particular day (such as Saturday) or as government-mandated compensation for having workers work on particular days (such as public holidays). These payments will be taxed at the marginal rate, which is the same tax rate as their NORMAL Pay.

All payments made using this type will be calculated using the base rate (multiplied by 1.5 or 150%), from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.

Revision: 3 — Last modified: Feb 15, 2021

3.4.3.1.3. Double Time

Double Time

Double Time is generally a payment to an Employee at 2 times their base hourly rate and is paid as an incentive to work on a particular day (such as Sunday) or as government-mandated compensation for having workers work on particular days (such as public holidays). These payments will be taxed at the marginal rate, which is the same tax rate as their NORMAL Pay.

All payments made using this type will be calculated using the base rate (multiplied by 2 or 200%), from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.

Revision: 3 — Last modified: Feb 15, 2021

3.4.3.2. Leave Pay Rates

1. **Annual Leave**
2. **Annual Leave + Loading**
3. **Personal Leave**

Revision: 18 — Last modified: Jun 25, 2020

3.4.3.2.1. Annual Leave

Annual Leave

Annual Leave No Loading is used when an Employee is taking a portion of their Annual Leave entitlement and is used in lieu of **Award Rate**. These payments will be taxed at the marginal rate, which is the same tax rate as their NORMAL Pay.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The **Annual Leave No Loading** Pay Rate, where the set rate (**100%**) has been changed.
2. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
3. The Employees **Special Award Rate**,
4. The Employees Hours paid at $ in their **Award & Agreement**.

Revision: 2 — Last modified: Mar 02, 2021

3.4.3.2.2. Annual Leave + Loading

Annual Leave + Loading

Annual Leave and Loading is used when an Employee is taking a portion of their Annual Leave entitlement and is used in lieu of **Award Rate**. These payments will be taxed at the marginal rate, which is the same tax rate as their NORMAL Pay.

All payments made using this type will be calculated using the base rate (multiplied by 117.50%), from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.

Revision: 2 — Last modified: Feb 15, 2021

3.4.3.2.3. Personal Leave

Personal Leave

Personal Leave is used when an Employee is taking a portion of their Personal Leave entitlement and is used in lieu of **Award Rate**. These payments will be taxed at the marginal rate, which is the same tax rate as their NORMAL Pay.

All payments made using this type will be calculated using the base rate, from the following sections, in

the following priority;

1. The **Personal Leave** Pay Rate, where the set rate (**100%**) has been changed.
2. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
3. The Employees **Special Award Rate**,
4. The Employees Hours paid at $ in their **Award & Agreement**.

Revision: 2 — Last modified: Feb 15, 2021

3.4.3.2.4. Long Service Leave

Long Service Leave

Long Service Leave is used when an Employee is taking a portion of their Long Service Leave entitlement and is used in lieu of **Award Rate**. These payments will be taxed at the marginal rate, which is the same tax rate as their NORMAL Pay.

All payments made using this type will be calculated using the base rate, from the following sections, in

the following priority;

1. The **Long Service Leave** Pay Rate, where the set rate (**100%**) has been changed.
2. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
3. The Employees **Special Award Rate**,
4. The Employees Hours paid at $ in their **Award & Agreement**.

Revision: 2 — Last modified: Mar 02, 2021

3.4.3.2.5. RDO's

RDO's

RDO's is used when an Employee is taking a portion of their RDO entitlement and is used in lieu of **Award Rate**. These payments will be taxed at the marginal rate, which is the same tax rate as their NORMAL Pay.

All payments made using this type will be calculated using the base rate, from the following sections, in

the following prority;

1. The **RDO's** Pay Rate, where the set rate (**100%**) has been changed.
2. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
3. The Employees **Special Award Rate**,
4. The Employees Hours paid at $ in their **Award & Agreement**.

Revision: 1 — Last modified: Jun 25, 2020

3.4.3.2.6. Public Holiday

Public Holiday

Public Holiday is used when an Employee is taking a Public Holiday and is used in lieu of **Award Rate**. These payments will be taxed at the marginal rate, which is the same tax rate as their NORMAL Pay.

All payments made using this type will be calculated using the base rate, from the following sections, in the following prority;

1. The **Public Holiday** Pay Rate, where the set rate (**100%**) has been changed.
2. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
3. The Employees **Special Award Rate**,
4. The Employees Hours paid at $ in their **Award & Agreement**.

Revision: 1 — Last modified: Jun 25, 2020

3.4.3.2.7. Paid Parental Leave

Paid Parental Leave

Paid Parental Leave is used when an Employee is receiving financial support from the Australian Government (or your Company, where a policy is applicable) for a newborn or recently adopted child/ren and is used in lieu of **Award Rate**. These payments will be taxed at the marginal rate, which is the same tax rate as their NORMAL Pay.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The **Paid Parental Leave** Pay Rate, where the set rate (**100%**) has been changed.
2. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
3. The Employees **Special Award Rate**,
4. The Employees Hours paid at $ in their **Award & Agreement**.

Revision: 2 — Last modified: Mar 02, 2021

3.4.3.2.8. TIL Accrued and TIL Taken

TIL Accrued

> ✳ Time in Lieu (TIL) refers to a type of arrangement that allows (or requires) employees to accrue overtime which can be taken as Leave at a later stage. For example, an employee works 38 hours normal time and 5 hours overtime. The employee chooses to accrue 5 hours Time in Lieu (TIL) instead of receiving payment for overtime hours.

All payments made using this type will increase the Employees TIL Balance based on the amount

entered during the pay run. Any banked hours using this type are not applicable for payment until **TIL Taken** is used during a pay run.

TIL Taken

All payments made using this type will reduce he Employees TIL Balance based on the amount entered during the pay run. **TIL Taken** will use the rate which has been predefined in the employees **Award & Agreement**, **Special Award Rate** or **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected and will be taxed at the marginal rate (same tax rate as their NORMAL Pay).

Revision: 2 — Last modified: Feb 15, 2021

3.4.3.2.9. Banked Hours Accrued and Banked Hours Taken

Banked Hours Accrued

* Banked Hours refers to a type of arrangement that allows (or requires) employees to accrue overtime which can be taken as Leave at a later stage. For example, an employee works 38 hours normal time and 5 hours overtime. The employee chooses to accrue 5 hours Banked Hours instead of receiving payment for overtime hours.

All payments made using this type will increase the Employees Banked Hours / RDO's Balance based on the amount entered during the pay run. Any banked hours using this type are not applicable for payment until **Banked Hours Taken** is used during a pay run.

Banked Hours Taken

All payments made using this type will reduce he Employees Banked Hours / RDO's Balance based on the amount entered during the pay run. **Banked Hours Taken** will use the rate which has been predefined in the employees **Award & Agreement**, **Special Award Rate** or **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected and will be taxed at the marginal rate (same tax rate as their NORMAL Pay).

Revision: 2 — Last modified: Feb 15, 2021

3.4.3.3. Cessation / Termination Pay Rates

! Presently there are no default Termination Pay Types for Unused RDOs or Time Off In Lieu. As these payments are generally considered to be ETPs, the relevant leave balance will need to be reduced once the pay run is completed.

! If you are unsure which Pay Types apply to your circumstances, please contact your registered Taxation or BAS agent (member of the Tax Practitioners Board) to obtain payroll advice.

We have provided general guidance below, obtained from the ATO's website, Withholding from unused leave payments on termination of employment & Table A: Withholding rates for ETPs, for the most suitable pay types based on the reason of termination.

Voluntary Cessation

1. **Unused Annual Leave + Loading (aft 18/8/93)**
2. **Unused Annual Leave + Loading (bef 18/8/93)**
3. **Unused Annual Leave (aft 18/8/93)**
4. **Unused Annual Leave (bef 18/8/93)**
5. **Unused Long Service (aft 17/8/93)**
6. **Unused Long Service (16/8/78 – 17/8/93)**
7. **Unused Long Service (bef 16/8/78)**
8. **ETP – Life Benefit (17%)**
9. **ETP – Life Benefit (32%)**
10. **ETP – Life Benefit (47%)**
11. **ETP – No TFN (47%)**
12. **ETP – Foreign Resident / No TFN (45%)**

Dismissal

1. **Unused Annual Leave + Loading (aft 18/8/93)**
2. **Unused Annual Leave + Loading (bef 18/8/93)**
3. **Unused Annual Leave (aft 18/8/93)**
4. **Unused Annual Leave (bef 18/8/93)**
5. **Unused Long Service (aft 17/8/93)**
6. **Unused Long Service (16/8/78 – 17/8/93)**
7. **Unused Long Service (bef 16/8/78)**
8. **ETP – Life Benefit (17%)**
9. **ETP – Life Benefit (32%)**
10. **ETP – Life Benefit (47%)**
11. **ETP – No TFN (47%)**
12. **ETP – Foreign Resident / No TFN (45%)**

Contract Cessation

1. **Unused Annual Leave + Loading (aft 18/8/93)**
2. **Unused Annual Leave + Loading (bef 18/8/93)**
3. **Unused Annual Leave (aft 18/8/93)**
4. **Unused Annual Leave (bef 18/8/93)**
5. **Unused Long Service (aft 17/8/93)**
6. **Unused Long Service (16/8/78 – 17/8/93)**
7. **Unused Long Service (bef 16/8/78)**
8. **ETP – Life Benefit (17%)**
9. **ETP – Life Benefit (32%)**
10. **ETP – Life Benefit (47%)**
11. **ETP – No TFN (47%)**
12. **ETP – Foreign Resident / No TFN (45%)**

Transfer

1. **Unused Annual Leave + Loading (aft 18/8/93)**
2. **Unused Annual Leave + Loading (bef 18/8/93)**
3. **Unused Annual Leave (aft 18/8/93)**
4. **Unused Annual Leave (bef 18/8/93)**
5. **Unused Long Service (aft 17/8/93)**
6. **Unused Long Service (16/8/78 – 17/8/93)**
7. **Unused Long Service (bef 16/8/78)**
8. **ETP – Life Benefit (17%)**
9. **ETP – Life Benefit (32%)**
10. **ETP – Life Benefit (47%)**
11. **ETP – No TFN (47%)**
12. **ETP – Foreign Resident / No TFN (45%)**

Ill Health

1. **Unused Annual Leave + Loading (Redund)**
2. **Unused Annual Leave (Redund)**
3. **Unused Long Service (Redund)**
4. **Redundancy And Early Retirement Payments**
5. **ETP – Life Benefit (17%)**
6. **ETP – Life Benefit (32%)**
7. **ETP – Life Benefit (47%)**
8. **ETP – No TFN (47%)**
9. **ETP – Foreign Resident / No TFN (45%)**

Redundancy

1. **Unused Annual Leave + Loading (Redund)**
2. **Unused Annual Leave (Redund)**
3. **Unused Long Service (Redund)**
4. **Redundancy And Early Retirement Payments**
5. **ETP – Life Benefit (17%)**
6. **ETP – Life Benefit (32%)**
7. **ETP – Life Benefit (47%)**
8. **ETP – No TFN (47%)**
9. **ETP – Foreign Resident / No TFN (45%)**

Deceased

1. **ETP – Death Benefit (Dependant – 0%)**
2. **ETP – Death Benefit (Dependant – 47%)**
3. **ETP – Death Benefit (Non-Dependant – 32%)**
4. **ETP – Death Benefit (Non-Dependant – 47%)**

3.4.3.3.1. Unused Annual Leave + Loading (aft 18/8/93)

> ❗ The below Pay Rate is a default included within **e-PayDay®** and should be used as an **example only.** Before processing any **Cessation Pays**, we strongly advise contacting your Accountant and/or Bookkeeper to confirm your Superannuation Guarantee (SG) obligations in regards to **Unused Leave Pay Rates**. If your settings need to be amended, please follow **Edit a Pay Rate.**

Unused Annual Leave + Loading (aft 18/8/93)

Unused Annual Leave + Loading (aft 18/8/93) is used as part of a **Cessation (Termination) Pay Run**, where an employee is being 'paid out' the remaining Annual Leave hours they accumulated since their date hired (after August 1993) which will be taxed at the marginal rate – the same tax rate as their NORMAL Pay.

All payments made using this type will be calculated using the base rate (multiplied by **117.50%**), from

the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 2 — Last modified: Dec 23, 2020

3.4.3.3.2. Unused Annual Leave + Loading (bef 18/8/93)

> **!** The below Pay Rate is a default included within **e-PayDay®** and should be used as an **example only.** Before processing any **Cessation Pays**, we strongly advise contacting your Accountant and/or Bookkeeper to confirm your Superannuation Guarantee (SG) obligations in regards to **Unused Leave Pay Rates**. If your settings need to be amended, please follow **Edit a Pay Rate.**

Unused Annual Leave + Loading (bef 18/8/93)

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Unused Annual Leave + Loading (bef 18/8/93) is used as part of a **Cessation (Termination) Pay Run**, where an employee is being 'paid out' the remaining Annual Leave hours that they accumulated since their date hired (before August 1993) which will be taxed as a **Lump Sum A** payment (Unused Annual and Long Service Leave).

All payments made using this type will be calculated using the base rate (multiplied by **117.50%**), from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 3 — Last modified: Dec 23, 2020

3.4.3.3.3. Unused Annual Leave + Loading

(Redund)

> ❗ The below Pay Rate is a default included within **e-PayDay®** and should be used as an **example only.** Before processing any **Cessation Pays**, we strongly advise contacting your Accountant and/or Bookkeeper to confirm your Superannuation Guarantee (SG) obligations in regards to **Unused Leave Pay Rates**. If your settings need to be amended, please follow **Edit a Pay Rate.**

Unused Annual Leave + Loading (Redund)

Unused Annual Leave + Loading (Redund) is used as part of a Redundancy **Cessation (Termination) Pay Run**, where an employee is being 'paid out' the remaining Annual Leave hours that they accumulated since their date hired which will be taxed as a **Lump Sum A** payment (Unused Annual and Long Service Leave).

All payments made using this type will be calculated using the base rate (multiplied by **117.50%**), from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 2 — Last modified: Dec 23, 2020

3.4.3.3.4. Unused Annual Leave (aft 18/8/93)

> **!** The below Pay Rate is a default included within **e-PayDay®** and should be used as an **example only.** Before processing any **Cessation Pays**, we strongly advise contacting your Accountant and/or Bookkeeper to confirm your Superannuation Guarantee (SG) obligations in regards to **Unused Leave Pay Rates**. If your settings need to be amended, please follow **Edit a Pay Rate.**

Unused Annual Leave (aft 18/8/93)

Unused Annual Leave (aft 18/8/93) is used as part of a **Cessation (Termination) Pay Run**, where an employee is being 'paid out' the remaining Annual Leave hours they accumulated since their date hired (after August 1993) which will be taxed at the marginal rate – the same tax rate as their NORMAL Pay.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 2 — Last modified: Dec 23, 2020

3.4.3.3.5. Unused Annual Leave (bef 18/8/93)

> **!** The below Pay Rate is a default included within **e-PayDay®** and should be used as an **example only.** Before processing any **Cessation Pays**, we strongly advise contacting your Accountant and/or Bookkeeper to confirm your Superannuation Guarantee (SG) obligations in regards to **Unused Leave Pay Rates**. If your settings need to be amended, please follow **Edit a Pay Rate.**

Unused Annual Leave (bef 18/8/93)

Unused Annual Leave (bef 18/8/93) is used as part of a **Cessation (Termination) Pay Run**, where an employee is being 'paid out' the remaining Annual Leave hours that they accumulated since their date hired (before August 1993) which will be taxed as a **Lump Sum A** payment (Unused Annual and Long Service Leave).

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 3 — Last modified: Dec 23, 2020

3.4.3.3.6. Unused Annual Leave (Redund)

> **!** The below Pay Rate is a default included within **e-PayDay®** and should be used as an **example only.** Before processing any **Cessation Pays**, we strongly advise contacting your Accountant and/or Bookkeeper to confirm your Superannuation Guarantee (SG) obligations in regards to **Unused Leave Pay Rates**. If your settings need to be amended, please follow **Edit a Pay Rate.**

Unused Annual Leave (Redund)

Unused Annual Leave (Redund) is used as part of a Redundancy **Cessation (Termination) Pay Run**, where an employee is being 'paid out' the remaining Annual Leave hours that they accumulated since their date hired which will be taxed as a **Lump Sum A** payment (Unused Annual and Long Service Leave).

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 5 — Last modified: Dec 23, 2020

3.4.3.3.7. Unused Long Service (aft 17/8/93)

> ❗ The below Pay Rate is a default included within **e-PayDay®** and should be used as an **example only.** Before processing any **Cessation Pays**, we strongly advise contacting your Accountant and/or Bookkeeper to confirm your Superannuation Guarantee (SG) obligations in regards to **Unused Leave Pay Rates**. If your settings need to be amended, please follow **Edit a Pay Rate.**

Unused Long Service (aft 17/8/93)

Unused Long Service (aft 17/8/93) is used as part of a **Cessation (Termination) Pay Run**, where an employee is being 'paid out' the Long Service Leave hours they accumulated since their date hired (after August 1993), which will be taxed at the marginal rate – the same tax rate as their NORMAL Pay.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 2 — Last modified: Dec 23, 2020

3.4.3.3.8. Unused Long Service (16/8/78 – 17/8/93)

❗ The below Pay Rate is a default included within **e-PayDay®** and should be used as an **example only.** Before processing any **Cessation Pays**, we strongly advise contacting your Accountant and/or Bookkeeper to confirm your Superannuation Guarantee (SG) obligations in regards to **Unused Leave Pay Rates**. If your settings need to be amended, please follow **Edit a Pay Rate.**

Unused Long Service (16/8/78 – 17/8/93)

Unused Long Service (16/8/78 – 17/8/93) is used as part of a **Cessation (Termination) Pay Run**, where an employee is being 'paid out' the Long Service Leave hours that they accumulated from 18 August 1978 but before 17 August 1993 which will be taxed as a **Lump Sum A** payment (Unused Annual and Long Service Leave).

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 3 — Last modified: Dec 23, 2020

3.4.3.3.9. Unused Long Service (bef 16/8/78)

> **!** The below Pay Rate is a default included within **e-PayDay®** and should be used as an **example only.** Before processing any **Cessation Pays**, we strongly advise contacting your Accountant and/or Bookkeeper to confirm your Superannuation Guarantee (SG) obligations in regards to **Unused Leave Pay Rates**. If your settings need to be amended, please follow **Edit a Pay Rate.**

Unused Long Service (bef 16/8/78)

Unused Long Service (bef 16/8/78) is used as part of a **Cessation (Termination) Pay Run**, where an employee is being 'paid out' the Long Service Leave hours that they accumulated since their date hired (before 16 August 1978) which will be taxed as a **Lump Sum B** payment (Unused Annual and Long Service Leave).

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 3 — Last modified: Dec 23, 2020

3.4.3.3.10. Unused Long Service (Redund)

> ! The below Pay Rate is a default included within **e-PayDay®** and should be used as an **example only.** Before processing any **Cessation Pays**, we strongly advise contacting your Accountant and/or Bookkeeper to confirm your Superannuation Guarantee (SG) obligations in regards to **Unused Leave Pay Rates**. If your settings need to be amended, please follow **Edit a Pay Rate.**

Unused Long Service (Redund)

Unused Long Service (Redund) is used as part of a Redundancy **Cessation (Termination) Pay Run**, where an employee is being 'paid out' the remaining Long Service Leave hours that they accumulated since their date hired which will be taxed as a **Lump Sum A** payment (Unused Annual and Long Service Leave).

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 3 — Last modified: Dec 23, 2020

3.4.3.3.11. Redundancy And Early Retirement Payments

Redundancy And Early Retirement Payments

Redundancy And Early Retirement Payments is used as part of a **Cessation (Termination) Pay Run**, where an employee is being 'paid out' as part of a Genuine redundancy or early retirement scheme. Any payments made using this type will NOT be taxed as will be classified as **Lump Sum D** Generally speaking, Superannuation (OTE) and Accruals (Annual, Personal, Long Service, RDO's and TIL) do not accumulate on Cessation (Termination) Leave Pay Types.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 3 — Last modified: Feb 15, 2021

3.4.3.3.12. ETP – Life Benefit (17%)

ETP – Life Benefit (17%)

ETP – Life Benefit (17%) is used as part of a **Cessation (Termination) Pay Run**, where an employee is being 'paid out' any payment that does not fall under another Cessation / Termination Pay Rate Type. Any payments made using this type will be taxed at the relevant rate, which is dependant on the **Payment Type Code** that is entered. Generally speaking, Superannuation (OTE) and Accruals (Annual, Personal, Long Service, RDO's and TIL) do not accumulate on Cessation (Termination) Leave Pay Types.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.

4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 2 — Last modified: Mar 02, 2021

3.4.3.3.13. ETP – Life Benefit (32%)

ETP – Life Benefit (32%)

ETP – Life Benefit (32%) is used as part of a **Cessation (Termination) Pay Run**, where an employee is being 'paid out' any payment that does not fall under another Cessation / Termination Pay Rate Type. Any payments made using this type will be taxed at the relevant rate, which is dependant on the **Payment Type Code** that is entered. Generally speaking, Superannuation (OTE) and Accruals (Annual, Personal, Long Service, RDO's and TIL) do not accumulate on Cessation (Termination) Leave Pay Types.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 2 — Last modified: Feb 15, 2021

3.4.3.3.14. ETP – Life Benefit (47%)

ETP – Life Benefit (47%)

ETP – Life Benefit (47%) is used as part of a **Cessation (Termination) Pay Run**, where an employee is being 'paid out' any payment that does not fall under another Cessation / Termination Pay Rate Type. Any payments made using this type will be taxed at the relevant rate, which is dependant on the **Payment Type Code** that is entered. Generally speaking, Superannuation (OTE) and Accruals (Annual, Personal, Long Service, RDO's and TIL) do not accumulate on Cessation (Termination) Leave Pay Types.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 2 — Last modified: Feb 15, 2021

3.4.3.3.15. ETP – No TFN (47%)

ETP – No TFN (47%)

ETP – No TFN (47%) is used as part of a **Cessation (Termination) Pay Run**, where an employee has omitted from providing you with their Tax File Number. Any payments made using this type will be taxed at the relevant rate, which is dependant on the **Payment Type Code** that is entered. Generally speaking,

Superannuation (OTE) and Accruals (Annual, Personal, Long Service, RDO's and TIL) do not accumulate on Cessation (Termination) Leave Pay Types.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 2 — Last modified: Feb 15, 2021

3.4.3.3.16. ETP – Foreign Resident / No TFN (45%)

ETP – Foreign Resident / No TFN (45%)

ETP – Foreign Resident / No TFN (45%) is used as part of a **Cessation (Termination) Pay Run**, where an employee is considered a foreign Resident who has omitted from providing you with their Tax File Number. Any payments made using this type will be taxed at the relevant rate, which is dependant on the **Payment Type Code** that is entered. Generally speaking, Superannuation (OTE) and Accruals (Annual, Personal, Long Service, RDO's and TIL) do not accumulate on Cessation (Termination) Leave Pay Types.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 2 — Last modified: Feb 15, 2021

3.4.3.3.17. ETP – Death Benefit (Dependant – 0%)

ETP – Death Benefit (Dependant – 0%)

ETP – Death Benefit (Dependant – 0%) is used as part of a **Cessation (Termination) Pay Run**, where an employee has passed away and the payment is being paid to the Employees Dependants at 0% Tax by entering the **Payment Type Code** of **D**. Generally speaking, Superannuation (OTE) and Accruals (Annual, Personal, Long Service, RDO's and TIL) do not accumulate on Cessation (Termination) Leave Pay Types.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.

4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

3.4.3.3.18. ETP – Death Benefit (Dependant – 47%)

ETP – Death Benefit (Dependant – 47%)

ETP – Death Benefit (Dependant – 47%) is used as part of a **Cessation (Termination) Pay Run**, where an employee has passed away and the payment is being paid to the Employees Dependants at 47% Tax by entering the **Payment Type Code** of **D**. Generally speaking, Superannuation (OTE) and Accruals (Annual, Personal, Long Service, RDO's and TIL) do not accumulate on Cessation (Termination) Leave Pay Types.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 2 — Last modified: Feb 15, 2021

3.4.3.3.19. ETP – Death Benefit (Non-Dependant – 32%)

ETP – Death Benefit (Non-Dependant – 32%)

ETP – Death Benefit (Non-Dependant – 32%) is used as part of a **Cessation (Termination) Pay Run**, where an employee has passed away and the payment is being paid to the Employees Non-Dependants at 32% Tax by entering the **Payment Type Code** of **N**. Generally speaking, Superannuation (OTE) and Accruals (Annual, Personal, Long Service, RDO's and TIL) do not accumulate on Cessation

(Termination) Leave Pay Types.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 2 — Last modified: Feb 15, 2021

3.4.3.3.20. ETP – Death Benefit (Non-Dependant – 47%)

ETP – Death Benefit (Non-Dependant – 47%)

ETP – Death Benefit (Non-Dependant – 47%) is used as part of a **Cessation (Termination) Pay Run**, where an employee has passed away and the payment is being paid to the Employees Non-Dependants at 47% Tax by entering the **Payment Type Code** of **N**. Generally speaking, Superannuation (OTE) and Accruals (Annual, Personal, Long Service, RDO's and TIL) do not accumulate on Cessation (Termination) Leave Pay Types.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 2 — Last modified: Feb 15, 2021

3.4.3.4. Schedule 5 (Back Pay, Commission, Bonus) Pay Rates

- **Back Pay, Commission, Bonus (A)**
  - Method A: Used for any additional payments made regardless of the financial year the additional payment applies to. This includes all back payments, commissions, bonuses or similar payments.
- **Back Pay, Commission, Bonus (B (i))**
  - Method B (i): Used for any back payments applied to specific periods in the current financial year.
- **Back Pay, Commission, Bonus (B (ii))**
  - Method B (ii): Used for back payments that relate to a prior financial year and any additional payments (including commissions, bonuses or similar payments) that don't relate to a single pay period regardless of the financial year the additional payment applies to.

Revision: 8 — Last modified: Mar 14, 2023

3.4.3.4.1. Back Pay, Commission, Bonus (A)

Back Pay, Commission, Bonus (A)

Back Pay, Commission, Bonus (A) can be used for any additional payments made regardless of the financial year the additional payment applies to, and includes all back payments, commissions, bonuses or similar payments. Learn more **here...** Generally speaking, Superannuation (OTE) and Accruals (Annual, Personal, Long Service, RDO's and TIL) do not accumulate on back payments, commissions, bonuses and similar payments, however, these setting can be changed at any stage if they are applicable in your circumstances.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 2 — Last modified: Feb 15, 2021

3.4.3.4.2. Back Pay, Commission, Bonus (B (i))

Back Pay, Commission, Bonus (B (i))

Back Pay, Commission, Bonus (B (i)) can be used for any back payments applied to specific periods in the current financial year. Learn more **here…** Generally speaking, Superannuation (OTE) and Accruals (Annual, Personal, Long Service, RDO's and TIL) do not accumulate on back payments, commissions, bonuses and similar payments, however, these setting can be changed at any stage if they are applicable in your circumstances.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.

4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 3 — Last modified: Feb 15, 2021

3.4.3.4.3. Back Pay, Commission, Bonus (B (ii))

Back Pay, Commission, Bonus (B (ii))

Back Pay, Commission, Bonus (B (ii)) can be used for any back payments that relate to a prior financial year and any additional payments (including commissions, bonuses or similar payments) that don't relate to a single pay period regardless of the financial year the additional payment applies to.. Learn more **here…** Generally speaking, Superannuation (OTE) and Accruals (Annual, Personal, Long Service, RDO's and TIL) do not accumulate on back payments, commissions, bonuses and similar payments, however, these setting can be changed at any stage if they are applicable in your circumstances.

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 3 — Last modified: Feb 15, 2021

3.4.4. Superannuation (Before and After Tax) Deductions

1. **Concessional (Before Tax) Super**
2. **Non-Concessional (After Tax) Super**

Revision: 8 — Last modified: Jul 16, 2020

3.4.4.1. Concessional (Before Tax) Super

Concessional (Before Tax) Super

Concessional (Before Tax) Super are payments that are deducted from the employees' gross salary or wages and paid directly to their Superannuation Fund. As these payments are deducted before tax is calculated, they will be taxed once the Superannuation Fund receives the contributions. Learn more **here…**

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

Revision: 2 — Last modified: Feb 15, 2021

3.4.4.2. Non-Concessional (After Tax) Super

Non-Concessional (After Tax) Super

Non-Concessional (After Tax) Super are payments that are deducted from the employees' net salary or wages and paid directly to their Superannuation Fund. As these payments are deducted after tax is calculated, the Superannuation Fund will not deduct any tax once they receive the contributions. Learn more **here…**

All payments made using this type will be calculated using the base rate, from the following sections, in the following priority;

1. The Employees **Advanced Pay Set Up** *unless* **Calculate Base Rate on Advanced Pay Settings** is selected,
2. The Employees **Special Award Rate**,
3. The Employees Hours paid at $ in their **Award & Agreement**.
4. Alternatively, the Pay Type can be edited to set the rate *or* simply changed by entering the rate during a **Pay Run**.

3.5. Super Manager Menu

The **Super Manager** Menu allows you to create new Superannuation Funds and view, edit and search within your existing Superannuation Funds. This menu also provides quick links to several windows contained in **Super Manager**, as well as the ability to record Superannuation Payments, Print certain reports and set your SuperStream File Format.
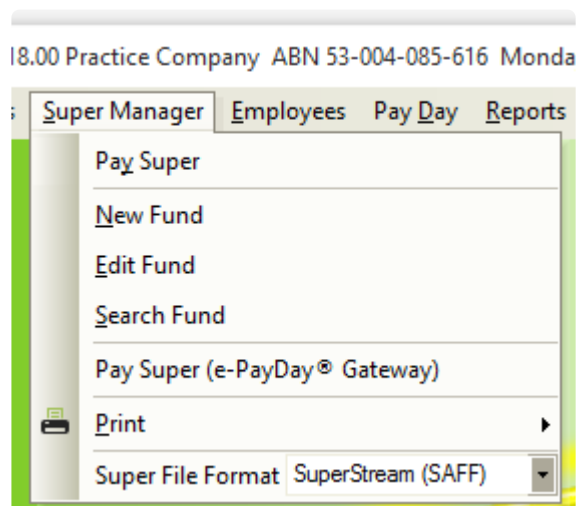
- **Pay Super**: Record your Superannuation Payment for the required reporting period.
- **New Fund**: Add a new Superannuation Fund.
- **Edit Fund**: Edit an existing Superannuation Fund
- **Search Fund**: Search and Replace information
- **Pay Super (e-PayDay® Gateway)**: Open the e-PayDay® Gateway to upload your SuperStream File.
- **Print**
  - **Employee Details**
  - **Fund Details**
  - **Fund Reports**: Opens Super Manager so the required Superannuation Funds can be selected before the report is generated.
- **Super File Format**
  - **No Fund**: Do not create a SuperStream File.
  - **SuperStream (SAFF)**: ATO's File Format accepted by all Super Funds and Clearing Houses.
  - **SuperStream (QuickSuper)**: File Format specifically for QuickSuper which differs slightly to SAFF.
  - **SuperStream (e-PayDay)**: File Format for the e-PayDay SuperStream Gateway.

Revision: 11 — Last modified: Apr 12, 2019

3.5.1. Super Manager Overview

✳ For set up instructions and commonly asked questions, see our **Knowledge Base**

(Known Issues and Frequently Asked Questions)

Super Manager is linked to every employee by defining the Superannuation Fund they hold an account with. At the end of each reporting period, a SuperStream and Payment File can be created. Payments are also recorded once completed to update the Employee Year-to-Date Superannuation Contributions on their pay slips.

Access to Super Manager is available through the **Super Manager Menu** *or* through the Sidebar.
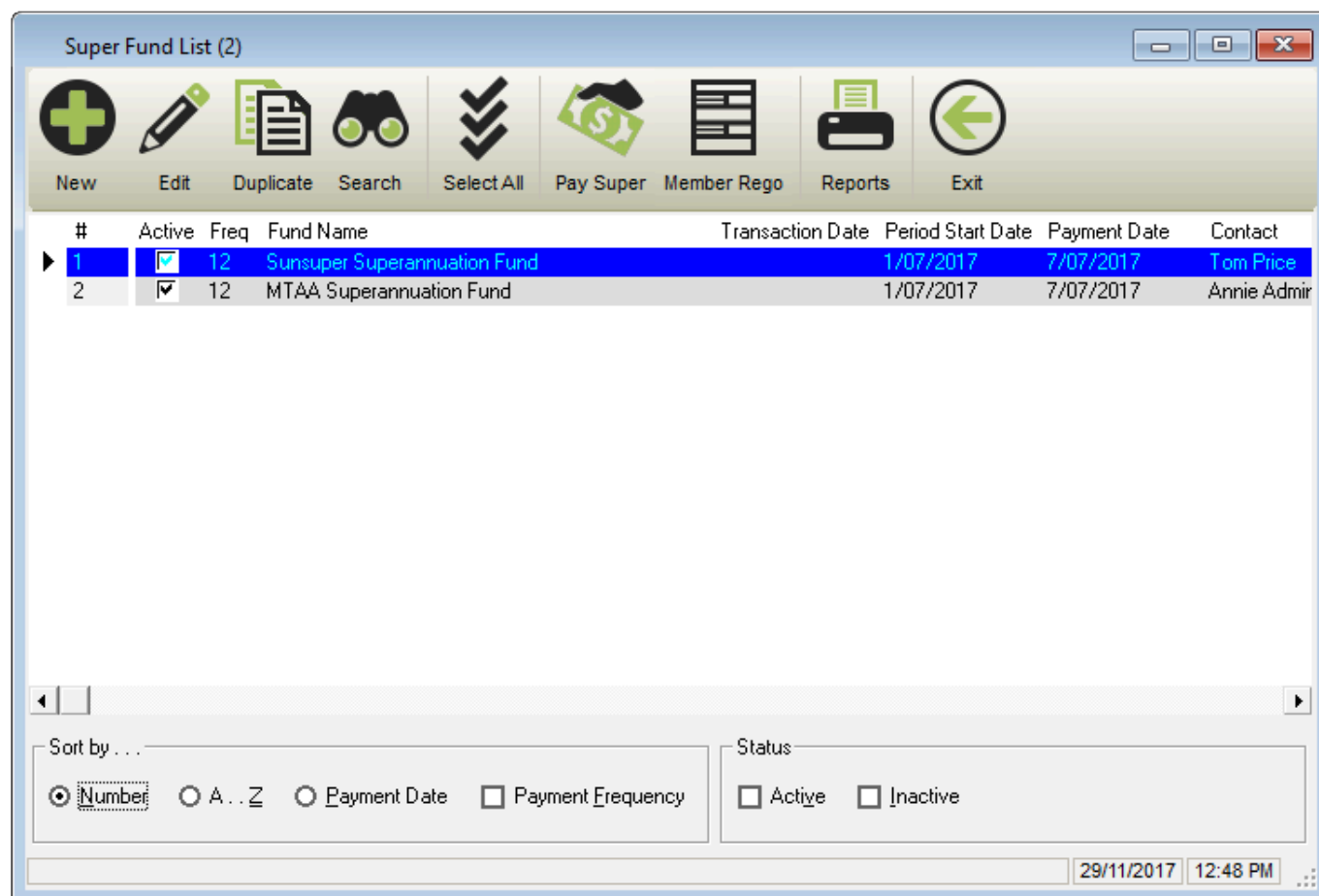
The **Super Manager Fund List** includes the following options;

- **New**: Add a new Superannuation Fund
- **Edit**: Edit an existing Superannuation Fund
- **Duplicate**: Duplicate an existing Superannuation Fund
- **Search**: Search and Replace information.
- **Select All**: Select all Superannuation Funds.
- **Pay Super**: Create a SuperStream File for the **e-PayDay® Gateway or your Superannuation Fund / Clearing House** and record payments after submission.
- **Member Rego**: Currently under Development.
- **Reports**: Print Superannuation Fund Reports.
- **Exit**: Close the Super Fund List
- Quickly and easily view the Superannuation Fund
  - ID

- ◦ Active/Inactive setting
- ◦ Fund Name
- ◦ SuperStream File Transaction Date
- ◦ Period Start Date
- ◦ Payment Date
- ◦ Contact Name
- ◦ Phone Number
- ◦ Fax Number
- ◦ Address
- ◦ Fund Name
- ◦ Sort by **Number**, **A – Z**, **Payment Date** and **Payment Frequency**.
- ◦ Display only **Active** and/or **Inactive** Superannuation Funds.

The **Super Fund** Window includes the following options;
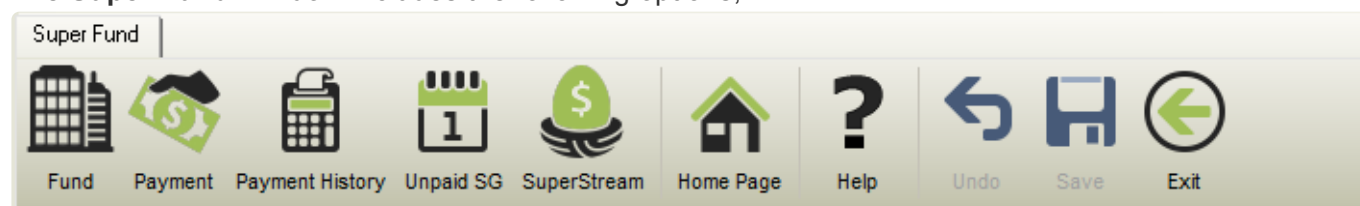
- • **Fund**: The Superannuation Fund information.
- • **Payment**: Payment Method and Super Period Start Date.
- • **Payment History**: Transactions recorded when the Superannuation Fund is marked as paid.
- • **Unpaid SG**: UNPAID Superannuation transactions for the Superannuation Fund.
- • **SuperStream**: Important information which is required to create your SuperStream File electronically.
- • **Home Page**: The Super Funds Website will be opened in an internet browser if the Home Page (URL) is completed.
- • **Help**: Opens the relevant section of our online guide (this).
- • **Undo**: Undo any unsaved changes.
- • **Save**: Save changes to the currently open Superannuation Fund.
- • **Exit**: Close the Superannuation Fund window.

Revision: 21 — Last modified: Jan 22, 2020

3.5.1.1. Fund Details

> ✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

! (centre)https://manula.s3.amazonaws.com/user/1894/img/window-super-manager-fund.png!

- • **Superannuation Fund Details**
    - ◦ **Database ID**: The Database ID will be automatically assigned by e-PayDay and is used for easy identification.
    - ◦ **Active**: Denotes whether the Super Fund is **Active** (ticked) or **Inactive** (unticked).

- **Fund Name and Plan Name**: Name of the registered Super Fund.
- **Fund Registration Number**: Superannuation Fund Identifier.
- **Contact Name**: Contact Person you speak to when dealing with the Super Fund.
- **Fund Address**: Physical or postal address including State, Post Code and Country.
- **Phone No**: Telephone number.
- **Fax No**: Facsimile number.
- **e-Mail**: Electronic Mail Address.
- **Home Page (URL)**: Website.

Revision: 5 — Last modified: Nov 26, 2019

3.5.1.2. Payment Details

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Superannuation Payment Details**
    - **Fund Paid**
        - 2 Monthly

- ▪ 4 Monthly
- ▪ 6 Monthly
- ▪ Fortnightly
- ▪ Monthly
- ▪ Quarterly
- ▪ Weekly
- ▪ Yearly
  - ◦ **Payment Method**
    - ▪ Cash
    - ▪ Cheque
    - ▪ EFT
    - ▪ Other
  - ◦ **Receipt/Cheque No**: A receipt or cheque number may be entered when marking the Superannuation Fund as paid.
  - ◦ **Period Start Date**: The date the Superannuation Period begins.
  - ◦ **Increment Amount**: No longer used.

Revision: 5 — Last modified: Nov 26, 2019

3.5.1.3. Payment History

- **Payment History** – sorted in date order (newest to oldest)
  - **Payment Date**: The date the Superannuation Fund was marked as paid.
  - **Period End Date**: The date the Superannuation Fund was paid until.
  - **Total Amount**: SG Amount, Sal Sac Amount and After-Tax Amount as a total.
  - **Method**: Method of payment.
  - **Receipt/Cheque No**: The **Receipt/Cheque No** entered when the Superannuation Fund was marked as paid.
  - **SG Amount**: The Employer Contribution component of Super Paid.
  - **Sal Sac Amount**: The Salary Sacrifice Contribution component of Super paid.
  - **After-Tax Amount**: The After-Tax Super Contribution component of Super paid.
  - **Payment Details / Notes**: Information about the Payment (eg. Finalised Pay runs Posted between 01/07/2013 and 31/07/2013 including adjustments carried forward. Employer SG $138.46, Total Member $0.00).
- **Details**
  - **Edit:** Edit an existing Superannuation payment.
  - **Delete:** Delete an existing Superannuation payment.
  - **Save**: Save changes to an existing Superannuation payment.
  - **Undo**: Undo any unsaved changes.

Revision: 6 — Last modified: Mar 02, 2021

3.5.1.4. Unpaid SG

✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

Unpaid SG will display any unpaid Superannuation Contributions until the transactions are either;

- Transferred to another Superannuation fund by following Transfer Unpaid Super Amounts
- Marked as paid by following Pay Super. These transactions are then transferred into Payment History

- **Employee**: Employee Name.
- **Member No**: Super identification number for the employee.
- **Posting Date**: Pay Run Posting Dates for each period which Superannuation was required to be paid.
- **SG**: SG Contribution amount for the employee.
- **c/fwd**: Displays a $ amount if the previous superannuation period was marked as paid BEFORE all pay runs for the reporting period were completed.
- **c/fwd. + SG**: Total carried forward superannuation contributions plus the SG Contribution amount for the period.
- **RESC**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** and Total **Concessional (Before Tax)** Superannuation Contribution Deductions.
- **Sort by**
  - **Employee DBID**: Sort the Unpaid SG History by the Employees Database ID
  - **Employee Code**: Sort the Unpaid SG History by the Employee Code
  - **Employee Surname**: Sort the Unpaid SG History by the Employees Surname

Revision: 9 — Last modified: Aug 29, 2022

3.5.1.5. SuperStream

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Superannuation Fund Details**
  - ◦ **ABN**: Australian Business Number.
  - ◦ **USI**: Unique Superannuation Identifier.
  - ◦ **Organisation Name**: Name of the registered Super Fund.
  - ◦ **Electronic Service Address**: Only required for Self Managed Super Funds (SMSF).
  - ◦ **Payment Method**
    - ▪ Direct Debit
    - ▪ Direct Credit
    - ▪ BPay
  - ◦ **BPay Biller Code**: BPay Biller Code for BPay Payments.
  - ◦ **Payment / Customer Reference Number**: Payment / Customer Reference Number for BPay Payments.
  - ◦ **BSB**: Bank State Branch.

- ◦ **Account Number**: Bank Account Number.
- ◦ **Account Name**: Name on the Bank Account.
- ◦ **Account Branch Name**: Branch Account was opened at
- ◦ **Financial Institution Name**: Bank that account is with

Revision: 5 — Last modified: Nov 26, 2019

3.5.1.6. Search and Replace (Super Manager)

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

Search and Replace in Super Manager is designed to detail (and modify) the information contained in the field selected.

- • **Search**: Complete a search based on the criteria set in **Enter your Search Details**.

- **Clear**: Clears **Enter your Search Details**.
- **Replace**: Replaces the current setting with setting contained in **Replace selected item/s with**.
- **Undo**: Undo any unsaved changes.
- **Exit**: Close Search and Replace or Pay Types.
- **Enter your search details**
    - **Search In**
        - ABN
        - Account Bank Code
        - Account Branch
        - Account Name
        - Account Number
        - Active Fund
        - BPAY Biller Code
        - BSB
        - Contact Name
        - Customer Reference No
        - Electronic Serv Address
        - Expected Payment Date
        - Fax No
        - Fund Address
        - Fund DBID
        - Fund e-Mail
        - Fund Increment Amount
        - Fund Name and Plan Name
        - Fund Paid xx times per year
        - Fund Payment Method
        - Fund Registration Number
        - Fund URL
        - Fund Use Details
        - Organisation Name
        - Payment Method
        - Period Start Date
        - Phone No.
        - Prompt for Receipt
        - SPIN
        - Transaction Date
    - **Search By**
        - **Containing**: Search for a character or number contained in the Superannuation Fund you require.
          eg. Search for all Superannuation Funds which contain the number 5
        - **Ending with**: Search for the ending character or number in the Superannuation Fund you require.
          eg. Search for all Superannuation Funds which end with the number 5
        - **Is Equal To**: Search for Superannuation Funds which match the search criteria you have entered.
          eg. Search for all Superannuation Funds which match the number 5
        - **Starting With**: Search for the starting character or number in the Superannuation Fund you require.

eg. Search for all Superannuation Funds which start with the number 5

- ◦ **Your Requested Search Results**
  - ▪ Pay Rate #
  - ▪ Type
  - ▪ Description
  - ▪ Classification
  - ▪ Report to
- ◦ Your **Search In** setting will be displayed
  - ▪ Replace with: Options will be displayed depending on your **Search In** setting.

Revision: 8 — Last modified: Feb 15, 2021

3.5.1.6.1. Use Search and Replace in Super Manager to update the Super Fund Period Start Date

1. Click **Super Manager** > **Search Funds** *or*
   Click **Super Manager** from the Side Bar then click **Search**.
2. Navigate to **Enter your search details. . .**
3. In **Search in**, select **Period Start Date**
4. In **Your Requested Search Results. . .**, select the Super Fund/s you wish to update
   a. Multiple Super Funds can be selected by holding down the **Ctrl** key on your keyboard
5. Navigate to **Replace selected item/s with. . .**
6. In **Replace with**, enter the date required.
7. Select **Replace**

Revision: 1 — Last modified: Jul 01, 2022

3.5.2. Super Reports

Currently, the following Superannuation Reports are available;

- **Employer Periodic SG Contributions**
- **Employer Periodic SG Contributions (1 Page per Fund)**
- **Non SG Contributions YTD**
- **Non SG Periodic Contributions**
- **SG YTD Employee Balances**
- **SG YTD Monthly Summary**
- **Super Fund Payment Records**
- **Super Fund Payment Records (No Details)**
- **Total Periodic Superannuation Contributions**

Revision: 3 — Last modified: Apr 12, 2019

3.5.2.1. Employer Periodic SG Contributions

(Super Reports)

The **Employer Periodic SG Contributions** Report in Pay Slips is identical to the **Employer Periodic SG Contributions Report in Main Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
  - This option is locked and unavailable for selection.
- **Pay Location/Dept**
  - This option is locked and unavailable for selection.
- **Report by**
  - This option is locked and unavailable for selection.
- **Report Period**
  - This option is locked and unavailable for selection.
- **Sort Criteria**
  - Employee Code
  - Employee DBID
  - Employee Surname
  - NONE

Revision: 8 — Last modified: Apr 12, 2019

3.5.2.2. Employer Periodic SG Contributions (1 Page per Fund)

- **Report Name**: Employer Periodic SG Contributions (1 Page per Fund)
- **Example**: **Preview an example of the Employer Periodic SG Contributions (1 Page per Fund) Report here**
- **Use**: The **Employer Periodic SG Contributions (1 Page per Fund)** Report is designed to display Super which has accumulated during the Report Period.
- **Details**:
  - Employee Name
  - Tax File Number
  - Date of Birth
  - Fund Name
  - Superannuation ID
  - Pay Run Posting Date
  - Employer SG
  - Any carried forward (unpaid) Superannuation contributions from a previous period
  - Termination Date
  - Employee Sub Totals
  - Grand Totals
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Employer Periodic SG Contributions (1 Page per Fund)** Report.
  - **Pay Period**
    - Locked and unavailable for selection.
  - **Pay Location/Dept**

▪ Locked and unavailable for selection.
  ◦ **Report by**
    ▪ Locked and unavailable for selection.
  ◦ **Report Period**
    ▪ Locked and unavailable for selection.
  ◦ **Sort Criteria**
    ▪ Employee Code
    ▪ Employee DBID
    ▪ Employee Surname
    ▪ NONE

Revision: 5 — Last modified: Apr 12, 2019

3.5.2.3. Non SG Contributions YTD (Super Reports)

The **Non SG Contributions YTD** Report in Pay Slips is identical to the **Non SG Contributions YTD Report in Main Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
  ◦ Locked and Unavailable for selection
- **Pay Location/Dept**
  ◦ Locked and Unavailable for selection
- **Report by**
  ◦ Locked and Unavailable for selection
- **Report Period**
  ◦ Locked and Unavailable for selection
- **Sort Criteria**
  ◦ Employee Code
  ◦ Employee DBID
  ◦ Employee Surname
  ◦ NONE

Revision: 4 — Last modified: Apr 12, 2019

3.5.2.4. Non SG Periodic Contributions (Super Reports)

The **Non SG Periodic Contributions** Report in Pay Slips is identical to the **Non SG Periodic Contributions Report in Main Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
  ◦ Locked and unavailable for selection.
- **Pay Location/Dept**
  ◦ Locked and unavailable for selection.
- **Report by**

- ◦ Locked and unavailable for selection.
  - **Report Period**
    - ◦ Locked and unavailable for selection.
  - **Sort Criteria**
    - ◦ Employee Code
    - ◦ Employee DBID
    - ◦ Employee Surname
    - ◦ NONE

Revision: 6 — Last modified: Apr 12, 2019

3.5.2.5. SG YTD Employee Balances (Super Reports)

The **SG YTD Employee Balances** Report in Pay Slips is identical to the **SG YTD Employee Balances Report in Main Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
  - ◦ Locked and Unavailable for selection
- **Pay Location/Dept**
  - ◦ Locked and Unavailable for selection
- **Report by**
  - ◦ Locked and Unavailable for selection
- **Report Period**
  - ◦ Locked and Unavailable for selection
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 4 — Last modified: Apr 12, 2019

3.5.2.6. SG YTD Monthly Summary (Super Reports)

The **SG YTD Monthly Summary** Report in Pay Slips is identical to the **SG YTD Monthly Summary Report in Main Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
  - ◦ Locked and Unavailable for selection
- **Pay Location/Dept**
  - ◦ Locked and Unavailable for selection
- **Report by**
  - ◦ Locked and Unavailable for selection
- **Report Period**

- ◦ Locked and Unavailable for selection
- **Sort Criteria**
  - ◦ Locked and Unavailable for selection

3.5.2.7. Super Fund Payment Records

- **Report Name**: Super Fund Payment Records
- **Example**: **Preview an example of the Super Fund Payment Records Report here**
- **Use**: The **Super Fund Payment Records** Report is designed to print all payments that have been recorded each time Super Manager is marked as paid.
- **Details**:
  - ◦ Fund Name
  - ◦ Payment Date
  - ◦ Period End Date
  - ◦ Total Amount Paid
  - ◦ Payment Method
  - ◦ Receipt Number
  - ◦ Superannuation Guarantee Total
  - ◦ Salary Sacrifice Total
  - ◦ After Tax Superannuation Contributions total
  - ◦ Payment Details / Notes
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Super Fund Payment Records** Report.
  - ◦ **Pay Period**
    - ▪ Locked and Unavailable for selection
  - ◦ **Pay Location/Dept**
    - ▪ Locked and Unavailable for selection
  - ◦ **Report by**
    - ▪ Locked and Unavailable for selection
  - ◦ **Report Period**
    - ▪ Locked and Unavailable for selection

3.5.2.8. Super Fund Payment Records (No Details)

- **Report Name**: Super Fund Payment Records (No Details)
- **Example**: **Preview an example of the Super Fund Payment Records (No Details) Report here**
- **Use**: The **Super Fund Payment Records (No Details)** Report is designed to print all payments that have been recorded each time Super Manager is marked as paid.
- **Details**:
  - ◦ Fund Name
  - ◦ Payment Date
  - ◦ Period End Date

- ◦ Total Amount Paid
- ◦ Payment Method
- ◦ Receipt Number
- ◦ Superannuation Guarantee Total
- ◦ Salary Sacrifice Total
- ◦ After Tax Superannuation Contributions total
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Super Fund Payment Records** Report.
  - ◦ **Pay Period**
    - ▪ Locked and Unavailable for selection
  - ◦ **Pay Location/Dept**
    - ▪ Locked and Unavailable for selection
  - ◦ **Report by**
    - ▪ Locked and Unavailable for selection
  - ◦ **Report Period**
    - ▪ Locked and Unavailable for selection

Revision: 3 — Last modified: Apr 12, 2019

3.5.2.9. Total Periodic Superannuation Contributions (Super Reports)

The **Total Periodic Superannuation Contributions** Report in Pay Slips is identical to the **Total Periodic Superannuation Contributions Report in Main Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
  - ◦ Locked and unavailable for selection.
- **Pay Location/Dept**
  - ◦ Locked and unavailable for selection.
- **Report by**
  - ◦ Locked and unavailable for selection.
- **Report Period**
  - ◦ Current Fund Period
  - ◦ Current Month
  - ◦ Current Pay Period
  - ◦ Previous Month
  - ◦ Specific Date Range
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 4 — Last modified: Apr 12, 2019

3.5.3. SuperStream Explained

> ✳ **Did you know?** Did you know that **e-PayDay®** also includes the ability to automatically transfer Superannuation (SG) contributions as part of your **FAST-Bank™** (.aba) file into a Holding Account? Find out more **here...**

What is SuperStream?
SuperStream is a government reform which came into effect on 1 July 2015 that requires Employers to report and pay superannuation contributions electronically in a standard format. Find out more **here...**

What is Super Manager?
Super Manager tracks all of your Superannuation Contributions, whether they are mandatory Employer (10.50%) or optional Employee (before or after tax) contributions.

Why does it matter?
In simple terms, it is your legal obligation as an Employer. Fairwork Australia has outlined **what information is mandatory on the Employees payslip**, which must be provided either physically or electronically within 1 working day of the Employee receiving payment.

Keeping **Super Manager** up to date ensures that the mandatory information is displayed on the Employees Pay Slip every pay period and is included as part of your mandatory Single Touch Payroll reporting.

What do I have to do to be SuperStream compliant?
As long as you are reporting your Employees Superannuation Contributions and payments electronically (Online either through a Super Fund, Clearing House or Gateway), you're SuperStream compliant.

How often do I have to report?
For contributions accrued from **1 July to 30 September**, payment must be received by your Employees Superannuation Funds by **28 October**
For contributions accrued from **1 October to 31 December**, payment must be received by your Employees Superannuation Funds by **28 January**
For contributions accrued from **1 January to 31 March**, payment must be received by your Employees Superannuation Funds by **28 April**
For contributions accrued from **1 April to 30 June**, payment must be received by your Employees Superannuation Funds by **28 July**

You do have the option to pay more frequently (eg, Monthly instead of quarterly as outlined above), you are simply required to ensure all 3 monthly payments are still received by your Employees Superannuation Funds before the cut-off dates above. For more detailed information, read more **here...**

Is e-PayDay® SuperStream ready or compliant?
Yes, we are and have been since October 2015. You can see our Bronze Certification **here** and you can also use the SuperStream certified product register **here** to confirm your software is compliant.

So.... What's next?

1. **Gather Employment Records**
   a. Locate the Employees physical Employment record, including their TFN Declaration and **Superannuation choice form**) (or similar depending our your business requirements).
2. **Confirm all Employees are set up correctly & correct any issues**
   a. Is the Employee linked to the correct fund in e-PayDay®? Does their set up match the paperwork they returned?
      i. Print the **Employee Masterfile** report to confirm which Super Fund your Employees are assigned to and add any new Super Funds that are required, update existing Super Fund details, reassign Employees to the correct Superannuation Funds and update Employee records as required.
      ii. If applicable, ensure all **Concessional** and **Non-Concessional** Superannuation Contribution Deductions are set up correctly, so they are included as part of your SuperStream File.
3. **Decide what's best for your business**
   a. How do you currently pay your Superannuation obligations and are you already SuperStream compliant?
      i. Decide on the Superannuation Fund provider/s that you wish to upload your SuperStream File and payment through. As there are many options available including our own **e-PayDay® SuperStream Gateway**, which is included free of charge in all **e-PayDay® Subscriptions**, we recommend contacting all of the Superannuation Funds you currently pay contributions to, to find the best solution for you.
4. **Implementation**
   a. If you have chosen to use the **e-PayDay® Gateway**, please follow **How do I start with SuperStream for the e-PayDay® Gateway?**
   b. If you have chosen to use another provider, please follow **How do I start with SuperStream for a Superannuation Fund or Clearing House?**

Revision: 16 — Last modified: Jul 25, 2022

3.5.3.1. SuperStream Getting Started Guide

1. **Gather Employment Records**
   a. Locate the Employees physical Employment record, including their TFN Declaration and **Superannuation choice form**) (or similar depending our your business requirements).
2. **Confirm all Employees are set up correctly & correct any issues**
   a. Is the Employee linked to the correct fund in e-PayDay®? Does their set up match the paperwork they returned?
      i. Print the **Employee Masterfile** report to confirm which Super Fund your Employees are assigned to and add any new Super Funds that are required, update existing Super Fund details, reassign Employees to the correct Superannuation Funds and update Employee records as required.
      ii. If applicable, ensure all **Concessional** and **Non-Concessional** Superannuation Contribution Deductions are set up correctly, so they are included as part of your SuperStream File.
3. **Decide what's best for your business**
   a. How do you currently pay your Superannuation obligations and are you already SuperStream compliant?
      i. Decide on the Superannuation Fund provider/s that you wish to upload your

SuperStream File and payment through. As there are many options available including our own **e-PayDay® SuperStream Gateway**, which is included free of charge in all **e-PayDay® Subscriptions**, we recommend contacting all of the Superannuation Funds you currently pay contributions to, to find the best solution for you.

4. **Implementation**
    a. If you have chosen to use another provider, please follow **How do I start with SuperStream for a Superannuation Fund or Clearing House?**
    b. If you have chosen to use the **e-PayDay® Gateway**, please follow **How do I start with SuperStream for the e-PayDay® Gateway?**

Revision: 2 — Last modified: May 20, 2022

3.5.3.1.1. Print the Employee Masterfile report to confirm which Superannuation Fund your Employees are assigned to

1. Click **Reports** > **Print Reports** *or*
2. Click **Reports** from the sidebar.
3. Locate the **Employee Masterfile** report.
4. Leave the **Report Selection Criteria** as set.
5. Click **Preview**.
6. Once the report previews, check the following against your Employees physical Employment file (the returned **Superannuation (Super) standard choice form**).
    a. **Primary SGL Fund** and **Superannuation Member ID** for Employer contributions
    b. **Primary Member Fund** and **Superannuation Member ID** for Employee contributions
        i. If the Superannuation Fund is not the same,
            i. Read **here** to add a new Superannuation Fund if a suitable one does not exist
            ii. Read **here** to update the Employees assignment
        ii. If the Superannuation Member ID is not the same,
            i. Read **here** to update the Employee Superannuation Member ID.

Revision: 11 — Last modified: Jun 22, 2020

3.5.3.1.2. Update your Employees Superannuation Member ID if it is not correct

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Navigate to **Superannuation Member ID** *or* **Member Super Number**.
6. Update as required.
7. Click **Save** then **Exit**.

3.5.3.1.3. Commence SuperStream Reporting with a Superannuation Fund or Clearing House

> ❗ If you do not need to upload a SuperStream file (eg. ATO Small Business Superannuation Clearing House): please complete **Steps 1 – 3 ONLY**

1. Ensure your Employees are linked to the correct Superannuation Fund in **e-PayDay®** by physically checking their returned **Superannuation choice form**) against the assigned super fund n the software.
   a. Read **here** to print the Employee Masterfile report, confirming which Super Fund your Employees are assigned to and make corrections as required.
2. Read **here** to change your SuperStream File Format setting for your Superannuation Fund or Clearing House
3. Read **here** to update the Superannuation Funds Period Start Date/s if required.
4. Read **here** to enter the SuperStream Details for each of your Superannuation Funds
5. Read **here** to enter your Company SuperStream Details

Once the above set up is completed, please ensure you follow **here**) to complete your End of Month or Quarter Reporting.

3.5.3.1.3.1. Select your SuperStream File Format (Superannuation Fund / Clearing House)

1. Click **Super Manager** > **Super File Format** and click the drop-down arrow to select
   a. **SuperStream (SAFF)**
   b. **SuperStream (QuickSuper)**
   c. **No Fund**.

If you do not need to upload a SuperStream file (ATO Small Business Superannuation Clearing House): choose **No Fund**. Further set up is not required.

3.5.3.1.3.2. Enter your Company SuperStream Details (Superannuation Fund / Clearing House)

1. Click **File** > **Edit** > **Government** *or*
    Click **File** > **Company** > **Government**
2. Click **SuperStream Setup**.
3. Click **Click here to Add/Edit SuperStream Details**.
4. Click **Copy Company Details** to import the **ABN**, **Organisation Name**, **e-Mail Address** and **Phone Number** from Company details.
5. Enter the Nominated Contacts **Family Name**, **Given Name**, **Other Given Name** (middle name) and **Position**.
6. **Entity ID Type**, **Electronic Service Address** and **Electronic Error Messaging?** are not required unless advised by your Superannuation Fund or Clearing House.
    Entity ID Type and Electronic Service Address are only compulsory only if Electronic Error Messaging is ticked, as directed by your Superannuation Fund or Clearing House.
7. Click **Receiver**.
8. Enter the **ABN** and **Organisation Name** for the Superannuation Fund or Clearing House who will be receiving the SuperStream file.
9. Click **Payer**
10. Click **Copy Company Details** to import the ABN and the Organisation Name.
11. Enter the Company's **BSB**, **Account Number**, **Account Name**, **Account Branch Name** and **Financial Institution Name**.
12. Click **Employer**
13. Click **Copy Company Details** to import the ABN and the Organisation Name.
14. **Superannuation Fund Generated Employer Identifier** is not required unless advised by your Superannuation Fund or Clearing House.
15. Click **Save** then **Exit**.
16. Click **Exit** again to close the Company Window.

Revision: 4 — Last modified: Feb 15, 2021

3.5.3.1.3.3. Enter the required details for SuperStream reporting in each of your Superannuation Funds (Superannuation Fund / Clearing House)

1. Click **Super Manager** > **Edit Fund** *or*
    Click **Super Manager** from the Side Bar.
2. Select the Super Fund to edit (click once to highlight).
3. Click **Edit**.
4. Click **Payment**
5. Click **Edit**.

6. Ensure **Fund Paid**.is set to either **Monthly** or **Quarterly** unless you process your Superannuation payments less or more frequently.
7. Ensure **Period Start Date** is set to the 1st of the month for the required period
   a. eg. Superannuation Payments processed Quarterly: **Period Start Date** should be set to **1 July**, **1 October**, **1 January** or **1 April**, depending on the reporting period you require.
8. Click **SuperStream**.
9. Enter the Super Funds **ABN** and **USI**. **A USI is not required for a Self Managed Super Fund (SMSF)**.
10. Enter Super Funds **Organisation Name**.
11. If the selected fund is a Self Managed Super Fund (SMSF), enter the **Electronic Service Address**. **An electronic service address is an alias used by your SMSF that represents the uniform resource locator (URL) or internet protocol (IP) address of a messaging provider**.
12. Select the **Payment Method** as directed by your Superannuation Fund or Clearing House (we generally find this is set to **Direct Debit**).
    a. **Direct Debit**: Enter a **Payment / Customer Reference Number** if advised by your Superannuation Fund or Clearing House
    b. **BPay**: Enter the **BPay Biller Code** and **Payment / Customer Reference Number** as provided by the Superannuation Fund.
    c. **Direct Credit**: Enter the **BSB**, **Account Number**, **Account Name**, **Account Branch Name** and **Financial Institution Name** for this Superannuation Fund.
13. Click **Save** then **Exit**.
14. Repeat the above steps for every Superannuation Fund.

Revision: 10 — Last modified: Jan 22, 2020

3.5.3.1.4. Commence SuperStream Reporting with the e-PayDay® Gateway

1. Register for SuperStream **here**
2. If you haven't already, ensure your Employees are linked to the correct Employer and Member (if applicable) Superannuation Fund in **e-PayDay®** by physically checking their Employment file (the returned **Superannuation choice form**) against the assigned super fund n the software.
   a. Read **here** to print the **Employee Masterfile** report to confirm which Super Fund your Employees are assigned to and make corrections as required.
3. Read **here** to change your SuperStream File Format setting for the e-PayDay® Gateway
4. Read **here** to enter the SuperStream Details for each of your Superannuation Funds
5. Read **here** to enter the Company SuperStream Details
6. If you wish to pay your contributions by **FAST-Bank™** (aba file upload), read **here** to enter your Company Banking Details, OTHERWISE
7. If you would prefer to pay your contributions by American Express, sign up to Reward Pay **here**
   a. Once your account has been established, read **here** to enter your RewardPay Customer No into the e-PayDay® Gateway

Once the above steps have been completed, please follow **What do I do at the end of each Superannuation Contribution Period?**

3.5.3.1.4.1. Select your SuperStream File Format (e-PayDay® Gateway)

1. Click **Super Manager** > **Super File Format** and click the drop-down arrow to select **SuperStream (e-PayDay)**.

3.5.3.1.4.2. Enter your Company SuperStream Details (e-PayDay® Gateway)

1. Click **File** > **Edit** > **Government** *or*
   Click **File** > **Company** > **Government**
2. Click **SuperStream Setup**.
3. Click **Click here to Add/Edit SuperStream Details**.
4. Click **Copy Company Details** to import the **ABN**, **Organisation Name**, **e-Mail Address** and **Phone Number** from Company details.
5. Enter the Nominated Contacts **Family Name**, **Given Name**, **Other Given Name** (middle name) and **Position**.
6. **Entity ID Type**, **Electronic Service Address** and **Electronic Error Messaging?** are not required.
7. Click **Receiver**.
8. Enter **47-167-142-672** into **ABN**.
9. Enter **OZEdi** in **Organisation Name**.
10. Click **Payer**
11. Click **Copy Company Details** to import the ABN and the Organisation Name.
12. Enter the Company's **BSB**, **Account Number**, **Account Name**, **Account Branch Name** and **Financial Institution Name**.
13. Click **Employer**
14. Click **Copy Company Details** to import the ABN and the Organisation Name.
15. **Superannuation Fund Generated Employer Identifier** can be left blank.
16. Click **Save** then **Exit**.
17. Click **Exit** again to close the Company Window

3.5.3.1.4.3. Enter the required details for SuperStream reporting in each of your Superannuation Funds (e-PayDay® Gateway)

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.

2. Select the Super Fund to edit (click once to highlight).
3. Click **Edit**.
    a. Ensure your **Period Start Date** and **Fund Payment Frequency** are correct for the first period you wish to report for.
        i. Click **Payment**
        ii. Click **Edit**.
        iii. Ensure **Fund Paid**.is set to either **Monthly** or **Quarterly** unless you process your Superannuation payments less or more frequently.
        iv. Ensure **Period Start Date** is set to the 1st of the month for the required period
            i. eg. Superannuation Payments processed Quarterly: **Period Start Date** should be set to **1 July**, **1 October**, **1 January** or **1 April**, depending on the reporting period you require.
4. Click **SuperStream**.
5. Enter the Super Funds **ABN** and **USI**. **A USI is not required for a Self Managed Super Fund (SMSF)**. from the **e-PayDay® SuperStream Gateway Fund Index**
6. Enter Super Funds **Organisation Name**.
7. If the selected fund is a Self Managed Super Fund (SMSF), Enter the Electronic Service Address. **An electronic service address is an alias used by your SMSF that represents the uniform resource locator (URL) or internet protocol (IP) address of a messaging provider**.
8. Select **Direct Credit**.
9. Enter the **BSB**, **Account Number**, **Account Name**, **Account Branch Name** and **Financial Institution Name** from the **e-PayDay® SuperStream Gateway Fund Index**
10. **Payment / Customer Reference Number** can be left blank.
11. Click **Save** then **Exit**.
    a. Repeat the above steps for every Superannuation Fund.

Revision: 7 — Last modified: Jan 22, 2020

3.5.3.1.4.4. Enter your RewardPay Customer No. into the e-PayDay® Gateway

1. Click **Super Manager** > *Pay Super (e-PayDay® Gateway).
2. Log in with your Username and Password as provided by e-PayDay® then click **Log In**.
3. Click **Settings**.
4. Select **Pay Superannuation by Amex**.
5. Enter your **RewardPay Customer No**.
6. Click **Save**

Revision: 3 — Last modified: Jan 22, 2020

3.5.3.1.4.5. Add a New Company (ABN) for SuperStream Reporting with the e-PayDay® Gateway

1. Log onto the **Ozedi portal.**

2. Click on **My Account.**
3. Scroll to the bottom of the page and select **Add New ABN.**
4. Enter your details.
5. Tick the box **I have read and agree to the Terms and Conditions.**
6. Click **Update.**

3.6. Employees Menu

The **Employees** Menu allows you to add new Employees, print several reports and several windows contained in **Employees**. Employees can also be viewed and edited from this Menu.
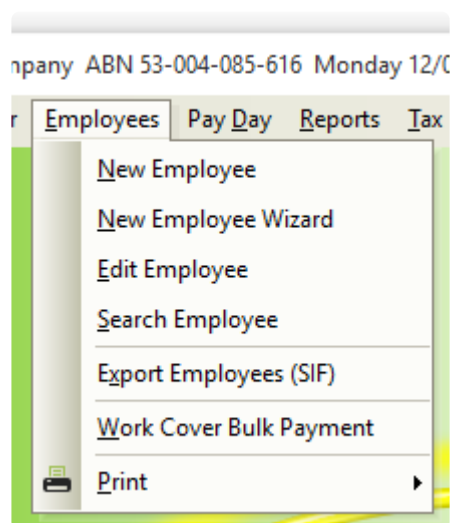
- New Employee
- **New Employee Wizard**
- **Edit Employee**
- **Search Employee**
- **Export Employees (SIF)**: Export the Employees Database ID (DBID), Surname and First Name, Physical Address including City/Suburb, State and Postcode, Main contact phone number, Gender, Date of Birth, Date Hired, Relationship Status, Employment Status, Tax Type, Hourly Rate, Monthly Hours and Annual Salary
- **Work Cover Bulk Payment**: Bulk Payment of WorkCover will update all employees WorkCover Paid to equal WorkCover YTD.
- **Print**
    ◦ **Address Book**: Print the Address Book Report.
    ◦ **YTD Balances**: Print the Employee Year-to-Date Balances Report.
    ◦ **Address Labels**: Print the Address Labels (Dot Matrix) (Avery 939122) Address Labels.
    ◦ **Terminated Employees**: Print the Address Book Report, for only Terminated Employees
    ◦ **Masterfile**: Print the Employee Masterfile Report.

3.6.1. Employees Overview

> ✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

Employees are your Employee Records. All Employment history such as Year-to-Date Taxation History, Superannuation details, Accruals and Emergency contact details are all stored in the Employee record.

Access to Employees is available through the **Employees Menu** *or* through the Sidebar.

The **Employees List** includes the following options;

- **New**: Add a new Employee
- **Edit**: Edit an existing Employee
- **Delete**: Delete an Employee who does not have any Year-to-Date Taxation Balances and/or has not been used in any previous pay runs.
- **Search**: Search and Replace information.
- **New**: Add a new Employee using the Employee Wizard
- **Re-Instate**: Re-instate a previously ceased Employee.
- **Exit**: Close the Employee List
- Quickly and easily view the Employee

◦ Emp Code
◦ Pay Period (P)
◦ Surname/Contractor Name
◦ Given Names
◦ Alternate Name
◦ Job Title
◦ Pay Location / Department
◦ Status (F)
◦ Award ID
◦ Superannuation Fund ID
◦ Wages Payment Method
◦ Payroll Tax State
◦ Date Last Paid

• Display ALL *or* only **Weekly**, **Fortnightly** or **Monthly** Employees, **Employed**, **Terminated** or **Inactive** Employees, **Casual**, **Full-Time**, **Part-Time** or **Salary** Employees and/or ALL *or* selected **Pay Locations/Departments**.
• Sort by **Pay Location/Department**., **Employee Code**, **Surname** or **Date Last Paid**.

The **Employees Window** includes the following options;
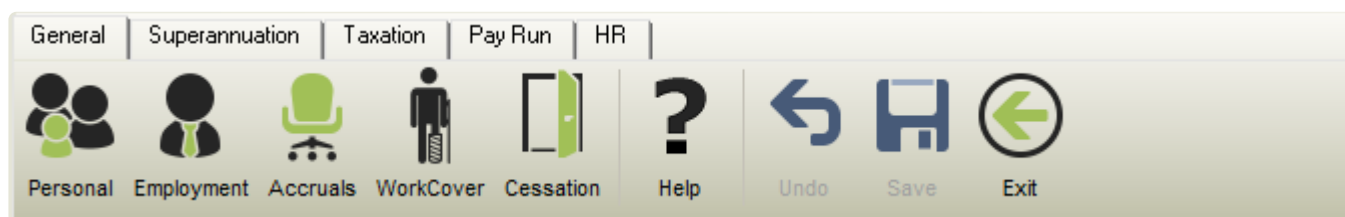
• **Personal**: The Employees information
• **Employment**: Information required to process the Employees pay
• **Accruals**: Accrual balances and Leave History
• **WorkCover**: WorkCover Balances and set %
• **Cessation**: Warnings, Notices Provided and Final Cessation information
• **Help**: Opens the relevant section of our online guide (this).
• **Undo**: Undo any unsaved changes.
• **Save**: Save changes to the currently open Employee.
• **Exit**: Close the Employee window.
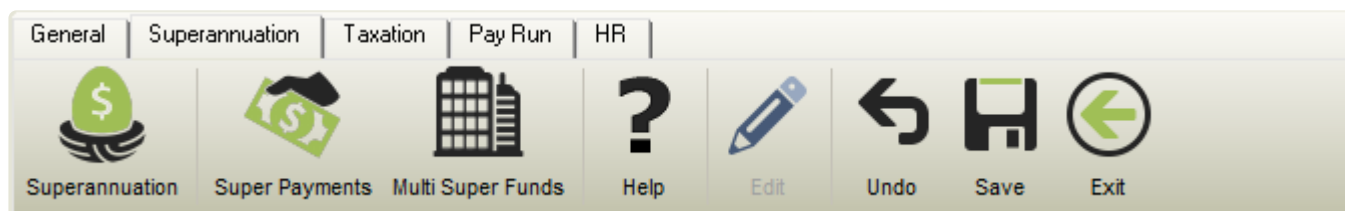
• **Superannuation**: Superannuation Fund information for Employer and Salary Sacrifice contributions
• **Super Payments**: Transaction relating to the employee when Super is marked as paid
• **Multi Super Funds**: Allows Super Contributions are split between multiple Super Funds
• **Edit**: Make changes to the currently open Employee.
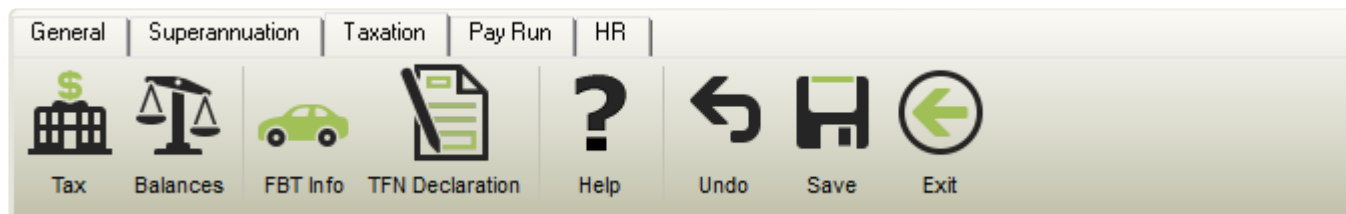
- **Tax**: Settings for the correct taxation of the employee
- **Balances**: Taxation Balances
- **FBT Info**: Fringe Benefit Tax (FBT) balances
- **TFN Declaration**: An Electronic Tax File Declaration can be completed and uploaded to the ATO via STP
- **Allow/Deds**: Allowances and Deduction YTD STP Balances.
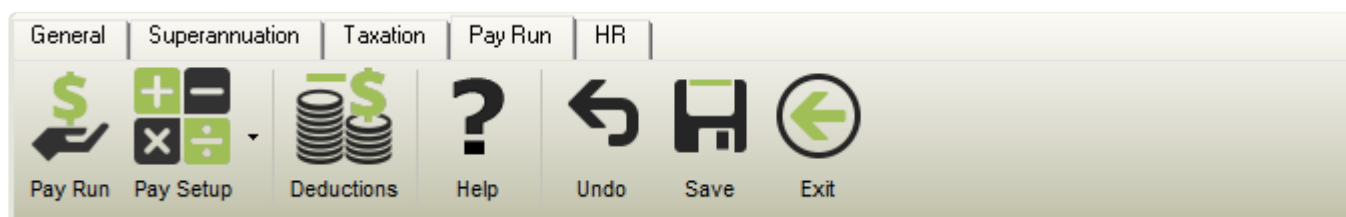
- **Pay Run**: Pay Location and Payment Method
- **Pay Setup**: Basic and Advanced Pay Options
- **Deductions**: Transaction relating to the employee when Deductions are marked as paid

- **e-Personnel™**: Basic and Advanced Contact Information
- **e-Time™**: Base hours which can be imported during the Pay Run

Revision: 25 — Last modified: Jul 29, 2020

3.6.1.1. Personal Information

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Details**
  - **Active**: Indicates whether the Employee is Active or Inactive
  - **Payee Type**
    - Employee (individual non-business) : PAYG Non Business employee
    - Sole Trader (Individual) : Tax Scale = None, TAX Type = PAYG Voluntary Agreement
    - Corporation : Tax Scale = None, TAX Type = PAYG Voluntary Agreement
    - Partnership : Tax Scale = None, TAX Type = PAYG Voluntary Agreement
    - Trust : Tax Scale = None, TAX Type = PAYG Voluntary Agreement
    - Superannuation Fund : Tax Scale = None, TAX Type = PAYG Voluntary Agreement
    - Government Organisation : Tax Scale = None, TAX Type = PAYG Voluntary Agreement
    - Other non-individual : Tax Scale = None, TAX Type = PAYG Voluntary Agreement
    - Foreign Employee : Tax Scale = 4
      Foreign Employees are payees that are not are a resident of Australia for Taxation purposes (the payee has answered no to the question 'Are you an Australian resident for tax purposes?' on their Tax file number Declaration).

- **J.P.D.A Employee**: PAYG Non Business employee
  J.P.D.A Employees are payees that earn income for performing work or services in the Joint Petroleum Development Area (JPDA) as defined in the Timor Sea Treaty (the treaty).
  - **Employee Code**: Unique employee identifier
  - **EmpClock ID**: Unique employee identifier for a Biometric Clock
  - **Surname**: Last Name
  - **Given Names**: First and Middle Name
  - **Alternate Name**: Alias
  - **Address**: Physical or Postal Address
  - **Suburb/City**: Location
  - **State**: State
  - **Post Code**: Postcode
  - **Country**: Country
  - **Gender (Sex)**: Male or Female.
  - **No. of Dependent Children**: Number of dependants
  - **Spouse**: Married or Defacto relationship
- **Photo**
  - **Delete**: Delete the existing Employee Photo
  - **Add**: Add a new Employee Photo

Revision: 13 — Last modified: Feb 15, 2021

3.6.1.2. Employment

> ✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Details**
  - **Pay Period**
    - Fortnightly
    - Monthly
    - Weekly
  - **Date Hired**: Employee/Employer relationship started
  - **Job Title**: Position held by the employee
  - **Award**: Award or Agreement ID
  - **State**: State of Employment
  - **Status**
    - Casual
    - Commission
    - Full Time
    - Part Time
    - Salary
  - **Special Award Rate $**: Where the hourly rate is more than what is defined in the Award or

Agreement

- ◦ **Nominal Base Gross Wages / Salary**: Annual Salary based on the Award they are linked to
- ◦ **Weekly/Fortnightly/Monthly Gross**: Gross Wages for the selected pay period
- **Custom Employee Alert**
  - ◦ **Alert Date**: Reminder date for the specific event.
  - ◦ **Alert Message**: A custom alert can be manually entered or choose one of the predefined alerts.
    - ▪ Visa Expires
    - ▪ Probation Period Ends
    - ▪ Change Award
    - ▪ Update Award
    - ▪ Last Day
    - ▪ Retired
- **Comments (Additional Information)**: Additional Information regarding their employment
  A total space of 32,000 characters is available (carriage return/enter is equal to two characters).
  - ◦ **Save**: Save changes
  - ◦ **Undo**: Undo any unsaved changes.
  - ◦ **Date Stamp**: Add a Time / Date stamp to indicate when the comment was added
  - ◦ **Print**: Print the complete Comments history

Revision: 11 — Last modified: Feb 15, 2021

3.6.1.3. Accruals

✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Accruals Commence**
  - ◦ **from**: Date the Accruals will start accumulating. This can be different to the Date Hired.
- **Accrual Period (XX/XX/XXXX to XX/XX/XXXX)**
  - ◦ **X Weeks**: The total period of employment displayed in weeks automatically calculated from Accruals Commence date to the system date (current date).
  - ◦ **X Years**: The total period of employment displayed in years automatically calculated from Accruals Commence date to the system date (current date).
    This calculation is based on the Use _____ for yearly calculations setting in Company > Pay Run Setup.
- **Annual Leave (Hours)**
  - ◦ **Taken (YTD)**: The total number of hours which has been taken as Annual Leave during the current Financial Year
  - ◦ **Balance**: Remaining Annual Leave Accrual
- **Personal Leave (Hours)**
  - ◦ **Taken (YTD)**: The total number of hours which has been taken as Personal Leave during the current Financial Year

- ◦ **Balance**: Remaining Personal Leave Accrual
- • **Banked Hours / RDO's (Hours)**
    - ◦ **Taken (YTD)**: The total number of hours which has been taken as RDO during the current Financial Year
    - ◦ **Balance**: Remaining RDO Accrual
- • **TIL (Hours)**
    - ◦ **Taken (YTD)**: The total number of hours which has been taken as TIL during the current Financial Year
    - ◦ **Balance**: Remaining TIL Accrual
- • **Long Service Leave (Hours)**
    - ◦ **Accrued**: The total number of Longer Service Leave hours which has been manually entered or accrued.
    - ◦ **Taken**: Total number of hours which has been taken as Long Service Leave in previous Financial Years.
    - ◦ **Taken (YTD)**: The total number of taken as Long Service Leave
    - ◦ **Balance**: Remaining Long Service Leave Accrual
- • **Click here to Check or Update Accrual Calculations**
- • **Click here for Accrual Reports**: Currently Under Development
- • **Click here for e-Leave™ Extension**

Revision: 14 — Last modified: Nov 26, 2019

3.6.1.3.1. Accrual Calculations

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

The Accrual Calculator displays the **TOTAL Accrued**, **TOTAL Taken**, **YTD Taken**, **Current Balance** and **Estimated Balance** for each Accrual.

The Estimated Balance is calculated by the Total Hours Worked (THW) which has been entered when processing pay runs, multiplied by the Hourly Entitlement (HE) for each leave accrual which is set in the Award or Agreement they are linked to LESS any Leave Taken (LT) which has also been entered when processing pay runs.

Therefore: **THY x HE – LT**

Using the above formula: If THW is 8657.19, HE is 0.07666 and LT is 602.7433, The total outstanding balance for Annual Leave is 60.9168 hours.

Revision: 8 — Last modified: Nov 26, 2019

3.6.1.3.2. Leave Register (e-Leave™)

✻ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

e-Leave™ enables you to store Employee Leave information which is often required but not normally

kept on record. These additional Leave details can now be easily accessed from the one location. These additional Leave details can now be easily accessed from the one location;

- Keep a detailed track of all leave types including, Annual Leave, Personal, RDO's and TIL.
- Schedule Employee's Leave Dates.
- Automatically alerts during a pay run when Leave is scheduled.
- Allows you to change the date/s and description during a pay run when Leave is taken.
- Comprehensive auditing Reports available including Leave Tracking.
- Easily schedule leave and keep track of leave taken from the one location
- Automatically alerts during a pay run when Leave is scheduled.
- Public Holidays can be automatically downloaded saving you any manual entry. You can also add your own Organisations Holidays.
- A number of Reports are available to be printed or exported in many different formats.

Access to the e-Leave™ Leave Register is available through the **Employees Accruals Window**. You can also access the Public Holiday Leave Calendar through the sidebar (**Extensions** > **e-Leave™**)

- **New**: Add a new Leave record
- **Edit**: Edit an existing Leave record

- **Delete**: Delete an incorrect Leave record
- **Public Holidays**: View the Public Holiday calendar
- **Undo**: Undo any unsaved changes.
- **Save**: Save changes to the Leave record.
- **Exit**: Close the Leave Register
- **Add/Edit Leave Register/Roster**
  - **Start Date**: Date the leave period starts or started
  - **End Date**: Date the leave period ends or ended
  - **Approx Total Days**: Approximate number of days leave
  - **Start Time**: Time the leave period starts or started
  - **Finish Time**: Time the leave period ends or ended
  - **Approx Total Hours**: Approximate number of hours leave
  - **Type of Leave**
    - Annual Leave
    - Leave with Pay
    - Leave without Pay
    - Long Service Leave
    - Other
    - Personal Leave
    - Public Holiday
    - RDO
    - TIL
  - **Details**: Additional information about the Leave record.
  - **Leave Type**
    - View **ALL** Records *or* only
    - **Annual Leave**
    - **Personal Leave**
    - **TIL**
    - **Long Service Leave**
    - **Public Holiday**
    - **RDO's**
    - **Leave with Pay**
    - **Leave without Pay**
    - **Other**
  - **Status**
    - **Scheduled**: View only Scheduled Leave
    - **Taken**: View only Taken Leave

Revision: 17 — Last modified: Apr 16, 2021

3.6.1.4. WorkCover

✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Details**
  - **WorkCover %**: Percentage (%) of WorkCover applicable
  - **WorkCover Paid YTD**: Total amount of WorkCover paid this Financial Year
  - **WorkCover YTD**: Total amount of accumulated WorkCover this Financial Year

Revision: 6 — Last modified: Nov 26, 2019

3.6.1.5. Cessation

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Details**
  - **Name of Person ceasing Employment**: Person who informed the employee that their employment is to be terminated.
  - **Position**: Position of the person ceasing the employees service.
  - **Reason for cessation of Employment**
    - Alteration of a Contract
    - Bankruptcy or liquidation of the employee
    - Breach of Contract
    - Death of the Employee
    - Dismissed
    - Express terms in a Contract
    - Fixed-project Contracts
    - Fixed-term Contracts
    - Frustration of an employee contract
    - Illness or incapacity of the Employee
    - Mutual consent

- ▪ Other
- ▪ Redundancy
- ▪ Resignation
- ▪ Retirement
- ▪ Transfer, merger or takeover of a Business
- ▪ Effected by
- ▪ Consent
- ▪ Notice
- ▪ Other
- ▪ Summarily
  - ◦ **Comments (Cessation Information)**: Additional comments
  - ◦ **Cessation Date**: Final working day
- **DETAILS OF WARNINGS**
  - ◦ **#**: Warning ID
  - ◦ **Date**: Date warning was given to the employee
  - ◦ **By Whom**: Name of the person who issued the warning
  - ◦ **Details**: Reason for the warning
  - ◦ **Witness (if applicable)**: Name of the person who witnessed the warning
  - ◦ **New**: Add a new warning
  - ◦ **Edit**: Edit an existing warning
  - ◦ **Delete**: Delete a warning
  - ◦ **Save**: Save changes
  - ◦ **Undo**: Undo any unsaved changes

Revision: 13 — Last modified: Feb 15, 2021

3.6.1.6. Superannuation

❋ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Superannuation Guarantee Details**
  - **Superannuation Fund**: List of available Superannuation Funds
  - **SG (% or $)**: Percentage (or dollar) of **Employer SG** which is to be accumulated every pay period.
  - **Additional SG $ amount**: Reportable Employer Superannuation Contribution (as part of their salary) per pay period **This field will be removed in a future release due to RESC Payment % or $ being added – see below**.
  - **RESC Payment % or $**: Percentage (or dollar value) of **Reportable Employer Superannuation Contribution (RESC) OVER 10.50% as part of an employee's individual salary package** which is to be accumulated every pay period.
  - **SG Start Date**: Denotes when **Employer SG** will begin accumulating, and is typically the same as the Date Hired.
  - **Employee Super Number**: Employees unique Superannuation Fund identifier.
  - **Member Registration**: Currently Under Development.
- **Superannuation Guarantee Year-To-Date Totals**
  - **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in

the current Financial Year (1/07/XX – 30/06/XX), by following **What do I do at the end of each Superannuation Contribution Period?**

- ◦ **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX) as part of the **Pay Run Procedure**.
- ◦ **OTE for SG YTD**: Total Wages / Salary paid in the current Financial Year (1/07/XX – 30/06/XX) that is considered to be **Ordinary Time Earnings** (OTE) and is used as part of your mandatory **Single Touch Payroll (STP)** reporting.

- **Employee Superannuation Personal Contribution Details**
  - ◦ **Superannuation Fund**: List of available Superannuation Funds
  - ◦ **Member Super Number**: Employees Super Fund identifier
  - ◦ **Member Registration**: Currently Under Development
- **Employee Superannuation Year-To-Date Totals**
  - ◦ **Total Employee Contribution**: Total **Non-Concessional (After Tax)** Superannuation Contribution Deductions Superannuation Contribution Deductions for this Financial Year.
  - ◦ **Superannuation Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.
  - ◦ **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year. This YTD Balance is the total payment of all contributions (over 10.50%) per the definition in **RESC Payment % or $**.

Revision: 23 — Last modified: Jul 25, 2022

3.6.1.7. Super Payments

✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

Each time a Superannuation Contribution is recorded (**Pay Super in Super Manager**), the Employee record will also be updated.

- **Delete**: Delete an incorrect Superannuation Payment.
  Superannuation Payments are unable to be deleted unless they are also removed from the corresponding Superannuation Fund.
- **Details**
  - **Payment Date**: Date the Superannuation Fund was marked as paid
  - **Period End Date**: Date the Superannuation Fund was paid until
  - **Fund**: Super Fund that Employee is linked to
  - **Total Amount**: SG Amount, Sal Sac Amount and After Tax Amount added together
  - **SG Amount**: The Employer Contribution component of Super Paid
  - **Sal Sac Amount**: The Salary Sacrifice Contribution component of Super paid
  - **After Tax Amount**: The After Tax Super Contribution component of Super paid
  - **Payment Notes**: Information about the Payment

Revision: 7 — Last modified: Nov 26, 2019

3.6.1.8. Multi Super Funds

✳ For set up instructions and commonly asked questions, see our **Knowledge Base**

(Known Issues and Frequently Asked Questions)

- **Superannuation Guarantee**
  - **New**: Add additional Superannuation Funds
  - **Edit**: Edit an existing Superannuation Fund
  - **Delete**: Delete additional Superannuation Funds
  - **Member Registration**: Currently under Development
  - **Undo**: Undo any unsaved changes.
  - **Save**: Save changes to the Superannuation Funds
  - **Exit**: Close the Multiple Superannuation Funds window
  - **Details**
    - **#**: Priority of Superannuation Guarantee allocation
    - **$ or %**: Percentage (%) or a dollar ($) value of Superannuation to be allocated to this fund
    - **Pay Type**: All Super amounts that are calculated on this pay type will be allocated to the selected fund
    - **Fund No**: Superannuation Fund you wish to contribute to.
    - **Member No**: Employees Super Fund identifier

- ◦ **Employee Contributions**
- ◦ **New**: Add additional Superannuation Funds
- ◦ **Edit**: Edit an existing Superannuation Fund
- ◦ **Delete**: Delete additional Superannuation Funds
- ◦ **Member Registration**: Currently under Development
- ◦ **Undo**: Undo any unsaved changes.
- ◦ **Save**: Save changes to the Superannuation Funds
- ◦ **Exit**: Close the Multiple Superannuation Funds window
- ◦ **Details**
    - ▪ **#**: Priority of Superannuation Guarantee allocation
    - ▪ **$ or %**: Percentage (%) or a dollar ($) value of Superannuation to be allocated to this fund
    - ▪ **Pay Type**: All Super amounts that are calculated on this pay type will be allocated to the selected fund
    - ▪ **Fund No**: Superannuation Fund you wish to contribute to.
    - ▪ **Member No**: Employees Super Fund identifier

Revision: 12 — Last modified: Mar 25, 2022

3.6.1.9. Tax

✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Australian Taxation Office**
  - **TAX Type**
    - PAYG Voluntary Agreement
    - PAYG Labour Hire & Other Specified Payments
    - Personal Services Attributed Income
    - FLAT Personal Services Attributed Income
    - PAYG Non Business employee
    - FLAT Non Business employee
  - **FTB Variation from item Y in Section B in Withholding Declaration**: FTB Variation amount
  - **Zone, Overseas forces or an invalid carer offset (Question 7 Withholding Declaration)**: Zone, Overseas forces or an invalid carer offset amount
  - **Total FTB & Tax Offset Variation from Section B in Withholding Declaration**: Total FTB & Tax Offset Variation amount
  - **Medicare Levy**
    - Adj: Q 10, 12 Yes

- Adj: Q 9, 10 Yes, Q 12 No
- Full Exemption: Q 6 Yes
- Half Exemption & Adj: Q 7, 10, 12 Yes
- Half Exemption & Adj: Q 7, 9, 10 Yes, Q 12 No
- Medicare Levy Variation Not Claimed.
  - **Special Tax Table**
    - Horticultural Industry less than 6 months employment
    - Illness Separated Pensioner / Senior (YES Q8 Withholding Declaration)
    - Member of a Couple Pensioner / Senior (YES Q8 Withholding Declaration)
    - No
    - Shearing Industry less than 6 months employment
    - Single Pensioner / Senior (YES Q8 Withholding Declaration)
  - **Tax Scale #**: Displays which Tax Scale the employee is linked to
  - **Tax Free Threshold**: If ticked, the employee is claiming the Tax Free Threshold
  - **Are you an Australian resident for taxation purposes?**: If ticked, the employee is an Australian Resident for taxation purposes
- **Additional Taxation**
  - **Add Amount to TAX**: An additional $ or % amount is being added to the employees tax every pay period
  - **HELP Debt**: HELP debt repayment is automatically added to the tax during a pay run if the threshold has been exceeded
  - **Study and Training Support Loan (STSL)**: STSL debt repayment is automatically added to the tax during a pay run if the threshold has been exceeded
- **Payee Number**
  - **Payee TFN**: Once entered, the Tax File Number it will be hidden by hash symbols (###-###-###) for security reasons
  - **Temporary TFN Information**: Redirects you to the Temporary TFN Information on our Online Guide (this)
- **Payment Summaries**
  - **Payment Summary has been posted?**: The Payment Summary has already been printed for this employee
- **Leave Loading**
  - **Employee is entitled to Leave Loading?**: The employee is entitled to the 17.50% Loading when taking Annual Leave

Revision: 14 — Last modified: Jun 01, 2021

3.6.1.10. Balances

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Employee Year To Date Balances**
    - **Gross Income**: Total gross (every amount that has been paid to an employee) for the current financial year, **EXCLUDING Lump sum payments (A, B, ETP, D, E), salary sacrifice/s and Allowances reported separately in the Allowance Box**.
    - **Termination Date**: Final date of employment
    - **Leave Loading YTD**: Total of the 17.50% Loading when taking Annual Leave
    - **Total Tax YTD**: Total Tax Year to Date **Total Tax YTD amount does not include ETP Tax when it is reported on the payment summary**.
    - **Lump Sum A**: Unused holiday pay and unused long service leave.
    - **CDEP (Community Development Employment Project)**: Gross salary or wages paid from a CDEP wages grant.
    - **Total Deductions**: Total Deductions excluding Union amounts.
    - **Lump Sum B**: Unused long service leave that accrued before 16 August 1978.
    - **Total GST**: Good and Services Tax
    - **Total Net Pay**: Total Net Pay received
    - **Termination C**: ETP

◦ **No ABN Gross Income**: The employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied.

◦ **Taxable Allowances**: Taxable Allowances paid to date.
This amount is included in the Gross income shown in the Employee's balances but is reported separately as an Allowance on the Payment Summary.

◦ **Lump Sum D**: Redundancy Payments

◦ **No ABN Total Tax**: The employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied.

◦ **Non-Tax Allowances**: Non-Taxable Allowances paid to date.

◦ **Lump Sum E**: ETP

◦ **Other Income**: Foreign Source, Scholarship, Bursaries, Grants, or Awards income.
These payments are generally tax-exempt and are reported on the Payment Summary in the Other Income field.

◦ **HELP / SFSS Tax**: Higher Education Contribution Scheme Tax or Financial Supplement Tax which has been deducted as part of the Tax instalment during each pay run.
This amount is also included in the value in the Total Tax field.

◦ * **Non-Super Salary Sacrifice***: Salary sacrifice not attributable to a super fund.

◦ **Allowance in Gross box**: This amount is included in the Gross income and will also be included in the Gross Amount reported on the Payment Summary.
This amount will not be shown separately on the Payment Summary as an Allowance.

◦ **Additional Tax**: Additional Tax amount for the employee.

◦ **Super Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

◦ * **Non-Reportable Allowance***: Taxable and non-tax allowances which are not reported to the ATO.
This amount is not included in Gross income shown in the Employee's balances and is also not reported anywhere on the Payment Summary.

◦ **Exempt foreign employment income**: Foreign employment income that is exempt from Australian Tax.
This amount is included in the Total Tax field but is subtracted before the total tax amount is reported on the payment summary.

◦ **Workplace Giving**: Pre-Tax donations

◦ **Reportable Superannuation Contributions**: Total **Reportable Employer Superannuation Contributions (RESC)** for this Financial Year.

◦ **Union/Professional association**: Union fees deducted from the employee's pay

◦ **Union/Professional association name**: Name of the Union

◦ **Additional payments applied over the whole financial year**: All Payments using **Schedule 5 – Method B(ii)**

◦ **Tax Paid**: Tax withheld when using **Schedule 5 – Method B(ii)**

◦ **Deductible amount of the undeducted purchase price of the annuity**: Foreign pension or annuity

◦ **Foreign Tax Paid**: Total tax paid for Foreign Income

• **ETP Values**

◦ **Payment Date**: Date the ETP was paid

◦ **Payment Tax Code**: Applicable ETP Tax Code

◦ **Pre July 1983 Segment**: Pre July 1983 Segment of the Employment Termination Payment.

◦ **Taxable Component**: Taxable Component of the employees Employment Termination Payment.

- ◦ **Invalidity Segment**: Invalidity Segment of the Employment Termination Payment.
    - ◦ **Total Tax Withheld**: Total Tax Withheld from the Employment Termination Payment.
    - ◦ **ETP Rollover Segment**: ETP Rollover Segment of the Employment Termination Payment.
    - ◦ **Tax-Free Component**: ETP Rollover Segment of the Employment Termination Payment.
- • **STP Reporting Values** (Uneditable Fields)
    - ◦ **Gross Payments**: Grand total amount of Gross Payments.
    - ◦ **Total Tax Withheld**: Grand total amount of Tax Withheld.

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3.6.1.11. Allow/Deds

- • **New**: Add a new Allowance or Deduction Year to Date Balance.
- • **Edit**: Edit an existing Allowance or Deduction Year to Date Balance.
- • **Delete**: Delete an existing Allowance or Deduction Year to Date Balance, with assistance from our Support Personnel.
- • **Undo**: Undo any unsaved changes.

- **Save**: Save changes.
- **Exit**: Close the Allowances and Deductions YTD Balances window.
- **Details**
    - **Description**: Description of the Allowance or Deduction.
    - **Type**: Allowance or Deduction (tax/reporting) Type.
    - **STP Code**: STP Code assigned to the Allowance or Deduction.
    - **YTD $**: Year to Date Balance for the Allowance or Deduction.

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3.6.1.12. FBT Info

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

! Regardless of whether the benefits provided are type 1 or type 2, only the lower gross-up rate is used for reporting on employees' payment summaries or through Single Touch Payroll. Refer to the ATO **here** for further information.

- **New**: Add a new FBT Contribution
- **Edit**: Edit an existing FBT Contribution
- **Delete**: Delete an incorrectly recorded FBT Deduction
- **Undo**: Undo any unsaved changes
- **Save**: Save your changes
- **Exit**: Close FBT Info window
- **Details**
  - **Date**: Date the FBT Payment was paid. This will determine which Financial Year the Payment will fall in.
  - **Type**
    - Airline transport
    - Board
    - Car
    - Car Parking
    - Debt waiver
    - Entertainment
    - Expense payment
    - Housing
    - Living-away-from-home Allowance

- Loan
- Property
- Residual
- Tax-exempt body entertainment

- **Taxable**: Total Taxable Payment
- **Factor**
  - 0: Not Subject to FBT
  - 1.8868: Benefit provider is not entitled to claim GST credits
  - 2.0802: Benefit provider is entitled to a Good and Services Tax (GST) credit
- **Grossed-up**: Grossed-up will be automatically calculated based on the setting in Factor.
- **Amount to be shown on the Payment Summary**: Total amount which is required to print on the Payment Summary

- **FBT Financial Year Totals**
  - **Total taxable Value**: Total Taxable of each item added for the Current Financial Year.
  - **Grossed-Up Total**: Total Grossed-up of each item added for the Current Financial Year.
  - **Total taxable Value**: Total Taxable of each item added for the Next Financial Year.
  - **Grossed-Up Total**: Total Grossed-up of each item added for the Next Financial Year.

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3.6.1.13. TFN Declaration

! When reporting using **Single Touch Payroll**, an Employees Tax File Number Declaration must be sent with your **Pay Event** Submission, when they are included in their very first pay run in e-PayDay®. Please follow **Where do I enter my Employees TFN Declaration details for submission with my next pay run?**

- **New**: Add a new TFN Declaration for the selected Employee
- **Load**: Load the Employees Information from **Personal** and **Taxation** in Employees.
- **Undo**: Undo any unsaved changes
- **Save** Save changes
- **Exit**: Close TFN Declaration window
- **Section – to be completed by the PAYEE**
  - **What is your tax file number (TFN)?**: Imported from **Taxation** in Employees.
  - **What is your Name**: Imported from **Personal Information** in Employees.
  - **If you have changed your name since you last dealt with the ATO, provide your previous family name**: Manually entered by the user.
  - **What is your Date of birth?**: Imported from **Personal Information** in Employees.
  - **What is your home address in Australia?**: Imported from **Personal Information** in Employees.

- ◦ **Date of the start of the payer/payee relationship**: Imported from **Employment** in Employees.
- ◦ **On what basis are you paid?**: Imported from **Employment** in Employees.
- ◦ **Are you an Australian Resident, Foreign Resident or Working Holiday Maker?**: Imported from **Tax** in Employees.
- ◦ **Do you want to claim the tax-free threshold from this payer?**: Imported from **Tax** in Employees.
- ◦ **Do you have a Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?**: Imported from **Tax** in Employees.
- ◦ **Do you have a Financial Supplement debt?**: Imported from **Tax** in Employees.
- ◦ **Payees Signature present?**: Ticked when the Employee has returned the physical TFN Declaration to you.
- ◦ **Date**: Date the physical TFN Declaration was signed and returned to you.

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3.6.1.14. Pay Run Information

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Details**
  - **Last Pay Run Posting Date**: Final date of the last finalized pay run
  - **Period Paid To Date**: Date the employee is paid up until
  - **Pay Location/Department**: The employees wages must be attributed to a certain location for record keeping.
  - **Centrelink CRN**: Customer Reference Number for Centrelink Reporting
  - **Payroll Tax State**
    - ACT
    - NSW
    - NT
    - QLD
    - SA
    - TAS
    - VIC
    - WA
- **Days Worked**

- ◦ **Days worked Last Pay Run**: Number of the days the employee was paid for in the last pay run
        - ◦ **Days Worked YTD**: Number of the days the employee has been paid for Year to Date
    - • **Payment Method**
        - ◦ **Primary**: Primary Payment method of Wages
        - ◦ **Secondary**: Secondary Payment method of Wages
            - ▪ **Cheque**: Payment of wages by Cheque.
            - ▪ **Cash**: Payment of wages in physical currency.
            - ▪ **ListPay**: Payment of wages from your nominated bank account(s) electronically without the need for any special software.
            - ▪ **Deposit**: Payment of wages processed by accessing your Online Banking and manually entering information.
            - ▪ **FAST-Bank™**: Payment of wages processed by accessing your Online Banking and uploading an ABA (FAST-Bank™) File.
        - ◦ **Payment Method**
            - ▪ **Cheque**: Payment of wages by Cheque.
            - ▪ **Cash**: Payment of wages in physical currency.
        - ◦ **Amount ($ or %)**: Total $ or % being paid by the 2nd Payment Method

Revision: 9 — Last modified: Nov 26, 2019

3.6.1.14.1. ListPay, Deposit and FAST-Bank™ Banking Information

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **New**: Add a new Bank Account
- **Edit**: Edit an existing Bank Account
- **Delete**: Delete an existing Bank Account
- **Undo**: Undo any unsaved changes.
- **Save**: Save changes.
- **Exit**: Close the Banking Information window
- **Details**
    - **Priority No.**: The Order that wages are disbursed to multiple bank accounts.
    - **Amount ($ or %)**: Payment amount disbursed to the selected bank account.
    - **BSB**: Bank, State, Branch.
    - **Account Number**: Bank Account Number.
    - **A/C Type**: S for Savings or T for Transaction.
    - **Reference**: Reference to display on the Employees Bank statement.
    - **Account Name**: Name on the Bank Account.

3.6.1.14.2. Pay Location/Department

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **New**: Add a new Pay Location/Department
- **Edit**: Edit an existing Pay Location/Department
- **Undo**: Undo any unsaved changes.
- **Save**: Save changes.
- **Exit**: Close the Pay Location/Department window
- **Details**
  - **Pay Location**: Location or Department Name
  - **Account No**: Account Number for exporting to your **Accounting Software**
  - **Acc. Job/Cost Code**: Account Job/Cost Code for exporting to your **Accounting Software**
  - **Abbreviation**: Abbreviated Description for the Location or Department

Revision: 7 — Last modified: Nov 26, 2019

3.6.1.15. Pay Setup

![* Basic Pay Setup] Basic Pay Setup allows you to simply link each pay type to the employee without further detail (such as quantities) whereas Advanced Pay Setup allows you to add each Pay Type, quantity and Rate of Pay exactly how you would see it in Pay Day.

- **Pay Setup – Basic**
  ◦ **Pay Rates**
    ▪ **Selected Pay Rates**: Displays the corresponding Pay Rate ID for each type allocated to this employee. Each Pay Rate listed will be automatically loaded during a pay run.
    ▪ **Available Pay Rates**: List of all ACTIVE Pay Rates which are available for selection.
  ◦ **Allowances**
    ▪ **Selected Allowances**: Displays the corresponding Allowance ID for each type allocated to this employee. Each Allowance listed will be automatically loaded during a pay run.

- ▪ **Available Allowances**: List of all ACTIVE Allowances which are available for selection.
  - ◦ **Deductions**
    - ▪ **Selected Deductions**: Displays the corresponding Deductions ID for each type allocated to this employee. Each Deduction listed will be automatically loaded during a pay run.
    - ▪ **Available Deductions**: List of all ACTIVE Deductions which are available for selection.
  - ◦ **Setup Variable Deduction**: If **Variable Deduction Amount for Employees** is selected in the Deduction Pay Type, **Setup Variable Deduction** will be available for selection.
  - ◦ **Cost Centres**
    - ▪ **Selected Cost Centres**: Displays the corresponding Cost Centre ID for each type allocated to this employee. Each Cost Centre listed will be automatically loaded during a pay run.
    - ▪ **Available Cost Centres**: List of all ACTIVE Cost Centres which are available for selection.

- **Pay Setup – Advanced**

  Advanced Pay Setup is a replication of the Employees Pay Envelope, which allows you to pre-set the Pay Rates, Allowances and Deductions as well as the rates and quantities for each.

Revision: 10 — Last modified: Feb 15, 2021

3.6.1.15.1. Variable Deductions

- **New**: Add a new Variable Deduction
- **Edit**: Edit an existing Variable Deduction
- **Delete**: Delete a Variable Deduction

- **Undo**: Undo any unsaved changes.
- **Save**: Save changes.
- **Exit**: Close the Variable Deductions window
- **Details**
  - **Deduction**: List of selectable deductions will display
  - **Amount per Pay**: Amount to be debited from the employees pay each pay period
  - **Total Amount**: Total amount the employee will be paying
  - **Total Paid**: Total amount paid so far
  - **Disburse with FAST-Bank™?**: Disburse this deduction as part of your payroll FAST-Bank™ file.

Revision: 9 — Last modified: Apr 16, 2019

3.6.1.16. Deduction Payments Summary

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

Each time a Deduction Contribution is recorded (**Pay Deduction in Deduction Payees**), the Employee record will also be updated.

- **Edit**: Edit an existing Deduction Payment
- **Undo**: Undo any unsaved changes.
- **Save**: Save changes.
- **Exit**: Deduction Payments Summary window
- **Details**
    - **Period End Date**: Date the Deduction Payee was paid until
    - **Payment Details/Notes**: Information about the Payment

Revision: 6 — Last modified: Nov 26, 2019

3.6.1.17. HR

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Contact Details**
  - ◦ **1st Contact Field (Phone Number Label)**
    - ▪ Business
    - ▪ Extension
    - ▪ Fax
    - ▪ Home
    - ▪ Mobile
    - ▪ Other
    - ▪ Pager
  - ◦ **2nd Contact Field (e-Mail Address Label)**
    - ▪ Business e-Mail
    - ▪ FTP Location
    - ▪ Home e-Mail
    - ▪ Other
    - ▪ Web Page
- **Additional HRM Details**

  ◦ **Click here for e-Personnel™**

3.6.1.17.1. HRM Information (e-Personnel™)

> ✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

e-Personnel™ enables you to store and maintain additional personal information regarding your most important resource, your employees. These additional details can now be easily accessed from the one location;

- **Keep an Unlimited Number of Emergency Contacts**: You can keep as many Emergency Contacts (Next of Kin) as you require for each employee. There is also a facility to keep multiple phone numbers for each contact.
- **Employee Contact Directory**: Maintain multiple Telephone and Internet contact details. Easy access to Home and Business numbers as well as pagers, internal business extensions and e-mail and web addresses.
- **Customise You Own Global Data Entry Fields**: For additional information, you can set your own data entry fields. Up to ten (10) global fields may be named. You can have fields for entry of Drivers Licence numbers, References, medical conditions (allergies, blood type etc), Employee Professional Memberships or anything else you may require. Once set these are available in all the Employee records.
- **Maintain Additional Medical Information**: To comply for situations where you are required to keep additional medical information regarding your Employee. You can now keep information including Vitals, Health Cover Details as well as general information.

Access to HRM Information (e-Personnel™) is available through Employee/s.

The e-Personnel™ Window contains the following options;
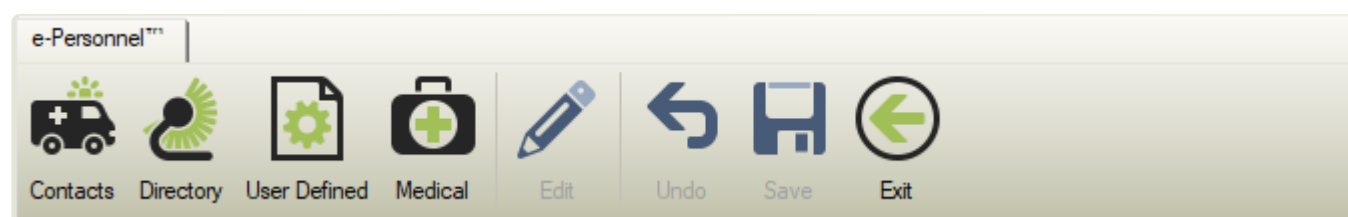
- **Contacts**: Emergency (Next of Kin) Contacts
- **Directory**: Additional Phone numbers and e-Mail addresses for the Employee
- **User Defined**: No longer used
- **Medical**: Employee Vitals and Private Health Insurance details

3.6.1.17.1.1. Contacts

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Details**
  - **New**: Add a new Emergency Contact
  - **Edit**: Edit an existing Emergency Contact
  - **Delete**: Delete an Emergency Contact
  - **Save**: Save changes.
  - **Undo**: Undo any unsaved changes.
  - **Name**: Next of Kin Contact Name
  - **Relationship**: Next of Kin's relationship to the Employee
  - **Address**: Physical Address including **City/Suburb**, **State** and **Post Code**.
  - **Contact Numbers**
    - **1st, 2nd and 3rd Contact Field (Phone Number Label)**
      - Business

- ▪ Extension
- ▪ Fax
- ▪ Home
- ▪ Mobile
- ▪ Other
- ▪ Pager

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3.6.1.17.1.2. Directory

✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Phone**
  - ◦ **1st – 5th Contact Fields (Phone Number Label)**
    - ▪ Business
    - ▪ Extension

- ▪ Fax
- ▪ Home
- ▪ Mobile
- ▪ Other
- ▪ Pager
- **Internet**
  - ◦ **1st – 5th Contact Fields (e-Mail Address Label)**
    - ▪ Business e-Mail
    - ▪ FTP Location
    - ▪ Home e-Mail
    - ▪ Other
    - ▪ Web Page

Revision: 4 — Last modified: Nov 26, 2019

3.6.1.17.1.3. Medical

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Vitals**
  - ◦ **Weight**: Kilograms
  - ◦ **Last Updated**: Date the information was last updated
  - ◦ **Smoker**
    - ▪ Anti Smoking Treatment
    - ▪ Never Smoked
    - ▪ Not now but was a
    - ▪ Yes and still smoke
  - ◦ **Height**: Centimetres
  - ◦ **Hair**
    - ▪ Black
    - ▪ Blonde
    - ▪ Brown
    - ▪ Dark Brown
    - ▪ Light Brown
    - ▪ Red
    - ▪ Sandy
  - ◦ **Complexion**
    - ▪ Brown

- ▪ Dark
- ▪ Fair
- ▪ Olive
- ▪ White
- ◦ **Blood Group**
  - ▪ A+
  - ▪ A-
  - ▪ AB+
  - ▪ AB-
  - ▪ B+
  - ▪ B-
  - ▪ O+
  - ▪ O-
- ◦ **Blood Pressure**
  - ▪ High
  - ▪ Low
  - ▪ Normal
- ◦ *Nationality *
  - ▪ African
  - ▪ Caucasian
  - ▪ Islander
  - ▪ Oriental
- ◦ **Ethnic Origin**
  - ▪ Asians
  - ▪ Caucasian
  - ▪ European
  - ▪ Middle East
  - ▪ Native African
- ◦ **Religion**
  - ▪ Anglican
  - ▪ Baptist
  - ▪ Buddhism
  - ▪ Christian Science
  - ▪ Christianity
  - ▪ Church of Christ
  - ▪ Church of England
  - ▪ Coptic
  - ▪ Eastern Orthodox
  - ▪ Episcopalian
  - ▪ Evangelical Reformed
  - ▪ Hinduism
  - ▪ Islam
  - ▪ Jehovah's Witness
  - ▪ Latter-day Saint
  - ▪ Lutheran
  - ▪ Melkite
  - ▪ Methodist
  - ▪ Mormon

- ▪ Mormonism
- ▪ Orthodox Christianity
- ▪ Pentecostal
- ▪ Presbyterian
- ▪ Roman Catholic
- ▪ Seven Day Adventist
- ▪ Uniat
- • **Health Cover Details**
  - ◦ **Medicare Number**: Card Number
  - ◦ **Expiry Date**: Card Expiry
  - ◦ **Private Health Fund**: Name of the Private Health Fund
  - ◦ **Number**: Card Number
  - ◦ **Member Since**: Date the membership started
  - ◦ **Type of Cover**: Level of cover under the membership

Revision: 5 — Last modified: Nov 26, 2019

3.6.1.18. e-Time™

✱ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

- **Base Hours**
    ◦ **Start Time**: Daily start time.
    ◦ **Finish**: Daily finish time.
- **Unpaid Break 1**, **Unpaid Break 2** & **Unpaid Break 3**
    ◦ **Start Time**: Daily start time.
    ◦ **Finish**: Daily finish time.

Revision: 5 — Last modified: Nov 26, 2019

3.6.2. Search and Replace (Employees)

✳ For set up instructions and commonly asked questions, see our **Knowledge Base (Known Issues and Frequently Asked Questions)**

Search and Replace in Employees is designed to detail (and modify) the information contained in the field selected.

- **Search**: Complete a search based on the criteria set in **Enter your Search Details**.
- **Clear**: Clears **Enter your Search Details**.
- **Replace**: Replaces the current setting with setting contained in **Replace selected item/s with**.
- **Undo**: Undo any unsaved changes.
- **Exit**: Close Search and Replace or Pay Types.
- **Enter your search details**
  - **Search In**
    - Add Amount to TAX
    - Additional Super $
    - Address Line 1
    - Address Line 2
    - Alternate Name
    - Annual Leave Balance
    - Annual Leave Taken YTD
    - Award #
    - Award

- CDEP
- Cost Centre Dynamic
- Country
- Curr Cas SG
- D.O.B.
- Date Hired
- Dependant Rebate Per Year
- Dependant Rebate
- Effected by . . .
- EFT Payment Date
- Emergency Contact (Next of Kin)
- Employee Active
- Employee Clock DBID
- Employee Code
- Employee Contribution Period to Date
- Employee DBID
- Employee Picture
- Employee Super Number
- ETP After 30/06/1983
- ETP Before 01/07/1983
- ETP Invalidity YTD
- ETP Post June 1983 YTD
- ETP Pre July 1983 YTD
- ETP Rolled Over YTD
- ETP Tax
- Flat Tax Percent
- Given Names
- Gross ETP Rolled Over
- Gross Income
- HELP Debt
- HELP Tax
- Holidays Paid to Date
- Internet
- Job Title
- Labour Hire Payment Type
- Last Pay Reversed.
- Last Pay Run Date
- Leave Loading Option
- Leave Loading YTD
- Long Service Leave Accrued
- Long Service Leave Taken Y.T.D.
- Long Service Leave Taken
- LSPA
- Lump Sum A
- Lump Sum B
- Lump Sum D
- Lump Sum E
- Meal Break Finish Time

- Meal Break Start Time
- Medicare Levy
- Member Carried Forward 2 ($)
- Member Carried Forward 3 ($)
- Member Carried Forward 4 ($)
- Member Fund ID2
- Member Fund ID3
- Member Fund ID4
- Member Super Number
- Member Superannuation Fund
- Name of Person Terminating Employment
- No ABN Gross Income
- No ABN Total Tax
- No. of Dep. Children
- Non-Tax Allowances
- Normal Hours Finish Time
- Normal Hours Start Time
- Pay Location/Department
- Pay Period
- Payee ABN
- Payment Method (Cash or Cheque)
- Payment Method
- Payroll Tax State
- Payment Type Code
- Personal Leave Balance
- Personal Leave Taken YTD
- PSAR has been posted
- Payslip Composed
- Phone No.
- Position
- PostCode
- Primary Payment Method
- RDO's Balance
- RDO's Taken YTD
- Reason for Termination of Employment . . .
- Salary Sacrifice Carried Forward 2 ($)
- Salary Sacrifice Carried Forward 3 ($)
- Salary Sacrifice Carried Forward 4 ($)
- Salary Sacrifice
- Selected Allowances
- Selected Deductions
- Selected Pay Rates
- Sex
- SG Carried Forward 2 ($)
- SG Carried Forward 3 ($)
- SG Carried Forward 4 ($)
- SG Fund ID2
- SG Fund ID3

- SG Fund ID4
- SG Paid
- SG YTD
- Special Award Rate $
- Special Cash Cheque Amount (% or $)
- Spouse
- SG Start Date
- State
- Status
- Suburb/City
- Super (% or $)
- Superannuation Fund
- Surname
- Tax Free Threshold
- TAX Type
- Taxable Allowances
- Termination Date
- TIL Balance
- TIL Taken YTD
- Total Deductions
- Total Net Pay
- TOTAL Rebates from Question 10 in Employment Declaration
- Total Tax
- Total Union
- Union Name
- WorkCover %
- WorkCover Paid YTD
- WorkCover YTD
- Zone Per Year
- Zone

◦ **Search By**
   - **Containing**: Search for a character or number contained in the Employee you require.
      eg. Search for all Employees which contain the number 5
   - **Ending with**: Search for the ending character or number in the Employee you require.
      eg. Search for all Employees which end with the number 5
   - **Is Equal To**: Search for Employees which match the search criteria you have entered.
      eg. Search for all Employees which match the number 5
   - **Starting With**: Search for the starting character or number in the Employee you require.
      eg. Search for all Employees which start with the number 5

◦ **Your Requested Search Results**
   - Emp Code
   - Surname
   - Given Names
   - Pay Period
   - Status

◦ Your **Search In** setting will be displayed
   - Replace with: Options will be displayed depending on your **Search In** setting.

3.7. Pay Day Menu
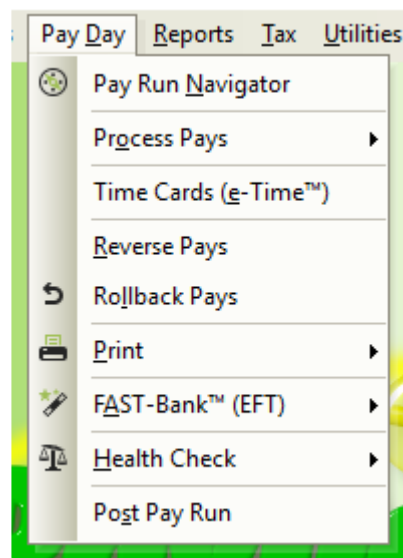
- **Pay Day Menu**
  - **Pay Day Navigator**
  - **Process Pays**
    - **Individual Employee**
    - **Cessation Pay**
    - **Process ALL Pays**
    - **Pay Run by Locations**
  - **Reverse Pays**
  - **Rollback Pays**
  - **Print**
    - **Reports**
    - **Pay Slips**
  - **FAST-Bank™ (EFT)**
    - **Create FAST-Bank™ File**
    - **Print FAST-Bank™ Report**
  - **Health Check**
    - **Check Paytotals, Paylines**
    - **Check YTD Balances against Transactions**
    - **Employee Accrual Balances against Transactions**
    - **Check Employee Pay Run Net against Calculated Net**
  - **Finalise Pay Run**

Revision: 18 — Last modified: Apr 16, 2019

3.7.1. Pay Day Overview

✳ For set up instructions and commonly asked questions, see our **Knowledge Base**

(Known Issues and Frequently Asked Questions)

Pay Day is where you process your pays, print pay run reports, print/e-mail pay slips and create your FAST-Bank™ File for submission.

Access to Pay Day is available through the **Pay Day Menu** *or* through the Sidebar.

The **Pay Run List** includes the following options;

- **Individual**: Process a Pay Run for an Individual Employee
- **All/Selected**: Process a Pay Run for ALL *or* only Selected Employees
- **Cessation Pay**: Process a Cessation (Termination) Pay Run the selected Employee
- **FAST-Pay™**: Process a Pay Run by importing a FAST-Pay™ File
- **e-Time™**: **Manually entering Times**, **Importing Times and manually assigning Pay Types** *or* **Importing Times and interpret using e-Award™**
- Search: Search and Replace information
- **Pay Slips**: **Print, Export or e-Mail**
- **Reports**: Print or Export Pay Run Reports
- **FAST-Bank™**: Create FAST-Bank™ File
- **Finalise**: Complete the Pay Run
- **Undo**: Undo any unfinalised Pays
- **Navigator**: Open the Pay Day Navigator

- **Exit**: Close the Pay Day Window
  - Pay Run Information and Sort Criteria
    - View the current or next Pay Run Payment Date and change if required
    - View the current or next Pay Run Period Ending Date and change if required
    - View past pay run information.
    - Change the Pay Period (Weekly, Fortnightly or Monthly)
    - Process a Pay Run based on the Employees Pay Status.
    - Display Active, Inactive and/or Terminated Employees.
    - Sort by Employee Code *or* Surname.
    - Only Display Employees who have not been marked as Paid (a pay has not been composed)
    - Process a Pay Run based on the Employees Pay Location/Department
  - Quickly and easily view the
    - Employee Code
    - P (Pay Period)
    - Paid Status (Yes/No)
    - Time Card Status (Yes/No)
    - Employees Surname
    - Employees Given Names
    - Employees Alternative Name
    - Employees Job Title
    - Employees Pay Location/Department
    - Last Pay Run Posting Date
    - Employment Status
    - Termination Date

Pay Envelope

The **Pay Envelope** includes the following options;

- **Awards**: Access Awards & Agreements
- **Pay Types**: Access Pay Types
- **Cost Centres**: Access Cost Centres
- **Show Cost Centres**: Displays the Cost Centres assigned to the selected Employee for hours assignment
- **Pending**: The Pay Envelope will be set to Pending for review prior to finalisation of the pay run
- **Cancel**: Close the Pay Envelope without saving
- **Ok**: Save the Pay Envelope
- Quickly and easily view the
  - Pay Run Payment Date
  - Pay Run Period Ending Date
  - Pay Rates Total QTY
  - Employees Employee Code and Employees Name
  - **Edit certain information in the Employment File**

- Award $/Hr *or* Special Award $/Hr *or* Advanced Pay Run $/Hr (depending on the option set), Hours as defined in the Award or Agreement, Award and Agreement Name and Award # (ID).
  - **Edit certain information in the Award and Agreement**
  - Date Hired
  - Employed for XXX.XX Years
  - Birthday Date
  - Age
  - Accrual Balances
  - Selected Pay Rate/s, Date Entry (if set), QTY, Rate, Pay Type Paid by setting, Non-Taxable Amount, Taxable amount and Total
  - Selected Allowances, Date Entry (if set), QTY, Rate, Pay Type Paid by setting, Non-Taxable Amount, Taxable amount and Total
  - Selected Deductions, Date Entry (if set), QTY, Rate and Total
  - Gross for Super and Super This Pay
  - BERT, BEWT and CIPQ
  - Gross Income (A), Deductions (B), PAYG Non-Tax ©, Additional Tax (D), Total Tax (E = C+D) and Net Pay (A – B – D)
  - Pay Slip Message

Revision: 23 — Last modified: Mar 25, 2022

3.7.1.1. FAST-Pay™ Specification

FAST-Pay™ is the ability to import already interpreted data from another system, pre-filling the pay run for review by following **Process a Pay Run using FAST-Pay™**

The File should be named **FASTPAY.CSV** and created using Notepad (CSV (ASCII Text)). In order to import the file into the pay run, please ensure it is saved in the applicable company data folder.

A Sample **FASTPAY.CSV** is available to download **here**, which is based on **Example 1** below.

The **FASTPAY.CSV** must be formatted using the below structure otherwise it will be unable to be imported. The Employee, Pay Rate, Allowance, and Deduction records are 1 per Employee. You can not have two or more employees, Pay Rate, Allowance, or Deduction records per line of text.

1. Pay Run Information
2. Employee Information
3. Pre-set or Variable Pay Rate Information
4. Pre-set or Variable Allowance Information
5. Pre-set or Variable Deduction Information

Pay Run Information		
Field Name	Max Field Length	Explanation
ID	3	Will always be ID1

Pay Period	1	W = Weekly, F = Fortnightly, M = Monthly
Payment Date	10	Date required (eg. 22/07/2020)
Period Ending Date	10	Date required (eg. 21/07/2020)
Number of Employees	5	The total Number of Employees included in the file
Employee Information		

Field Name	Max Field Length	Explanation
ID	3	Will always be ID2
Employee DBID	5	Print an Employee Listing Report to obtain this ID for each Employee
Number of Cost Centres	50	If inapplicable, enter 0
Cost Centre DBID	5	Print an e-Cost Cost Centre Listing Report to obtain this ID for each Employee
Pre-set Pay Rate and Allowance Information		

Field Name	Max Field Length	Explanation
ID	3	Will always be ID3
Pay Type DBID	5	Print a Pay Rate or Allowance List Report to obtain this ID
Total Quantity	9	Total Hours for the Pay Rate or Allowance required
Hours Attributed	50	Total hours per Cost Centre separated by a comma. If inapplicable, leave blank
Variable Pay Rate and Allowance Information		

Field Name	Max Field Length	Explanation
ID	3	Will always be ID4
Pay Type DBID	5	Print a Pay Rate or Allowance List Report to obtain this ID
Total Quantity	9	Total Hours for the Pay Rate or Allowance required
Rate Value	9	Rate Per Hour for the Pay Rate or Allowance
Hours Attributed	50	Total hours per Cost Centre separated by a comma. If inapplicable, leave blank
Pre-set Deduction Information		

Field Name	Max Field Length	Explanation
ID	3	Will always be ID5
Pay Type DBID	5	Print a Deduction List Report to obtain this ID
Total Quantity	9	Total Hours for the Deduction required
Variable Deduction Information		

Field Name	Max Field Length	Explanation
ID	3	Will always be ID6
Pay Type DBID	5	Print a Deduction List Report to obtain this ID
Total Quantity	9	Total Hours for the Deduction required
Rate Value	9	Rate Per Hour for the Deduction

Example 1
ID1, W, 23/07/2020, 22/07/2020, 2
ID2, 22, 0
ID3, 12, 35
ID3, 27, 10
ID2, 28, 0
ID4, 13, 10, 15.5
ID6, 32, 10, 5.35

1st Line: Weekly Pay Run, Payment Date 23 July 2020 for Period Ending Date 22 July 2020, paying 2 Employees.
2nd Line: First Employee (DBID 22) with 0 Cost Centres
3rd Line: First Pay Rate (DBID 12), Quantity of 35
4th Line: First Allowance (DBID 27), Quantity of 10
5th Line: Second Employee (DBID 28) with 0 Cost Centres
6th Line: First Pay Rate (DBID 13), Quantity of 10, Rate of 15.50
7th Line: First Deduction (DBID 32), Quantity of 10, Rate of 5.35

Example 2
ID1, W, 23/07/2020, 22/07/2020, 2
ID2, 22, 2, 1, 5
ID3, 12, 35, 15, 20
ID3, 27, 10, 0, 10
ID2, 28, 2, 1, 6
ID4, 13, 10, 15.5, 5, 5
ID6, 32, 10, 5.35

1st Line: Weekly Pay Run, Payment Date 23 July 2020 for Period Ending Date 22 July 2020, paying 2

Employees.

2nd Line: First Employee (DBID 22) with 2 Cost Centres, DBID 1 and 5

3rd Line: First Pay Rate (DBID 12), Quantity of 35, 15 Hours attributed to Cost Centre DBID1 and 20 hours attributed to Cost Centre DBID5

4th Line: First Allowance (DBID 27), Quantity of 10, 0 Hours attributed to Cost Centre DBID1 and 10 hours attributed to Cost Centre DBID5

5th Line: Second Employee (DBID 28) with 2 Cost Centres, DBID 1 and 6

6th Line: First Pay Rate (DBID 13), Quantity of 10, Rate of 15.50, 5 Hours attributed to Cost Centre DBID1, and 5 hours attributed to Cost Centre DBID6

7th Line: First Deduction (DBID 32), Quantity of 10, Rate of 5.35

Revision: 44 — Last modified: Feb 18, 2022

3.7.1.2. Pay Day Health Check

Health Check from the Pay Day Menu allows you to run a comprehensive check on your data to ensure there are no errors.

- **Check Paytotals, Paylines**: Compares the Pay Totals and Pay Lines from all finalised pay runs
- **Check YTD Balances against Transactions**: Compares the Employees YTD Balances and Transactions from all finalised pay runs
- **Employee Accrual Balances against Transactions**: Compares the Employees Accrual Balances against Transactions from all finalised pay runs
- **Check Employee Pay Run Net against Calculated Net**: Compares the Employees calculated Net Pay from the Pay Run to the Net amount calculated by e-PayDay®

Revision: 3 — Last modified: Apr 16, 2019

3.7.1.2.1. How do I run a Paytotals, Paylines Health Check?

1. Click **Pay Day** > **Health Check** > **Check Paytotals, Paylines**
2. An alert will display detailing the number of PayTotalsDBIDs and will detail if there are errors.

Revision: 4 — Last modified: Feb 15, 2021

3.7.1.2.2. How do I run a YTD Balances against Transactions Health Check?

1. Click **Pay Day** > **Health Check** > **Check YTD Balances against Transactions**
2. An alert will display detailing the total of all pays YTD compared to the Employee Balances and will detail if there are errors.

Revision: 2 — Last modified: Apr 16, 2019

3.7.1.2.3. How do I run an Employee Accrual

Balances against Transactions Health Check

1. Click **Pay Day** > **Health Check** > **Employee Accrual Balances against Transactions**
2. An alert will display detailing if there are mismatches.

> ✱ It is possible that any errors shown could be related to previously Terminated employees (not in the current Financial Year). Before contacting us please check that the mismatches relate to CURRENT employees ONLY.

Revision: 2 — Last modified: Apr 16, 2019

3.7.1.2.4. How do I run an Employee Pay Run Net against Calculated Net Health Check?

1. Click **Pay Day** > **Health Check** > **Check Employee Pay Run Net against Calculated Net**
2. An alert will display detailing if there are mismatches.

Revision: 3 — Last modified: Apr 16, 2019

3.7.1.3. Pay Day Reports Overview

> ✱ Due to Single Touch Payroll, ATO and Fair Work requirements, Pay Advice Slips (1 Up) (Plain Paper A4 – Trading Name) and e-Mail Pay Advice Slips (1 Up) (Plain Paper A4 – Trading Name) have been depreciated in Version 18. Read more **here**

Access to Pay Day Reports is available through the **Pay Day Menu** *or* through **Reports** when in the **Pay Day** window.
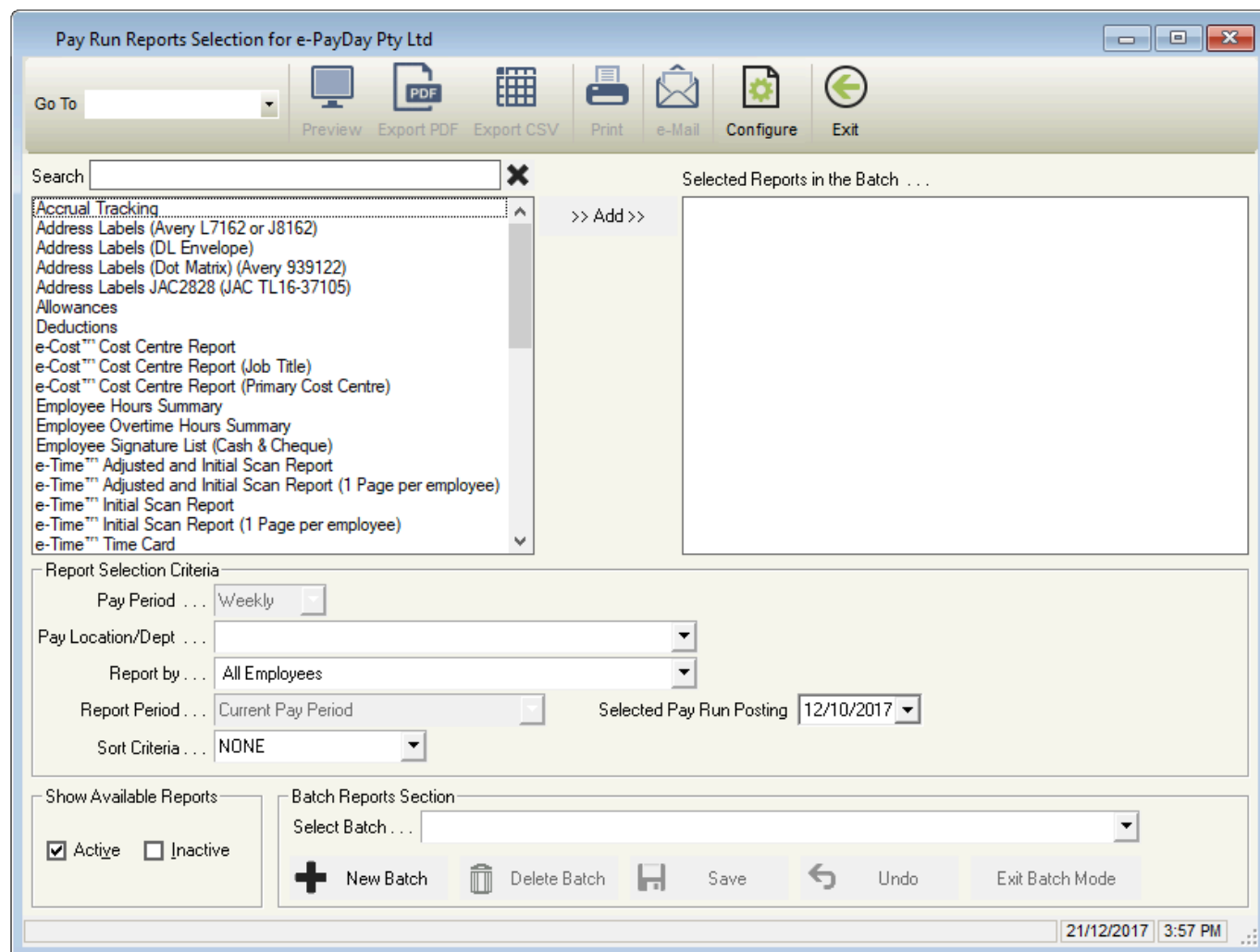
The Pay Day Reports window includes the following options;

- **Go To**: Quickly change between All Reports, Super Reports, Pay Run Reports and Deduction Reports windows.
- **Preview**: Preview the selected report/s.
- **Export PDF**: Export the selected Report/s.
- **Export CSV**: Currently only available for **Employee Masterfile**.
- **Print**: Print the selected Report.
- **e-Mail** only available for Pay Slips through Pay Slips.
- **Report Selection Criteria**: Reports can be limited/sorted by the selection criteria.
- **Exit**: Close the Pay Day Reports window.
- **Report Selection Criteria**: Reports can be limited/sorted by the selection criteria.
- **Show available Reports**: View only **Active** or **Inactive** Reports.
- **Batch Reports**: Create a batch of reports which can be loaded every time is it required.
    - **New Batch**: Create a new batch of reports
    - **Delete Batch**: Delete an existing batch of reports.
    - **Save**: Save a new batch of reports or to save changes to an existing batch of reports.
    - **Undo**: Undo any unsaved changes.
    - **Exit Batch Mode**: Exit batch mode

Currently, the following Pay Day reports are available;

- Accrual Tracking
- Address Labels Avery L7162 or J8162
- Address Labels DL Envelope
- Address Labels (Dot Matrix) (Avery 939122)
- Address Labels JAC2828 JAC TL16-37105
- **Allowances**
- **Deductions**
- **e-Cost™ Cost Centre Report**
- **e-Cost™ Cost Centre Report (Job Title)**
- **e-Cost™ Cost Centre Report (Primary Cost Centre)**
- **Employee Hours Summary**
- **Employee Overtime Hours Summary**
- **Employee Signature List (Cash & Cheque)**
- **e-Time™ Adjusted and Initial Scan Report**
- **e-Time™ Adjusted and Initial Scan Report (1 Page Per employee)**
- **e-Time™ Adjusted and Initial Scan Report (e-Mail)**
- **e-Time™ Initial Scan Report**
- **e-Time™ Initial Scan Report (1 Page per employee)**
- **e-Time™ Initial Scan Report (e-Mail)**
- **e-Time™ Time Card**
- **e-Time™ Time Card (1 Page per employee)**
- **e-Time™ Time Card (e-Mail)**
- **Leave Liability**
- **Pay Advice Slips – LARGE FONT**
- **Pay Advice Slips (1 Up) (Aus Post Envelope)**
- **Pay Advice Slips (1 Up) (DL Envelope)**
- **Pay Advice Slips (1 Up) (Plain Paper A4 – 210 × 297mm)**
- **Pay Advice Slips (2 Up) (Plain Paper A4 – 210 × 297mm)**
- **Pay Advice Slips (Custom)**: Per Customer Specification – this report will not display unless provided to us by your Crystal Reports Developer.
- **Pay Advice Slips (Transactions YTD)**
- **Pay Advice Summary**
- **Pay Disbursements**
- **Pay Envelope (Laser A4 – 210 × 297mm)**
- **Pay Envelope (Pre-Printed 3 Part – A4 210 × 297mm) (FN Z-310)**
- **Pay Rates**
- **Payroll Analysis**
- **Payroll Analysis – Landscape**
- **Payroll Analysis (Simple)**
- **Payroll Analysis (Simple) – Landscape**
- **Payroll Summary**
- **Payroll Summary (ALL)**
- **Pre-printed Cheques (2 Cheques per page 183 × 140mm)**
- **Pre-printed Cheques (3 Up) (Laser A4)**
- **Pre-printed Cheques (ANZ July 2016 Format)**
- **Pre-printed Cheques (Dot Matrix)**
- **Recipient Created Tax Invoice**

3.7.1.3.1. Pay Disbursements

There are currently 8 Pay Disbursement Reports available and display different information depending on the **Report Selection Criteria** you select.

1. **Preview an example of the Pay Disbursements – Cash Disbursements Report here**
2. **Preview an example of the Pay Disbursements – Cheque Disbursements Report here**
3. **Preview an example of the Pay Disbursements – Deposit Disbursements – ALL Report here**
4. **Preview an example of the Pay Disbursements – FAST-Bank Disbursements Report here**
5. **Preview an example of the Pay Disbursements – FAST-Bank Disbursements (Alphabetically) Report here**
6. **Preview an example of the Pay Disbursements – FAST-Bank Disbursements (No Location) Report here**
7. **Preview an example of the Pay Disbursements – FAST-Bank Disbursements (No Location, Alphabetically) Report here**
8. **Preview an example of the Pay Disbursements – ListPay Deposit Disbursements Report here**

The **Pay Disbursements – Cash Disbursements** Report details

- Employee Code
- Employee Name
- Nat Pay
- Cash Amount
- Break down of the Cash Amount into Notes and Coins.
- Total of all net pays for all employees
- Total of all cash payable
- Number of Employees Paid
- Payment Date

The **Pay Disbursements – Cheque Disbursements** Report details

- Employee Code
- Employee Name
- Nat Pay
- Cheque Amount
- Cheque Number
- Comments
- Total of all net pays for all employees
- Total of all cheques payable
- Number of Employees Paid
- Payment Date

The **Pay Disbursements (Deposit Disbursements – ALL)** Report details

- Employee Code

- BSB
- Account Number
- Account Name
- Amount
- Total of all net pays for all employees
- Total of all deposits payable
- Number of Employees Paid
- Payment Date

The **Pay Disbursements (FAST-Bank Disbursements)**, **Pay Disbursements (FAST-Bank Disbursements (Alphabetically))**, **Pay Disbursements (FAST-Bank Disbursements (No Location))** and **Pay Disbursements (FAST-Bank Disbursements (No Location, Alphabetically))** Reports detail;

- Employee Code
- BSB
- Account Number
- Account Name
- Amount
- Tax (PAYG) Holding Account
- Superannuation (SG) Holding Account
- Total of all net pays for all employees
- Total of all deposits payable
- Number of Employees Paid
- Payment Date

The **Pay Disbursements – ListPay Deposit Disbursements** Report will be depreciated shortly as it is no longer required due to FAST-Bank™.

The **Pay Disbursements** Reports allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Cash Disbursements
  - Cheque Disbursements
  - Deposit Disbursements – ALL
  - FAST-Bank Disbursements
  - FAST-Bank Disbursements (Alphabetically)
  - FAST-Bank Disbursements (No Location)
  - FAST-Bank Disbursements (No Location, Alphabetically)

- ListPay Deposit Disbursements
- **Report Period**
  - Current Month
  - Current Pay Period
  - Previous Month
  - Specific Date Range
  - Year To Date
- **Sort Criteria**
  - Employee Code
  - Employee DBID
  - Employee Surname
  - NONE

Revision: 4 — Last modified: Apr 18, 2019

3.7.1.3.2. Pay Advice Slips – LARGE FONT

- **Report Name**: Pay Advice Slips – LARGE FONT
- **Example**: **Preview an example of the Pay Advice Slips – LARGE FONT Report here**
- **Use**: To advise the Employee of their pay and entitlements, designed for easier readability.
- **Details**:
  - Legal Entity Name (Company Name)
  - Company ABN
  - Financial Year Ending Year
  - Employee Name
  - Payment Date
  - Pay Period Ending Date
  - Last Pay Period Ended Date
  - Tax Classification
  - Superannuation Fund Database ID (DBID) and Member ID
  - Pay Location
  - Payment Method
  - Employee Code
  - Date the Pay Slip was printed
  - Award Name
  - All Pay Rates, Allowances and Deductions will be displayed, with QTY (unless Salary) and Rates.
  - Gross Income
  - Tax
  - Net Income
  - Total Salary Sacrifice YTD
  - Employer SG YTD
  - Employer SG PAID YTD
  - Employer SG THIS PAY
  - Year-To-Date Taxation figures
  - Accrual Balances (if set to display)
  - Banking Details (if set to display)
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Pay**

Advice Slips – LARGE FONT Report.
- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Active Employees
  - All Employees
  - Inactive Employee/s
  - Selected Employee/s
  - Terminated Employee/s
- **Report Period**
  - Current Month
  - Current Pay Period
  - Previous Month
  - Specific Date Range
  - Year To Date
- **Sort Criteria**
  - Employee Code
  - Employee DBID
  - Employee Surname
  - NONE

Revision: 4 — Last modified: Apr 16, 2019

3.7.1.3.3. Pay Advice Slips (1 Up) (Aus Post Envelope)

- **Report Name**: Pay Advice Slips (1 Up) (Aus Post Envelope)
- **Example**: **Preview an example of the Pay Advice Slips (1 Up) (Aus Post Envelope) Report here**
- **Use**: To advise the Employee of their pay and entitlements, designed for Aus Post Envelope.
- **Details**:
  - Employee Name
  - Address
  - Legal Entity Name (Company Name)
  - Company ABN
  - Financial Year Ending Year
  - Employee Name
  - Payment Date
  - Pay Period Ending Date

- Last Pay Period Ended Date
- Tax Classification
- Superannuation Fund Database ID (DBID) and Member ID
- Pay Location
- Payment Method
- Employee Code
- Date the Pay Slip was printed
- Award Name
- All Pay Rates, Allowances and Deductions will be displayed, with QTY (unless Salary) and Rates.
- Gross Income
- Tax
- Net Income
- Total Salary Sacrifice YTD
- Employer SG YTD
- Employer SG PAID YTD
- Employer SG THIS PAY
- Year-To-Date Taxation figures
- Accrual Balances (if set to display)
- Banking Details (if set to display)

- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Pay Advice Slips (1 Up) (Aus Post Envelope)** Report.
  - **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
  - **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
  - **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
  - **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
  - **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname

▪ NONE

3.7.1.3.4. Pay Advice Slips (1 Up) (DL Envelope)

- **Report Name**: Pay Advice Slips (1 Up) (DL Envelope)
- **Example**: **Preview an example of the Pay Advice Slips (1 Up) (DL Envelope) Report here**
- **Use**: To advise the Employee of their pay and entitlements, designed for DL Envelope.
- **Details**:
  - Employee Name
  - Address
  - Legal Entity Name (Company Name)
  - Company ABN
  - Financial Year Ending Year
  - Employee Name
  - Payment Date
  - Pay Period Ending Date
  - Last Pay Period Ended Date
  - Tax Classification
  - Superannuation Fund Database ID (DBID) and Member ID
  - Pay Location
  - Payment Method
  - Employee Code
  - Date the Pay Slip was printed
  - Award Name
  - All Pay Rates, Allowances and Deductions will be displayed, with QTY (unless Salary) and Rates.
  - Gross Income
  - Tax
  - Net Income
  - Total Salary Sacrifice YTD
  - Employer SG YTD
  - Employer SG PAID YTD
  - Employer SG THIS PAY
  - Year-To-Date Taxation figures
  - Accrual Balances (if set to display)
  - Banking Details (if set to display)
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Pay Advice Slips (1 Up) (DL Envelope)** Report.
  - **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - **Pay Location/Dept**

- All Pay Locations
- Pay Location Not Available
- Specific Location/s
- Any Pay Locations/Departments you have added will be listed
  - **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
  - **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
  - **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 4 — Last modified: Apr 16, 2019

3.7.1.3.5. Pay Advice Slips (1 Up) (Plain Paper A4 – 210 × 297mm)

- **Report Name**: Pay Advice Slips (1 Up) (Plain Paper A4 – 210 × 297mm)
- **Example**: **Preview an example of the Pay Advice Slips (1 Up) (Plain Paper A4 – 210 × 297mm) Report here**
- **Use**: To advise the Employee of their pay and entitlements.
- **Details**:
  - Legal Entity Name (Company Name)
  - Company ABN
  - Financial Year Ending Year
  - Employee Name
  - Payment Date
  - Pay Period Ending Date
  - Last Pay Period Ended Date
  - Tax Classification
  - Superannuation Fund Database ID (DBID) and Member ID
  - Pay Location
  - Payment Method
  - Employee Code
  - Date the Pay Slip was printed
  - Award Name
  - All Pay Rates, Allowances and Deductions will be displayed, with QTY (unless Salary) and

Rates.
- ◦ Gross Income
- ◦ Tax
- ◦ Net Income
- ◦ Total Salary Sacrifice YTD
- ◦ Employer SG YTD
- ◦ Employer SG PAID YTD
- ◦ Employer SG THIS PAY
- ◦ Year-To-Date Taxation figures
- ◦ Accrual Balances (if set to display)
- ◦ Banking Details (if set to display)
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Pay Advice Slips (1 Up) (Plain Paper A4 – 210 × 297mm)** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active Employees
    - ▪ All Employees
    - ▪ Inactive Employee/s
    - ▪ Selected Employee/s
    - ▪ Terminated Employee/s
  - ◦ **Report Period**
    - ▪ Current Month
    - ▪ Current Pay Period
    - ▪ Previous Month
    - ▪ Specific Date Range
    - ▪ Year To Date
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

Revision: 5 — Last modified: Apr 16, 2019

3.7.1.3.6. Pay Advice Slips (2 Up) (Plain Paper A4 – 210 × 297mm)

- **Report Name**: Pay Advice Slips (2 Up) (Plain Paper A4 – 210 × 297mm)

- **Example**: [Preview an example of the Pay Advice Slips (2 Up) (Plain Paper A4 – 210 × 297mm) Report here](#)
- **Use**: To advise the Employee of their pay and entitlements.
- **Details**:
  - Legal Entity Name (Company Name)
  - Company ABN
  - Financial Year Ending Year
  - Employee Name
  - Payment Date
  - Pay Period Ending Date
  - Last Pay Period Ended Date
  - Tax Classification
  - Superannuation Fund Database ID (DBID) and Member ID
  - Pay Location
  - Payment Method
  - Employee Code
  - Date the Pay Slip was printed
  - Award Name
  - All Pay Rates, Allowances and Deductions will be displayed, with QTY (unless Salary) and Rates.
  - Gross Income
  - Tax
  - Net Income
  - Total Salary Sacrifice YTD
  - Employer SG YTD
  - Employer SG PAID YTD
  - Employer SG THIS PAY
  - Year-To-Date Taxation figures
  - Accrual Balances (if set to display)
  - Banking Details (if set to display)
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Pay Advice Slips (2 Up) (Plain Paper A4 – 210 × 297mm)** Report.
  - **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
  - **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
  - **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s

- ◦ **Report Period**
  - ▪ Current Month
  - ▪ Current Pay Period
  - ▪ Previous Month
  - ▪ Specific Date Range
  - ▪ Year To Date
- ◦ **Sort Criteria**
  - ▪ Employee Code
  - ▪ Employee DBID
  - ▪ Employee Surname
  - ▪ NONE

Revision: 4 — Last modified: Apr 16, 2019

3.7.1.3.7. Pay Advice Slips (Transactions YTD)

- • **Report Name**: Pay Advice Slips (Transactions YTD)
- • **Example**: **Preview an example of the Pay Advice Slips (Transactions YTD) Report here**
- • **Use**: To advise the Employee of their pay and entitlements.
- • **Details**:
  - ◦ Legal Entity Name (Company Name)
  - ◦ Company ABN
  - ◦ Financial Year Ending Year
  - ◦ Pay Period Start Date
  - ◦ Pay Period Ending Date
  - ◦ Pay Period Payment Date
  - ◦ Date the Pay Slip was printed
  - ◦ Pay Period Paid (Weekly, Fortnightly, Monthly)
  - ◦ Employee Name
  - ◦ Employee Address
  - ◦ Award Name
  - ◦ Award Classification
  - ◦ Employment Type
  - ◦ Tax Classification
  - ◦ Job Title
  - ◦ Pay Location
  - ◦ Employee Code
  - ◦ Pay Rates and Allowances, with QTY (unless **Salary** and **Show QTY for Leave Payments for Salaried Employees** deselected), Rates and Year-To-Date Figures.
  - ◦ Deductions with QTY, Rates and Year-To-Date Figures.
  - ◦ Tax This Pay and Tax Year-To-Date.
  - ◦ Employer Superannuation (SG), Member Fund Name, Member ID, SG paid YTD, SG This Pay and SG YTD
  - ◦ Employer Superannuation (RESC), Member Fund Name, Member ID, SG paid YTD, SG This Pay and SG YTD
  - ◦ Payment Method

- ◦ Banking Details (if set to display)
- ◦ Accrual Balances (if set to display)
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Pay Advice Slips (2 Up) (Plain Paper A4 – 210 × 297mm)** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active Employees
    - ▪ All Employees
    - ▪ Inactive Employee/s
    - ▪ Selected Employee/s
    - ▪ Terminated Employee/s
  - ◦ **Report Period**
    - ▪ Current Month
    - ▪ Current Pay Period
    - ▪ Previous Month
    - ▪ Specific Date Range
    - ▪ Year To Date
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

Revision: 6 — Last modified: Apr 24, 2019

3.7.1.3.8. Pay Envelope (Laser A4 – 210 × 297mm)

- **Report Name**: Pay Envelope (Laser A4 – 210 × 297mm)
- **Example**: **Preview an example of the Pay Envelope (Laser A4 – 210 × 297mm) Report here**
- **Use**: To advise the Employee of their pay and entitlements, designed for a Laser A4 printer.
- **Details**:
  - ◦ Legal Entity Name (Company Name)
  - ◦ Company ABN
  - ◦ Financial Year Ending Year
  - ◦ Employee Name
  - ◦ Payment Date
  - ◦ Pay Period Ending Date

- ◦ Last Pay Period Ended Date
- ◦ Tax Classification
- ◦ Superannuation Fund Database ID (DBID) and Member ID
- ◦ Pay Location
- ◦ Payment Method
- ◦ Employee Code
- ◦ Date the Pay Slip was printed
- ◦ Award Name
- ◦ All Pay Rates, Allowances and Deductions will be displayed, with QTY (unless Salary) and Rates.
- ◦ Gross Income
- ◦ Tax
- ◦ Net Income
- ◦ Total Salary Sacrifice YTD
- ◦ Employer SG YTD
- ◦ Employer SG PAID YTD
- ◦ Employer SG THIS PAY
- ◦ Year-To-Date Taxation figures
- ◦ Accrual Balances (if set to display)
- ◦ Banking Details (if set to display)
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Pay Envelope (Laser A4 – 210 × 297mm)** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active Employees
    - ▪ All Employees
    - ▪ Inactive Employee/s
    - ▪ Selected Employee/s
    - ▪ Terminated Employee/s
  - ◦ **Report Period**
    - ▪ Current Month
    - ▪ Current Pay Period
    - ▪ Previous Month
    - ▪ Specific Date Range
    - ▪ Year To Date
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname

▪ NONE

3.7.1.3.9. Pay Envelope (Pre-Printed 3 Part – A4 210 × 297mm) (FN Z-310)

- **Report Name**: Pay Envelope (Pre-Printed 3 Part – A4 210 × 297mm) (FN Z-310)
- **Example**: **Preview an example of the Pay Envelope (Pre-Printed 3 Part – A4 210 × 297mm) (FN Z-310) Report here**
- **Use**: To advise the Employee of their pay and entitlements, designed for the FN Z-310 Pay Envelope.
- **Details**:
  ◦ Legal Entity Name (Company Name)
  ◦ Company ABN
  ◦ Financial Year Ending Year
  ◦ Employee Name
  ◦ Payment Date
  ◦ Pay Period Ending Date
  ◦ Last Pay Period Ended Date
  ◦ Tax Classification
  ◦ Superannuation Fund Database ID (DBID) and Member ID
  ◦ Pay Location
  ◦ Payment Method
  ◦ Employee Code
  ◦ Date the Pay Slip was printed
  ◦ Award Name
  ◦ All Pay Rates, Allowances and Deductions will be displayed, with QTY (unless Salary) and Rates.
  ◦ Gross Income
  ◦ Tax
  ◦ Net Income
  ◦ Total Salary Sacrifice YTD
  ◦ Employer SG YTD
  ◦ Employer SG PAID YTD
  ◦ Employer SG THIS PAY
  ◦ Year-To-Date Taxation figures
  ◦ Accrual Balances (if set to display)
  ◦ Banking Details (if set to display)
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Pay Envelope (Pre-Printed 3 Part – A4 210 × 297mm) (FN Z-310)** Report.
  ◦ **Pay Period**
    ▪ All
    ▪ Fortnightly
    ▪ Monthly
    ▪ Weekly
  ◦ **Pay Location/Dept**

- ▪ All Pay Locations
- ▪ Pay Location Not Available
- ▪ Specific Location/s
- ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active Employees
    - ▪ All Employees
    - ▪ Inactive Employee/s
    - ▪ Selected Employee/s
    - ▪ Terminated Employee/s
  - ◦ **Report Period**
    - ▪ Current Month
    - ▪ Current Pay Period
    - ▪ Previous Month
    - ▪ Specific Date Range
    - ▪ Year To Date
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

Revision: 3 — Last modified: Apr 16, 2019

3.7.1.3.10. Pre-printed Cheques (2 Cheques per page 183 × 140mm)

- **Report Name**: Pre-printed Cheques (2 Cheques per page 183 × 140mm)
- **Example**: **Preview an example of the Pre-printed Cheques (2 Cheques per page 183 × 140mm) Report here**
- **Use**: Designed to print the outstanding amounts to the Employees directly to the Cheques provided by your Banking Institution.
- **Details**:
  - ◦ Payment Date
  - ◦ Employee Name
  - ◦ Amount outstanding to the Employee in sentence form and $
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Pre-printed Cheques (2 Cheques per page 183 × 140mm)** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s

- Any Pay Locations/Departments you have added will be listed
  - **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
  - **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
  - **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE*

Revision: 2 — Last modified: Apr 16, 2019

3.7.1.3.11. Pre-printed Cheques (3 Up) (Laser A4)

- **Report Name**: Pre-printed Cheques (3 Up) (Laser A4)
- **Example**: **Preview an example of the Pre-printed Cheques (3 Up) (Laser A4) Report here**
- **Use**: Designed to print the outstanding amounts to the Employees directly to the Cheques provided by your Banking Institution.
- **Details**:
  - Payment Date
  - Employee Name
  - Amount outstanding to the Employee in sentence form and $
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Pre-printed Cheques (3 Up) (Laser A4)** Report.
  - **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
  - **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
  - **Report by**
    - Active Employees
    - All Employees

- ▪ Inactive Employee/s
- ▪ Selected Employee/s
- ▪ Terminated Employee/s
  - ◦ **Report Period**
    - ▪ Current Month
    - ▪ Current Pay Period
    - ▪ Previous Month
    - ▪ Specific Date Range
    - ▪ Year To Date
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE*

Revision: 2 — Last modified: Apr 16, 2019

3.7.1.3.12. Pre-printed Cheques (ANZ July 2016 Format)

- • **Report Name**: Pre-printed Cheques (ANZ July 2016 Format)
- • **Example**: **Preview an example of the Pre-printed Cheques (ANZ July 2016 Format) Report here**
- • **Use**: Designed to print the outstanding amounts to the Employees directly to the Cheques provided by ANZ.
- • **Details**:
  - ◦ Payment Date
  - ◦ Employee Name
  - ◦ Amount outstanding to the Employee in sentence form and $
- • **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Pre-printed Cheques (ANZ July 2016 Format)** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active Employees
    - ▪ All Employees
    - ▪ Inactive Employee/s
    - ▪ Selected Employee/s
    - ▪ Terminated Employee/s

- ◦ **Report Period**
    - ▪ Current Month
    - ▪ Current Pay Period
    - ▪ Previous Month
    - ▪ Specific Date Range
    - ▪ Year To Date
- ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE*

Revision: 2 — Last modified: Apr 16, 2019

3.7.1.3.13. Pre-printed Cheques (Dot Matrix)

- • **Report Name**: Pre-printed Cheques (Dot Matrix)
- • **Example**: **Preview an example of the Pre-printed Cheques (Dot Matrix) Report here**
- • **Use**: Designed to print the outstanding amounts to the Employees directly to the Cheques provided by your Banking Institution.
- • **Details**:
    - ◦ Payment Date
    - ◦ Amount outstanding to the Employee in sentence form and $
    - ◦ Employee Name
- • **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Pre-printed Cheques (Dot Matrix)** Report.
    - ◦ **Pay Period**
        - ▪ All
        - ▪ Fortnightly
        - ▪ Monthly
        - ▪ Weekly
    - ◦ **Pay Location/Dept**
        - ▪ All Pay Locations
        - ▪ Pay Location Not Available
        - ▪ Specific Location/s
        - ▪ Any Pay Locations/Departments you have added will be listed
    - ◦ **Report by**
        - ▪ Active Employees
        - ▪ All Employees
        - ▪ Inactive Employee/s
        - ▪ Selected Employee/s
        - ▪ Terminated Employee/s
    - ◦ **Report Period**
        - ▪ Current Month
        - ▪ Current Pay Period
        - ▪ Previous Month
        - ▪ Specific Date Range
        - ▪ Year To Date

- ◦ **Sort Criteria**
  - ▪ Employee Code
  - ▪ Employee DBID
  - ▪ Employee Surname
  - ▪ NONE*

3.7.1.3.14. Recipient Created Tax Invoice

- **Report Name**: Recipient Created Tax Invoice
- **Example**: **Preview an example of the Recipient Created Tax Invoice Report here**
- **Use**: Designed for Contractors, where the Employer generates the Tax Invoice on behalf of the Employee.
- **Details**:
  - ◦ Services Provided by Employee Name
  - ◦ Invoice to Legal Entity Name (Company Name)
  - ◦ Company Address
  - ◦ Payment Date
  - ◦ Pay Period Ending Date
  - ◦ Last Pay Period Ended Date
  - ◦ All Pay Rates, Allowances and Deductions will be displayed, with QTY (unless Salary) and Rates.
  - ◦ Tax / GST
  - ◦ Net Income
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Recipient Created Tax Invoice** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active Employees
    - ▪ All Employees
    - ▪ Inactive Employee/s
    - ▪ Selected Employee/s
    - ▪ Terminated Employee/s
  - ◦ **Report Period**
    - ▪ Current Month
    - ▪ Current Pay Period
    - ▪ Previous Month
    - ▪ Specific Date Range

- ▪ Year To Date
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

Revision: 3 — Last modified: Apr 16, 2019

3.7.1.3.15. e-Time™ Adjusted and Initial Scan Report (e-Mail)

The **e-Time™ Adjusted and Initial Scan Report (e-Mail)** in Pay Day Reports is identical to the **e-Time™ Adjusted and Initial Scan Report (e-Mail) in Main Reports**, with exception to the following **Report Selection Criteria**;

- • **Report by**
  - ◦ This option is locked and unavailable for selection.

Revision: 5 — Last modified: Apr 16, 2019

3.7.1.3.16. e-Time™ Initial Scan Report (e-Mail)

The **e-Time™ Initial Scan Report (e-Mail)** in Pay Day Reports is identical to the **e-Time™ Initial Scan Report (e-Mail) in Main Reports**, with exception to the following **Report Selection Criteria**;

- • **Report by**
  - ◦ This option is locked and unavailable for selection.

Revision: 5 — Last modified: Apr 16, 2019

3.7.1.3.17. e-Time™ Time Card (e-Mail)

The **e-Time™ Time Card (e-Mail)** Report in Pay Day Reports is identical to the **e-Time™ Time Card (e-Mail) Report in Main Reports**, with exception to the following **Report Selection Criteria**;

- • **Report by**
  - ◦ This option is locked and unavailable for selection.

Revision: 5 — Last modified: Apr 16, 2019

3.7.1.4. Pay Day Pay Slips Overview

Access to Pay Slips is available through **Pay Slips** when in the **Pay Day** window.
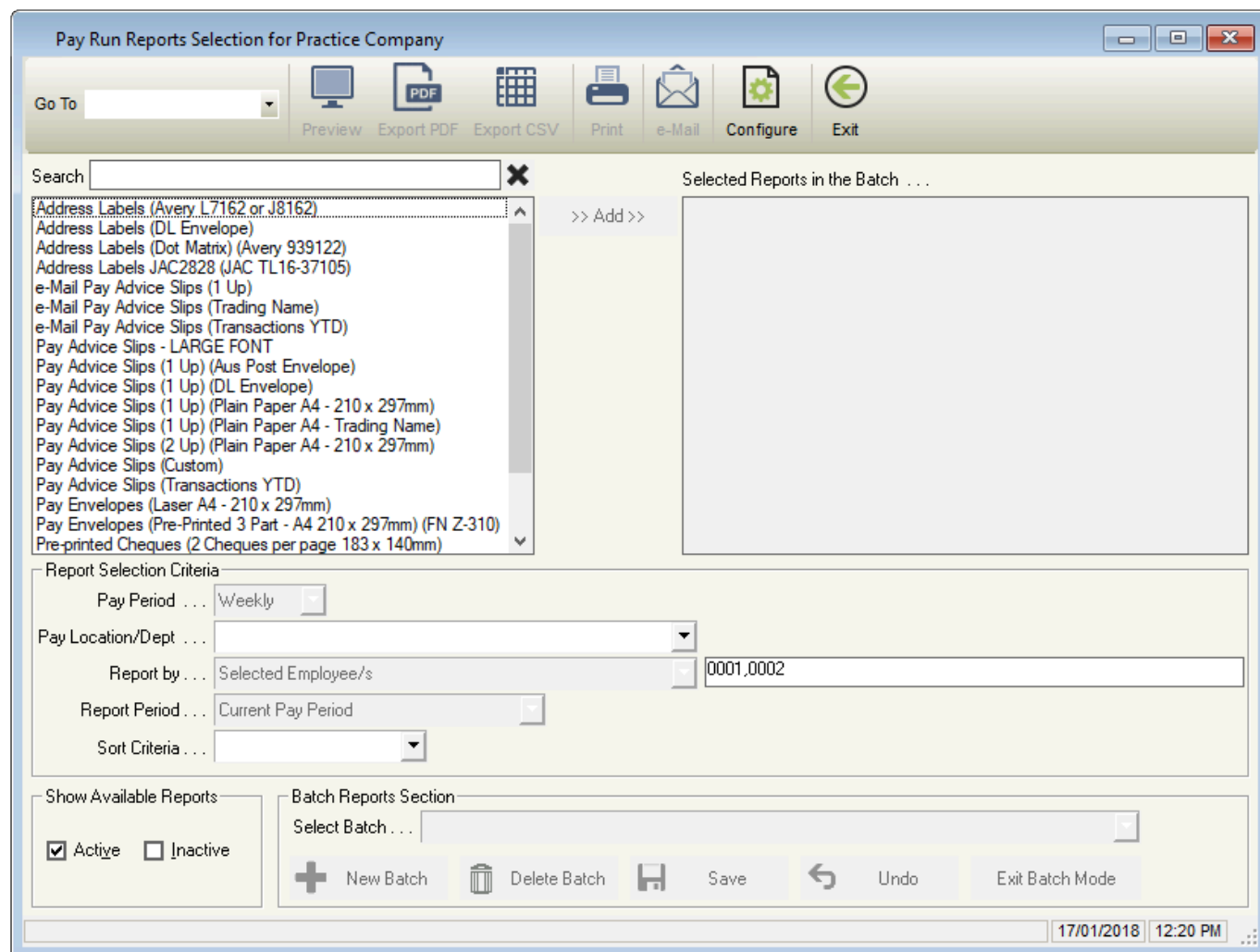
The Pay Day Pay Slips window includes the following options;

- **Go To**: Quickly change between All Reports, Super Reports, Pay Run Reports and Deduction Reports windows.
- **Preview**: Preview the selected report/s.
- **Export PDF**: Export the selected Report/s.
- **Export CSV**: Currently only available for **Employee Masterfile** Report through Main Reports.
- **Print**: Print the selected Report.
- **e-Mail** for **e-Mail Pay Advice Slips (1 Up)**, **e-Mail Pay Advice Slips (Trading Name)** & **e-Mail Pay Advice Slips (Transactions YTD)**
- **Configure**: Limit the number of available Pay Slips to select from..
- **Exit**: Close the Pay Day Pay Slips window.
- **Report Selection Criteria**: Pay Slips can be limited/sorted by the selection criteria.
- **Show available Reports**: View only **Active** or **Inactive** Pay Slips.
- **Batch Reports**: Create a batch of reports which can be loaded every time is it required – unavailable in Pay Slips.

Currently, the following Pay Day Pay Slips are available;

- **Address Labels (Avery L7162 or J8162)**
- **Address Labels (DL Envelope)**
- **Address Labels (Dot Matrix) (Avery 939122)**

- **Address Labels JAC2828 (JAC TL16-37105)**
- **e-Mail Pay Advice Slips (1 Up)**
- **e-Mail Pay Advice Slips (Transactions YTD)**
- **Pay Advice Slips – LARGE FONT**
- **Pay Advice Slips (1 Up) (Aus Post Envelope)**
- **Pay Advice Slips (1 Up) (DL Envelope)**
- **Pay Advice Slips (1 Up) (Plain Paper A4 – 210 × 297mm)**
- **Pay Advice Slips (2 Up) (Plain Paper A4 – 210 × 297mm)**
- **Pay Advice Slips (Transactions YTD)**
- **Pay Envelope (Laser A4 – 210 × 297mm)**
- **Pay Envelope (Pre-Printed 3 Part – A4 210 × 297mm) (FN Z-310)**
- **Pre-printed Cheques (2 Cheques per page 183 × 140mm)**
- **Pre-printed Cheques (3 Up) (Laser A4)**
- **Pre-printed Cheques (ANZ July 2016 Format)**
- **Pre-printed Cheques (Dot Matrix)**
- **Recipient Created Tax Invoice**

Revision: 10 — Last modified: Mar 25, 2022

3.7.1.4.1. Address Labels (Avery L7162 or J8162) (Pay Slips)

The **Address Labels (Avery L7162 or J8162)** Report in Pay Slips is identical to the **Address Labels (Avery L7162 or J8162) Report in Main Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
  - This option is locked and unavailable for selection.
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - This option is locked and unavailable for selection.
- **Report Period**
  - This option is locked and unavailable for selection.
  - Year To Date
- **Sort Criteria**
  - Employee Code
  - Employee DBID
  - Employee Surname
  - NONE

Revision: 5 — Last modified: Apr 16, 2019

3.7.1.4.2. Address Labels (DL Envelope)

(Pay Slips)

The **Address Labels (DL Envelope)** Report in Pay Slips is identical to the **Address Labels (DL Envelope) Report in Main Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
    - This option is locked and unavailable for selection.
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - This option is locked and unavailable for selection.
- **Report Period**
    - This option is locked and unavailable for selection.
    - Year To Date
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 4 — Last modified: Apr 16, 2019

3.7.1.4.3. Address Labels (Dot Matrix) (Avery 939122) (Pay Slips)

The **Address Labels (Dot Matrix) (Avery 939122)** Report in Pay Slips is identical to the **Address Labels (Dot Matrix) (Avery 939122) Report in Main Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
    - This option is locked and unavailable for selection.
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - This option is locked and unavailable for selection.
- **Report Period**
    - This option is locked and unavailable for selection.
    - Year To Date
- **Sort Criteria**
    - Employee Code

- Employee DBID
- Employee Surname
- NONE

3.7.1.4.4. Address Labels JAC2828 (JAC TL16-37105) (Pay Slips)

The **Address Labels JAC2828 (JAC TL16-37105)** Report in Pay Slips is identical to the **Address Labels JAC2828 (JAC TL16-37105) Report in Main Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
    - This option is locked and unavailable for selection.
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - This option is locked and unavailable for selection.
- **Report Period**
    - This option is locked and unavailable for selection.
    - Year To Date
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

3.7.1.4.5. e-Mail Pay Advice Slips (1 Up)

The **e-Mail Pay Advice Slips (1 Up)** Report in Pay Slips is identical to the **Pay Advice Slips (1 Up) (DL Envelope) Report in Pay Day Reports**, , with exception to the following **Report Selection Criteria**;

- **Pay Period**
    - This option is locked and unavailable for selection.
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - This option is locked and unavailable for selection.

- **Report Period**
    - ◦ This option is locked and unavailable for selection.

3.7.1.4.6. e-Mail Pay Advice Slips (Transactions YTD)

The **e-Mail Pay Advice Slips (Transactions YTD)** Report in Pay Slips is identical to the **Pay Advice Slips (Transactions YTD) Report in Pay Day Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
    - ◦ This option is locked and unavailable for selection.
- **Pay Location/Dept**
    - ◦ All Pay Locations
    - ◦ Pay Location Not Available
    - ◦ Specific Location/s
    - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
    - ◦ This option is locked and unavailable for selection.
- **Report Period**
    - ◦ This option is locked and unavailable for selection.

3.7.1.4.7. Pay Advice Slips – LARGE FONT (Pay Slips)

The **Pay Advice Slips – LARGE FONT** Report in Pay Slips is identical to the **Pay Advice Slips – LARGE FONT Report in Pay Day Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
    - ◦ This option is locked and unavailable for selection.
- **Pay Location/Dept**
    - ◦ All Pay Locations
    - ◦ Pay Location Not Available
    - ◦ Specific Location/s
    - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
    - ◦ This option is locked and unavailable for selection.
- **Report Period**
    - ◦ This option is locked and unavailable for selection.
    - ◦ Year To Date
- **Sort Criteria**
    - ◦ Employee Code

- Employee DBID
- Employee Surname
- NONE

3.7.1.4.8. Pay Advice Slips (1 Up) (Aus Post Envelope) (Pay Slips)

The **Pay Advice Slips (1 Up) (Aus Post Envelope)** Report in Pay Slips is identical to the **Pay Advice Slips (1 Up) (Aus Post Envelope) Report in Pay Day Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
    - This option is locked and unavailable for selection.
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - This option is locked and unavailable for selection.
- **Report Period**
    - This option is locked and unavailable for selection.
    - Year To Date
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

3.7.1.4.9. Pay Advice Slips (1 Up) (DL Envelope) (Pay Slips)

The **Pay Advice Slips (1 Up) (DL Envelope)** Report in Pay Slips is identical to the **Pay Advice Slips (1 Up) (DL Envelope) Report in Pay Day Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
    - This option is locked and unavailable for selection.
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s

- Any Pay Locations/Departments you have added will be listed
- **Report by**
    ◦ This option is locked and unavailable for selection.
- **Report Period**
    ◦ This option is locked and unavailable for selection.
- **Sort Criteria**
    ◦ Employee Code
    ◦ Employee DBID
    ◦ Employee Surname
    ◦ NONE

Revision: 3 — Last modified: Apr 16, 2019

3.7.1.4.10. Pay Advice Slips (1 Up) (Plain Paper A4 – 210 × 297mm) (Pay Slips)

The **Pay Advice Slips (1 Up) (Plain Paper A4 – 210 × 297mm)** Report in Pay Slips is identical to the **Pay Advice Slips (1 Up) (Plain Paper A4 – 210 × 297mm) Report in Pay Day Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
    ◦ This option is locked and unavailable for selection.
- **Pay Location/Dept**
    ◦ All Pay Locations
    ◦ Pay Location Not Available
    ◦ Specific Location/s
    ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
    ◦ This option is locked and unavailable for selection.
- **Report Period**
    ◦ This option is locked and unavailable for selection.
- **Sort Criteria**
    ◦ Employee Code
    ◦ Employee DBID
    ◦ Employee Surname
    ◦ NONE

Revision: 3 — Last modified: Apr 16, 2019

3.7.1.4.11. Pay Advice Slips (2 Up) (Plain Paper A4 – 210 × 297mm) (Pay Slips)

The **Pay Advice Slips (2 Up) (Plain Paper A4 – 210 × 297mm)** Report in Pay Slips is identical to the **Pay Advice Slips (2 Up) (Plain Paper A4 – 210 × 297mm) Report in Pay Day Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
    - This option is locked and unavailable for selection.
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - This option is locked and unavailable for selection.
- **Report Period**
    - This option is locked and unavailable for selection.
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 4 — Last modified: Apr 16, 2019

3.7.1.4.12. Pay Advice Slips (Transactions YTD) (Pay Slips)

The **Pay Advice Slips (Transactions YTD)** Report in Pay Slips is identical to the **Pay Advice Slips (Transactions YTD) Report in Pay Day Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
    - This option is locked and unavailable for selection.
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - This option is locked and unavailable for selection.
- **Report Period**
    - This option is locked and unavailable for selection.
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 3 — Last modified: Apr 16, 2019

3.7.1.4.13. Pay Envelope (Laser A4 – 210 ×

297mm) (Pay Slips)

The **Pay Envelope (Laser A4 – 210 × 297mm)** Report in Pay Slips is identical to the **Pay Envelope (Laser A4 – 210 × 297mm) Report in Pay Day Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
    - This option is locked and unavailable for selection.
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - This option is locked and unavailable for selection.
- **Report Period**
    - This option is locked and unavailable for selection.
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 3 — Last modified: Apr 16, 2019

3.7.1.4.14. Pay Envelope (Pre-Printed 3 Part – A4 210 × 297mm) (FN Z-310) (Pay Slips)

The **Pay Envelope (Pre-Printed 3 Part – A4 210 × 297mm) (FN Z-310)** Report in Pay Slips is identical to the **Pay Envelope (Pre-Printed 3 Part – A4 210 × 297mm) (FN Z-310) Report in Pay Day Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
    - This option is locked and unavailable for selection.
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - This option is locked and unavailable for selection.
- **Report Period**
    - This option is locked and unavailable for selection.
- **Sort Criteria**
    - Employee Code
    - Employee DBID

- ◦ Employee Surname
- ◦ NONE

3.7.1.4.15. Pre-printed Cheques (2 Cheques per page 183 × 140mm) (Pay Slips)

The **Pre-printed Cheques (2 Cheques per page 183 × 140mm)** Report in Pay Slips is identical to the **Pre-printed Cheques (2 Cheques per page 183 × 140mm) Report in Pay Day Reports**, with exception to the following **Report Selection Criteria**;

- • **Pay Period**
  - ◦ This option is locked and unavailable for selection.
- • **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- • **Report by**
  - ◦ This option is locked and unavailable for selection.
- • **Report Period**
  - ◦ This option is locked and unavailable for selection.
- • **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

3.7.1.4.16. Pre-printed Cheques (3 Up) (Laser A4) (Pay Slips)

The **Pre-printed Cheques (3 Up) (Laser A4)** Report in Pay Slips is identical to the **Pre-printed Cheques (3 Up) (Laser A4) Report in Pay Day Reports**, with exception to the following **Report Selection Criteria**;

- • **Pay Period**
  - ◦ This option is locked and unavailable for selection.
- • **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- • **Report by**

◦ This option is locked and unavailable for selection.
- **Report Period**
  ◦ This option is locked and unavailable for selection.
- **Sort Criteria**
  ◦ Employee Code
  ◦ Employee DBID
  ◦ Employee Surname
  ◦ NONE

Revision: 3 — Last modified: Apr 16, 2019

3.7.1.4.17. Pre-printed Cheques (ANZ July 2016 Format) (Pay Slips)

The **Pre-printed Cheques (ANZ July 2016 Format)** Report in Pay Slips is identical to the **Pre-printed Cheques (ANZ July 2016 Format) Report in Pay Day Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
  ◦ This option is locked and unavailable for selection.
- **Pay Location/Dept**
  ◦ All Pay Locations
  ◦ Pay Location Not Available
  ◦ Specific Location/s
  ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  ◦ This option is locked and unavailable for selection.
- **Report Period**
  ◦ This option is locked and unavailable for selection.
- **Sort Criteria**
  ◦ Employee Code
  ◦ Employee DBID
  ◦ Employee Surname
  ◦ NONE

Revision: 3 — Last modified: Apr 16, 2019

3.7.1.4.18. Pre-printed Cheques (Dot Matrix) (Pay Slips)

The **Pre-printed Cheques (Dot Matrix)** Report in Pay Slips is identical to the **Pre-printed Cheques (Dot Matrix) Report in Pay Day Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
  ◦ This option is locked and unavailable for selection.
- **Pay Location/Dept**

- All Pay Locations
- Pay Location Not Available
- Specific Location/s
- Any Pay Locations/Departments you have added will be listed

- **Report by**
    - This option is locked and unavailable for selection.
- **Report Period**
    - This option is locked and unavailable for selection.
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 3 — Last modified: Apr 16, 2019

3.7.1.4.19. Recipient Created Tax Invoice (Pay Slips)

The **Recipient Created Tax Invoice** Report in Pay Slips is identical to the **Recipient Created Tax Invoice Report in Pay Day Reports**, with exception to the following **Report Selection Criteria**;

- **Pay Period**
    - This option is locked and unavailable for selection.
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - This option is locked and unavailable for selection.
- **Report Period**
    - This option is locked and unavailable for selection.
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 3 — Last modified: Apr 16, 2019

3.7.2. Cessation / Termination Pay Run Changes

✱ ATO Documentation: **Schedule 7 – Tax table for unused leave payments on**

termination of employment

Version 19.60 includes quite a number of changes to the relevant tax rates applicable in a **Cessation or Termination Pay Run**

1. **Term. A/L + Load Bef 8/93** has been renamed to **Unused Annual Leave + Loading (bef 18/8/93)**
2. **Term. A/L + Load Aft 8/93** has been renamed to **Unused Annual Leave + Loading (aft 18/8/93)**
3. **Term. A/L Before 18/8/93** has been renamed to **Unused Annual Leave (bef 18/8/93)**
4. **Term. A/L After 17/8/93** has been renamed to **Unused Annual Leave (aft 18/8/93)**
5. **Term. L/S Before 16/8/78** has been renamed to **Unused Long Service (bef 16/8/78)**
6. **Term. L/S Betwn 16/8/78 & 17/8/93** has been renamed to **Unused Long Service (16/8/78 – 17/8/93)**
7. **Term. L/S After 17/8/93** has been renamed to **Unused Long Service (aft 17/8/93)**
8. **NEW Pay Rate Unused Annual Leave + Loading (Redund)**
9. **NEW Pay Rate Unused Annual Leave (Redund)**
10. **NEW Pay Rate Unused Long Service (Redund)**

Please ensure you ONLY use the above pay rates for the relevant Leave type you are processing, as using any other Leave Pay Rate will not calculate tax and accruals correctly.

It is also critical that you are entering the CORRECT Normal Gross Earnings when processing their Cessation Pay as this amount will affect the **marginal rate calculation** which is used for OTE and some Cessation Pay Rates.

To process a Cessation / Termination Pay Run, please follow **How do I process a Cessation (Termination) Pay?**

Revision: 8 — Last modified: May 02, 2019

3.7.2.1. Taxation changes to Employment Termination Payments

What do I have to do?
Any Pay Rates that use the outdated Tax Treatments below MUST be updated by following **How do I update my Pay Rates Tax Treatment?** as you will be unable to post (finalize) any pay runs until this procedure is completed.

What changes have happened?
The following Tax Treatments were previously removed **from Version 19.50** as they have now been phased out and replaced (**Table A: Withholding rates for ETPs**)

- **Employment Termination Payment, Transitional ETP (Taxed at 17%) (ETP)** has been replaced with
  - **Employment Termination Payment, Life benefit (Taxed at 17%) (ETP)**
- **Employment Termination Payment, Transitional ETP (Taxed at 32%) (ETP)** has been replaced with

- ◦ **Employment Termination Payment, Life benefit (Taxed at 32%) (ETP)**
- **Employment Termination Payment, Transitional ETP (Taxed at 47%) (ETP)** has been replaced with
  - ◦ **Employment Termination Payment, Life benefit (Taxed at 47%) (ETP)**
- **Public Holidays (Cashed Out) (Taxed at Marginal Rate)** has been replaced with
  - ◦ **Public Holidays**

How will I know if these Tax Treatments are used in my software?
The following alert will be displayed when e-PayDay® is opened and when you attempt to post the pay run,
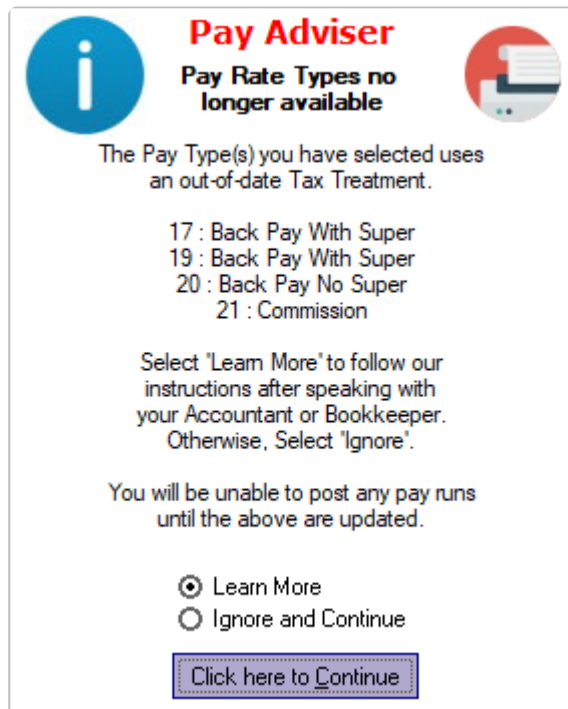
They will also be indicated in **Red** in the **Pay Types** window,

#	Active	Type	Description	By	Value	LS	AL	PL	RDO
15	☑	P	Term. L/S After 17/8/93	per Hour	100%	☐	☐	☐	☐
16	☑	P	Termination Redundancy	per Lump Sum		☐	☐	☐	☐
17	☑	P	Back Pay With Super	per Lump Sum		☐	☐	☐	☐
18	☑	P	Back Pay No Super	per Lump Sum		☐	☐	☐	☐
19	☑	P	Back Pay With Super	per Hour	$1.2400	☐	☐	☐	☐
20	☑	P	Back Pay No Super	per Hour	$1.2400	☐	☐	☐	☐
21	☑	P	Commission	per Lump Sum		☐	☐	☐	☐
22	☑	P	Commission (Tax Averaged)	per Lump Sum		☑	☑	☑	☑
23	☑	P	Public Holiday	per Hour	100%	☑	☑	☑	☑
24	☑	P	Employment Termination Payment	per Lump Sum		☐	☐	☐	☐
25	☑	A	Car Allowance		$0.5500	☐	☐	☐	☐
26	☑	A	Overtime Meal Allowance	per Hour	$12.5000	☐	☐	☐	☐
27	☑	A	Site Allowance	per Day	$8.9500	☐	☐	☐	☐
28	☑	D	MBF Single	per Week	$10.0000	☐	☐	☐	☐
29	☑	D	MBF Family	per Hour	$20.0000	☐	☐	☐	☐

Pay Types List (45)

Pay Type: All

Status: ☑ Active ☐ Inactive

Sort by . . . ⦿ Number ○ A . . Z ☐ Type

19/03/2018 2:30 PM

New | Edit | Duplicate | Search | Exit

3.8. Reports Menu

- Reports Menu
    - **Print Reports**: Preview, Export PDF or Print all reports
    - **Allowances**: Preview, Export PDF or Print the Allowances Report
    - **Deductions**: Preview, Export PDF or Print the Deductions Report
    - **Payment Summaries**
        - **Payment Summaries (All)**: Preview, Export PDF or Print All Payment Summaries
        - **Summary**: Preview, Export PDF or Print a summary of all Payment Summaries
        - **Individual Non-Business**: Preview, Export PDF or Print all Individual Non-Business Payment Summaries
        - **Business and Personal Services Income**: Preview, Export PDF or Print all Business and Personal Services Income Payment Summaries
        - **Where ABN Not Quoted**: Preview, Export PDF or Print all Payment Summaries Where ABN Not Quoted
        - **Foreign Employee**: Preview, Export PDF or Print all Foreign Employee Payment Summaries
        - **Employee Termination**: Preview, Export PDF or Print all ETP Payment Summaries
    - **Annual Leave**: Preview, Export PDF or Print the Annual Leave Report
    - **Long Service Leave**: Preview, Export PDF or Print the Long Service Leave Report
    - **Personal Leave**: Preview, Export PDF or Print the Personal Leave Report

- ◦ **RDO Summary**: Preview, Export PDF or Print the RDO Summary Report
- ◦ **Gross Income & Total Tax**: Preview, Export PDF or Print the Gross Income & Total Tax Report
- ◦ **Withholding Tax – Total/Weekly**: Preview, Export PDF or Print the Withholding Tax – Total/Weekly Report
- ◦ **Location**: Preview, Export PDF or Print the Location Report

Revision: 3 — Last modified: Apr 16, 2019

3.8.1. Reports Overview

Reports allow you to print, preview and export your Payroll Information.

- • **Go To**: Quickly change between All Reports, Super Reports, Pay Run Reports and Deduction Reports windows.
- • **Preview**: Preview the selected report/s.
- • **Export PDF**: Export the selected Report/s.
- • **Export CSV**: Currently only available for **Employee Masterfile**.
- • **Print**: Print the selected Report.
- • **e-Mail**: Currently only available for **Deduction Payee Contributions Statement (Non-Super) (e-mail)** and **SG Contributions Statement (e-mail)**.
- • **Configure**: Limit which reports are displayed for selection.

- **Exit**: Close the Reports window.
- **Report Selection Criteria**: Reports can be limited/sorted by the selection criteria.
- **Show available Reports**: View only **Active** or **Inactive** Reports.
- **Batch Reports**: Create a batch of reports which can be loaded every time is it required.
    - **New Batch**: Create a new batch of reports
    - **Delete Batch**: Delete an existing batch of reports.
    - **Save**: Save a new batch of reports or to save changes to an existing batch of reports.
    - **Undo**: Undo any unsaved changes.
    - **Exit Batch Mode**: Exit batch mode

Currently, the following reports are available;

- **Accrual Tracking** – The **Accrual Tracking** Report will display the per pay period Leave Accruals that have accumulated as per the Employees Award and Agreement set up, and a total balance for the selected reporting period.
- **Address Book** – The **Address Book** Report is designed to display the Employees contact details.
- Address Labels – The **Address Labels (Avery L7162 or J8162)** Report is designed to print Addresses on Avery L7162 or J8162 labels.
- Address Labels
- Address Labels (Dot Matrix) (Avery 939122)
- Address Labels JAC2828 (JAC TL16-37105)
- Allowance Transactions
- Allowances
- Allowances List
- Allowances YTD ATO Summary
- Allowances YTD Summary
- Annual Leave Accrual
- Award Allocation by Employee
- Awards List
- Awards Rate Update History
- BAS Sample – Quarterly
- Centrelink – Employee Information
- Centrelink – Employee Payments
- Deduction Payee Contributions Statement
- Deduction Payee Contributions Statement (Non-Super) (e-mail)
- Deductions
- Deductions List
- e-Cost™ Cost Centre Daily Summary
- e-Cost™ Cost Centre Daily Summary
- e-Cost™ Cost Centre Listing
- e-Cost™ Cost Centre Listing
- e-Cost™ Cost Centre Monthly Summary
- e-Cost™ Cost Centre Monthly Summary
- e-Cost™ Cost Centre Report
- e-Cost™ Cost Centre Report
- e-Cost™ Cost Centre Report
- e-Cost™ Cost Centre YTD Summary
- e-Cost™ Cost Centre YTD Summary

Revision: 46 — Last modified: Feb 15, 2021

3.8.1.1. Accrual Tracking

- **Report Name**: **Accrual Tracking** report.
- **Example**: Preview an example of the **Accrual Tracking Report here**
- **Use**: The **Accrual Tracking** Report will display the Leave Entitlements that have accumulated as per the Employees Award and Agreement set up, any leave that has been taken and the remaining Leave balances.
- **Details**: The **Accrual Tracking** report will display the following information, depending on the **Report Selection Criteria** you select.
    - Pay Run Posting Date
    - Employee Code
    - Employee Name
    - Pay Location
    - Personal Leave accrued in the posted Pay Run
    - Personal Leave taken in the posted Pay Run.
    - Personal Leave Balance
    - Long Service Leave accrued during the posted Pay Run
    - Long Service Leave taken in the posted Pay Run.
    - Long Service Leave Balance
    - Annual Leave accrued during the posted Pay Run
    - Annual Leave taken in the posted Pay Run.
    - Annual Leave Balance
    - RDO's accrued during the posted Pay Run
    - RDO's taken in the posted Pay Run.
    - RDO's Balance
    - TIL accrued during the posted Pay Run
    - TIL taken in the posted Pay Run.
    - TIL Balance
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Accrual Tracking** Report.
    - **Pay Period**
        - All
        - Fortnightly
        - Monthly
        - Weekly
    - **Pay Location/Dept**
        - All Pay Locations
        - Pay Location Not Available
        - Specific Location/s
        - Any Pay Locations/Departments you have added will be listed
    - **Report by**
        - Active Employees
        - All Employees
        - Inactive Employee/s
        - Selected Employee/s
        - Terminated Employee/s
    - **Report Period**

- ▪ Current Month
- ▪ Current Pay Period
- ▪ Previous Month
- ▪ Specific Date Range
- ▪ Year To Date
- ◦ **Sort Criteria**
  - ▪ Employee Code
  - ▪ Employee DBID
  - ▪ Employee Surname
  - ▪ NONE

Revision: 22 — Last modified: Apr 16, 2019

3.8.1.2. Address Book

- • **Report Name**: Address Book
- • **Example**: **Preview an example of the Address Book Report here**
- • **Use**: The **Address Book** Report is designed to display the Employees contact details.
- • **Details**:
  - ◦ Employee Code
  - ◦ Pay Location/Department
  - ◦ Employee First and Surnames
  - ◦ Address
  - ◦ Telephone
  - ◦ Status
  - ◦ Job Title
- • **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Address Book** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active Employees
    - ▪ All Employees
    - ▪ Inactive Employee/s
    - ▪ Selected Employee/s
    - ▪ Terminated Employee/s
  - ◦ **Report Period**
    - ▪ This option is locked and unavailable for selection.
  - ◦ **Sort Criteria**
    - ▪ Employee Code

- ▪ Employee DBID
- ▪ Employee Surname
- ▪ NONE

3.8.1.3. Address Labels (Avery L7162 or J8162)

- • **Report Name**: Address Labels (Avery L7162 or J8162)
- • **Example**: **Preview an example of the Address Labels (Avery L7162 or J8162) Report here**
- • **Use**: The **Address Labels (Avery L7162 or J8162)** Report is designed to print Addresses on Avery L7162 or J8162 labels.
- • **Details**:
  - ◦ Employee First and Surnames
  - ◦ Address
- • **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Address Labels (Avery L7162 or J8162)** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active Employees
    - ▪ All Employees
    - ▪ Inactive Employee/s
    - ▪ Selected Employee/s
    - ▪ Terminated Employee/s
  - ◦ **Report Period**
    - ▪ This option is locked and unavailable for selection.
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

3.8.1.4. Address Labels (DL Envelope)

- • **Report Name**: Address Labels (DL Envelope)

- **Example**: **Preview an example of the Address Labels (DL Envelope) Report here**
- **Use**: The **Address Labels (DL Envelope)** Report is designed to print Addresses directly onto a DL Envelope.
- **Details**:
  - Employee First and Surnames
  - Address
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Address Labels (Avery L7162 or J8162)** Report.
  - **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
  - **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
  - **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
  - **Report Period**
    - This option is locked and unavailable for selection.
  - **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 5 — Last modified: Apr 16, 2019

3.8.1.5. Address Labels (Dot Matrix) (Avery 939122)

- **Report Name**: Address Labels (Dot Matrix) (Avery 939122)
- **Example**: **Preview an example of the Address Labels (Dot Matrix) (Avery 939122) Report here**
- **Use**: The **Address Labels (Dot Matrix) (Avery 939122)** Report is designed to print Addresses for Avery 939122 labels.
- **Details**:
  - Employee First and Surnames
  - Address
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Address Labels (Dot Matrix) (Avery 939122)** Report.

- ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
- ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
- ◦ **Report by**
    - ▪ Active Employees
    - ▪ All Employees
    - ▪ Inactive Employee/s
    - ▪ Selected Employee/s
    - ▪ Terminated Employee/s
- ◦ **Report Period**
    - ▪ This option is locked and unavailable for selection.
- ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

Revision: 4 — Last modified: Apr 16, 2019

3.8.1.6. Address Labels JAC2828 (JAC TL16-37105)

- • **Report Name**: Address Labels JAC2828 (JAC TL16-37105)
- • **Example**: **Preview an example of the Address Labels JAC2828 (JAC TL16-37105) Report here**
- • **Use**: The **Address Labels JAC2828 (JAC TL16-37105)** Report is designed to print Addresses for JAC TL16-37105 labels.
- • **Details**:
    - ◦ Employee First and Surnames
    - ◦ Address
- • **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Address Labels (Dot Matrix) (Avery 939122)** Report.
    - ◦ **Pay Period**
        - ▪ All
        - ▪ Fortnightly
        - ▪ Monthly
        - ▪ Weekly
    - ◦ **Pay Location/Dept**
        - ▪ All Pay Locations
        - ▪ Pay Location Not Available

- ▪ Specific Location/s
- ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active Employees
    - ▪ All Employees
    - ▪ Inactive Employee/s
    - ▪ Selected Employee/s
    - ▪ Terminated Employee/s
  - ◦ **Report Period**
    - ▪ This option is locked and unavailable for selection.
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

Revision: 4 — Last modified: Apr 16, 2019

3.8.1.7. Allowance Transactions

- • **Report Name**: Allowance Transactions
- • **Example**: **Preview an example of the Allowances Transaction Report here**
- • **Use**: The **Allowance Transactions** Report is designed to display all reportable and non-reportable allowances paid to an Employee within the reporting period.
- • **Details**:
  - ◦ Allowance Name
  - ◦ Pay Run Posting Date
  - ◦ Employee Code
  - ◦ Employee Name
  - ◦ Qty of the Allowance for the Pay Run Posting Date
  - ◦ Rate of the Allowance
  - ◦ Total Non-Taxable and Non-Reportable Allowances
  - ◦ Total Non-Taxable Allowances displayed separately in the Allowance Box
  - ◦ Total Taxable Allowances displayed separately in the Allowance Box
  - ◦ Total Taxable Allowances included in Gross Income
  - ◦ Sub Totals for each Allowance listed per employee
  - ◦ Sub Totals for each Allowance listed per item
  - ◦ Grand Total of all Allowances
- • **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Allowances** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available

- ▪ Specific Location/s
- ▪ Any Pay Locations/Departments you have added will be listed
- ◦ **Report by**
  - ▪ Active – Grouped by Item/Centre
  - ▪ Active – Grouped by Employee
  - ▪ All – Grouped by Item/Centre
  - ▪ All – Grouped by Employee
  - ▪ Specific Items or Centre/s
  - ▪ Selected Employee/s
  - ▪ Terminated – Grouped by Item/Centre
  - ▪ Terminated – Grouped by Employee
- ◦ **Report Period**
  - ▪ Current Month
  - ▪ Current Pay Period
  - ▪ Previous Month
  - ▪ Specific Date Range
  - ▪ Year To Date
- ◦ **Sort Criteria**
  - ▪ Employee Code
  - ▪ Employee DBID
  - ▪ Employee Surname
  - ▪ NONE

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3.8.1.8. Allowances

- • **Report Name**: Allowances
- • **Example**: **Preview an example of the Allowances Report here**
- • **Use**: The **Allowances** Report is designed to display all reportable and non-reportable allowances paid to an Employee within the report period.
- • **Details**:
  - ◦ Pay Run Posting Date
  - ◦ Employee Code
  - ◦ Employee Name
  - ◦ Name of Allowance
  - ◦ Total Non-Taxable and Non-Reportable Allowances
  - ◦ Total Non-Taxable Allowances displayed separately in the Allowance Box
  - ◦ Total Taxable Allowances displayed separately in the Allowance Box
  - ◦ Total Taxable Allowances included in Gross Income
  - ◦ Sub Totals for each Allowance listed per employee
  - ◦ Sub Totals for each Allowance listed per item
  - ◦ Grand Total of all Allowances
- • **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Allowances** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly

- ▪ Monthly
- ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active – Grouped by Item/Centre
    - ▪ Active – Grouped by Employee
    - ▪ All – Grouped by Item/Centre
    - ▪ All – Grouped by Employee
    - ▪ Specific Items or Centre/s
    - ▪ Selected Employee/s
    - ▪ Terminated – Grouped by Item/Centre
    - ▪ Terminated – Grouped by Employee
  - ◦ **Report Period**
    - ▪ Current Month
    - ▪ Current Pay Period
    - ▪ Previous Month
    - ▪ Specific Date Range
    - ▪ Year To Date
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

Revision: 3 — Last modified: Apr 16, 2019

3.8.1.9. Allowances List

- • **Report Name**: Allowances List
- • **Example**: **Preview an example of the Allowances List Report here**
- • **Use**: The **Allowance List** Report is designed to display all allowances currently available in Pay Types.
- • **Details**:
  - ◦ Allowance Database ID (DBID)
  - ◦ Description
  - ◦ Paid By
  - ◦ Report To
  - ◦ SG Option (Yes/No)
  - ◦ Value (% or $)
  - ◦ Taxable (Yes/No)
  - ◦ Type (0,1 or 2)
- • **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Allowances List** Report.
  - ◦ **Pay Period**

- ▪ This option is locked and unavailable for selection.
  - ◦ **Pay Location/Dept**
    - ▪ This option is locked and unavailable for selection.
  - ◦ **Report by**
    - ▪ ALL
    - ▪ Active
    - ▪ Inactive
  - ◦ **Report Period**
    - ▪ This option is locked and unavailable for selection.
  - ◦ **Sort Criteria**
    - ▪ DBID
    - ▪ Description/Name
    - ▪ NONE

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3.8.1.10. Allowances YTD ATO Summary

- **Report Name**: Allowances YTD ATO Summary
- **Example**: **Preview an example of the Allowances YTD ATO Summary Report here**
- **Use**: The **Allowances YTD ATO Summary** Report is designed to display all allowances displayed separately in the Allowance Box on the Payment Summary.
- **Details**:
  - ◦ Employee Code
  - ◦ Employee Name
  - ◦ Pay Location
  - ◦ Allowance Description
  - ◦ Report To
  - ◦ Total Allowances displayed separately in the Allowance Box
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Allowances YTD ATO Summary** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active Employees
    - ▪ All Employees
    - ▪ Inactive Employee/s
    - ▪ Selected Employee/s
    - ▪ Terminated Employee/s
  - ◦ **Report Period**

▪ This option is locked and unavailable for selection.
◦ **Sort Criteria**
▪ Employee Code
▪ Employee DBID
▪ Employee Surname
▪ NONE

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3.8.1.11. Allowances YTD Summary

- **Report Name**: Allowances YTD Summary
- **Example**: **Preview an example of the Allowances YTD Summary Report here**
- **Use**: The **Allowances YTD Summary** Report is designed to display all allowances paid to Employees.
- **Details**:
  ◦ Employee Code
  ◦ Employee Name
  ◦ Pay Location
  ◦ Allowance Description
  ◦ Report To
  ◦ Total Non-Taxable and Non-Reportable Allowances
  ◦ Total Non-Taxable Allowances displayed separately in the Allowance Box
  ◦ Total Taxable Allowances displayed separately in the Allowance Box
  ◦ Total Taxable Allowances included in Gross Income
  ◦ Grand Total of all Allowances
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Allowances YTD Summary** Report.
  ◦ **Pay Period**
  ▪ All
  ▪ Fortnightly
  ▪ Monthly
  ▪ Weekly
  ◦ **Pay Location/Dept**
  ▪ All Pay Locations
  ▪ Pay Location Not Available
  ▪ Specific Location/s
  ▪ Any Pay Locations/Departments you have added will be listed
  ◦ **Report by**
  ▪ Active Employees
  ▪ All Employees
  ▪ Inactive Employee/s
  ▪ Selected Employee/s
  ▪ Terminated Employee/s
  ◦ **Report Period**
  ▪ This option is locked and unavailable for selection.
  ◦ **Sort Criteria**
  ▪ Employee Code

- Employee DBID
- Employee Surname
- NONE

3.8.1.12. Annual Leave Accrual

> ✱ To ensure this report is as accurate as possible, we recommend ensuring your Company has the relevant Annual Leave Loading Percentage set in **Company** and Leave Loading is selected within the required **Employees**.

- **Report Name**: Annual Leave
- **Example**: **Preview an example of the Annual Leave Report here**
- **Use**: The **Annual Leave** Report is designed to display the Accrued, Taken and Outstanding Annual Leave balances.
- **Details**:
  - Employee Code
  - Employee Name
  - Pay Location
  - Annual Leave accrued displayed in hours
  - Annual Leave accrued displayed in days
  - Annual Leave taken displayed in hours
  - Annual Leave taken displayed in days
  - Total Value of taken Annual Leave
  - Annual Leave outstanding displayed in hours
  - Annual Leave outstanding displayed in days
  - Total Value of outstanding Annual Leave
  - Grand Totals of Annual Leave Accrued, Taken and Values
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Annual Leave** Report.
  - **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
  - **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
  - **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s

- ▪ Terminated Employee/s
  - ◦ **Report Period**
    - ▪ Year To Date
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

Revision: 7 — Last modified: Nov 11, 2019

3.8.1.13. Award Allocation by Employee

- **Report Name**: Award Allocation by Employee
- **Example**: **Preview an example of the Award Allocation by Employee Report here**
- **Use**: The **Award Allocation by Employee** Report is designed to display the Employees details and the Award/Agreement they are linked to.
- **Details**:
  - ◦ Employee Code
  - ◦ Employee Name
  - ◦ Award ID
  - ◦ Award Type
  - ◦ Award Title
  - ◦ Award Hours
  - ◦ Award Rate
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Award Allocation by Employee** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active Employees
    - ▪ All Employees
    - ▪ Inactive Employee/s
    - ▪ Selected Employee/s
    - ▪ Terminated Employee/s
  - ◦ **Report Period**
    - ▪ This option is locked and unavailable for selection.
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID

▪ Employee Surname

▪ NONE

3.8.1.14. Awards List

- **Report Name**: Awards List
- **Example**: **Preview an example of the Awards List Report here**
- **Use**: The **Awards List** Report is designed to display all Awards/Agreements currently available in Awards and Agreements.
- **Details**:
  ◦ Award/Agreement Database ID (DBID)
  ◦ Description
  ◦ Annual Income
  ◦ Award Hours
  ◦ Rate per Hour
  ◦ Annual Leave Entitlement in hours
  ◦ Personal Leave Entitlement in hours
  ◦ RDO's Entitlement in hours
  ◦ Long Service Leave Entitlement in hours
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Awards List** Report.
  ◦ **Pay Period**
    ▪ This option is locked and unavailable for selection.
  ◦ **Pay Location/Dept**
    ▪ This option is locked and unavailable for selection.
  ◦ **Report by**
    ▪ ALL
    ▪ Active
    ▪ Inactive
  ◦ **Report Period**
    ▪ This option is locked and unavailable for selection.
  ◦ **Sort Criteria**
    ▪ DBID
    ▪ Description/Name
    ▪ NONE

3.8.1.15. Awards Rate Update History

- **Report Name**: Awards Rate Update History
- **Example**: **Preview an example of the Awards Rate Update History Report here**
- **Use**: The **Awards Rate Update History** Report is designed to display all Awards/Agreements that have **Hours Paid at Annual Increase Settings** established.
- **Details**:

- ◦ Award/Agreement Database ID (DBID)
- ◦ Description
- ◦ Date the automatic increase was applied
- ◦ Original automatic increase date
- ◦ New automatic increase date
- ◦ Old rate of pay
- ◦ New rate of pay
- ◦ $ or % increase value
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Awards List** Report.
  - ◦ **Pay Period**
    - ▪ This option is locked and unavailable for selection.
  - ◦ **Pay Location/Dept**
    - ▪ This option is locked and unavailable for selection.
  - ◦ **Report by**
    - ▪ This option is locked and unavailable for selection.
  - ◦ **Report Period**
    - ▪ Current Month
    - ▪ Previous Month
    - ▪ Specific Date Range
    - ▪ Year To Date

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3.8.1.16. BAS Sample – Quarterly

- **Report Name**: BAS Sample – Quarterly
- **Example**: **Preview an example of the BAS Sample – Quarterly here**
- **Use**: The **BAS Sample – Quarterly** Report is designed to display the required Business Activity Statement Totals.
- **Details**:
  - ◦ Reporting Period Dates
  - ◦ Total of salary, wages and other payments (W1)
  - ◦ Amounts withheld from salary, wages and other payments (W2)
  - ◦ Australian Business Number (ABN)
  - ◦ Reporting Period Dates
  - ◦ Pay As You Go Withholding
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **BAS Sample – Quarterly** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s

- ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ This option is locked and unavailable for selection.
  - ◦ **Report Period**
    - ▪ June (last Financial year)
    - ▪ September
    - ▪ December
    - ▪ March
    - ▪ June

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3.8.1.17. Centrelink – Employee Information

- • **Report Name**: Centrelink – Employee Information
- • **Example**: **Preview an example of the Centrelink – Employee Information Report here**
- • **Use**: The **Centrelink – Employee Information** Report is designed to print the required information about the Employee for reporting to Centrelink.
- • **Details**:
  - ◦ Employer Details
  - ◦ Employee Code
  - ◦ Surname
  - ◦ Given Names
  - ◦ Address
  - ◦ Contact Phone Number
  - ◦ Date of Birth
  - ◦ Employment Status
  - ◦ Date Hired
  - ◦ Bank Account details
  - ◦ Details of Workers Compensation Payments
  - ◦ Additional Information regarding their Employment
- • **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Centrelink – Employee Information** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active Employees
    - ▪ All Employees
    - ▪ Inactive Employee/s
    - ▪ Selected Employee/s

- ▪ Terminated Employee/s
  - ◦ **Report Period**
    - ▪ Locked and Unavailable for selection
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

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3.8.1.18. Centrelink – Employee Payments

- **Report Name**: Centrelink – Employee Payments
- **Example**: **Preview an example of the Centrelink – Employee Payments Report here**
- **Use**: The **Centrelink – Employee Payments** Report is designed to print all payments made to the Employee for reporting to Centrelink.
- **Details**:
  - ◦ Employee Name
  - ◦ Period of Employment
  - ◦ Pay Location
  - ◦ Date of Payment
  - ◦ Gross Income less Salary Sacrifice
  - ◦ Total Allowances
  - ◦ Allowance Description
  - ◦ Pay Rate Description
  - ◦ Total Income
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Centrelink – Employee Payments** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active Employees
    - ▪ All Employees
    - ▪ Inactive Employee/s
    - ▪ Selected Employee/s
    - ▪ Terminated Employee/s
  - ◦ **Report Period**
    - ▪ Current Month
    - ▪ Current Pay Period

- Previous Month
- Specific Date Range
- Year To Date
  - **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

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3.8.1.19. Deduction Payee Contributions Statement (Non-Super)

- **Report Name**: Deduction Payee Contributions Statement (Non-Super)
- **Example**: **Preview an example of the Deduction Payee Contributions Statement (Non-Super) Report here**
- **Use**: The **Deduction Payee Contributions Statement (Non-Super)** Report is designed to print all Deduction Payee payments made on behalf of the Employee.
- **Details**:
  - Employee Name
  - Date of Birth
  - Employee Code
  - Job Title
  - Pay Location
  - Statement Period Payments List
  - Payment Date
  - Super Period Ending Date
  - List of Salary Sacrifice Deductions
  - Payment Date
  - Total Deducted Grand Total
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Deduction Payee Contributions Statement (Non-Super)** Report.
  - **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
  - **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
  - **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s

- ▪ Selected Employee/s
- ▪ Terminated Employee/s
  - ◦ **Report Period**
    - ▪ Current Month
    - ▪ Current Pay Period
    - ▪ Previous Month
    - ▪ Specific Date Range
    - ▪ Year To Date
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

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3.8.1.20. Deduction Payee Contributions Statement (Non-Super) (e-mail)

The **Deduction Payee Contributions Statement (Non-Super) (e-mail)** Report in Main Reports is identical to the **Deduction Payee Contributions Statement (Non-Super) Report**, with exception to being able to e-Mail this report.

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3.8.1.21. Deductions

Preview an example of the Deductions Report here

The **Deductions** Report details

- • Name of Deduction
- • Payment Date
- • Employee Code
- • Employee Name
- • Total Deducted per pay period
- • Employee Totals
- • Grand Total of Deductions

The **Deductions** Report allows you to select from the following Report Selection Criteria

- • **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- • **Pay Location/Dept**

- ◦ All Pay Locations
- ◦ Pay Location Not Available
- ◦ Specific Location/s
- ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active – Grouped by Item/Centre
  - ◦ Active – Grouped by Employee
  - ◦ All – Grouped by Item/Centre
  - ◦ All – Grouped by Employee
  - ◦ Specific Items or Centres
  - ◦ Selected Employee/s
  - ◦ Terminated – Grouped by Item/Centre
  - ◦ Terminated – Grouped by Employee
- **Report Period**
  - ◦ Current Month
  - ◦ Current Pay Period
  - ◦ Previous Month
  - ◦ Specific Date Range
  - ◦ Year To Date
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

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3.8.1.22. Deductions List

Preview an example of the Deductions List Report here

The **Deductions List** Report details

- Deduction DBID
- Description
- Deducted By
- Report To
- SG (Yes/No)
- Value (% or $)
- Union Fees
- Before Tax (Yes/No)

The **Deduction List** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ Locked and Unavailable for selection
- **Pay Location/Dept**
  - ◦ Locked and Unavailable for selection

- **Report by**
  - ◦ ALL
  - ◦ Active
  - ◦ Inactive
- Report Period
  - ◦ Locked and Unavailable for selection
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 2 — Last modified: Apr 16, 2019

3.8.1.23. e-Cost™ Cost Centre Daily Summary

> ❗ **Show Dates for each row in the Pay Run?** must be selected and dates are entered for each pay line.

- **Report Name**: e-Cost™ Cost Centre Daily Summary.
- **Example**: **Preview an example of the e-Cost™ Cost Centre Daily Summary Report here**.
- **Use**: The **e-Cost™ Cost Centre Daily Summary** Report is designed to display Gross, Tax, Net and Super accumulated during the Report Period per Cost Centre.
- **Details**:
  - ◦ Cost Centre Abbreviation.
  - ◦ Cost Centre Description.
  - ◦ Pay Run Posting Date.
  - ◦ Gross Income earnt by Employees paid under the Cost Centre.
  - ◦ Tax accumulated by Employees paid under the Cost Centre.
  - ◦ Net Pay earnt by Employees paid under the Cost Centre.
  - ◦ Super earnt by Employees paid under the Cost Centre.
  - ◦ Gross, Tax, Net and Super Sub Totals for each Cost Centre.
  - ◦ Gross, Tax, Net and Super Grand Total of all Cost Centres.
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **e-Cost™ Cost Centre Daily Summary** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed

- **Report by**
  - All – Grouped by Item/Centre
  - Specific Items or Centres
- **Report Period**
  - Locked and Unavailable for selection
- **Sort Criteria**
  - Locked and Unavailable for selection

Revision: 5 — Last modified: Apr 16, 2019

3.8.1.24. e-Cost™ Cost Centre Daily Summary (Primary Cost Centre)

> ❗ **Show Dates for each row in the Pay Run?** must be selected and dates are entered for each pay line.

- **Report Name**: e-Cost™ Cost Centre Daily Summary (Primary Cost Centre).
- **Example**: **Preview an example of the e-Cost™ Cost Centre Daily Summary (Primary Cost Centre) Report here**.
- **Use**: The **e-Cost™ Cost Centre Daily Summary (Primary Cost Centre)** Report is designed to display Gross, Tax, Net and Super accumulated during the Report Period per Primary Cost Centre.
- **Details**:
  - Primary Cost Centre.
  - Cost Centre Abbreviation.
  - Cost Centre Description.
  - Pay Run Posting Date.
  - Gross Income earnt by Employees paid under the Cost Centre
  - Tax accumulated by Employees paid under the Cost Centre.
  - Net Pay earnt by Employees paid under the Cost Centre.
  - Super earnt by Employees paid under the Cost Centre.
  - Gross, Tax, Net and Super Sub Totals for each Cost Centre.
  - Gross, Tax, Net and Super Grand Total of all Cost Centres.
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **e-Cost™ Cost Centre Daily Summary (Primary Cost Centre)** Report.
  - **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
  - **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
  - **Report by**

- All – Grouped by Item/Centre
- Specific Items or Centres
  - **Report Period**
    - Locked and Unavailable for selection
  - **Sort Criteria**
    - Locked and Unavailable for selection

Revision: 4 — Last modified: Apr 16, 2019

3.8.1.25. e-Cost™ Cost Centre Listing

- **Report Name**: e-Cost™ Cost Centre Listing.
- **Example**: **Preview an example of the e-Cost™ Cost Centre Listing Report here**
- **Use**: The **e-Cost™ Cost Centre Listing** Report is designed to display all active Cost Centres.
- **Details**:
  - Cost Centre Database ID (DBID)
  - Cost Centre Abbreviation.
  - Cost Centre Description.
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **e-Cost™ Cost Centre Listing** Report.
  - **Pay Period**
    - Locked and Unavailable for selection
  - **Pay Location/Dept**
    - All Pay Locations
    - Locked and Unavailable for selection
  - **Report by**
    - ALL
    - Active
    - Inactive
  - **Report Period**
    - Locked and Unavailable for selection
  - **Sort Criteria**
    - DBID
    - Description/Name
    - None

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3.8.1.26. e-Cost™ Cost Centre Listing (Primary Cost Centre)

- **Report Name**: e-Cost™ Cost Centre Listing (Primary Cost Centre).
- **Example**: **Preview an example of the e-Cost™ Cost Centre Listing (Primary Cost Centre) Report here**.
- **Use**: The **e-Cost™ Cost Centre Listing (Primary Cost Centre)** Report is designed to display all active Primary and Secondary Cost Centres.
- **Details**:

  - ◦ Primary Cost Centre
  - ◦ Cost Centre Database ID (DBID)
  - ◦ Cost Centre Abbreviation.
  - ◦ Cost Centre Description.
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **e-Cost™ Cost Centre Listing** Report.
  - ◦ **Pay Period**
    - ▪ Locked and Unavailable for selection
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Locked and Unavailable for selection
  - ◦ **Report by**
    - ▪ ALL
    - ▪ Active
    - ▪ Inactive
  - ◦ **Report Period**
    - ▪ Locked and Unavailable for selection
  - ◦ **Sort Criteria**
    - ▪ DBID
    - ▪ Description/Name
    - ▪ None

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3.8.1.27. e-Cost™ Cost Centre Monthly Summary

- **Report Name**: e-Cost™ Cost Centre Monthly Summary.
- **Example**: **Preview an example of the e-Cost™ Cost Centre Monthly Summary Report here**.
- **Use**: The **e-Cost™ Cost Centre Monthly Summary** Report is designed to display Gross, Tax, Net and Super accumulated during the Report Period per Cost Centre.
- **Details**:
  - ◦ Cost Centre Abbreviation.
  - ◦ Cost Centre Description.
  - ◦ Gross Income earnt by Employees paid under the Cost Centre.
  - ◦ Tax accumulated by Employees paid under the Cost Centre.
  - ◦ Net Pay earnt by Employees paid under the Cost Centre.
  - ◦ Super earnt by Employees paid under the Cost Centre.
  - ◦ Gross, Tax, Net and Super Sub Totals for each Cost Centre.
  - ◦ Gross, Tax, Net and Super Grand Total of all Cost Centres.
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **e-Cost™ Cost Centre Monthly Summary** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly

- ◦ **Pay Location/Dept**
  - ▪ All Pay Locations
  - ▪ Pay Location Not Available
  - ▪ Specific Location/s
  - ▪ Any Pay Locations/Departments you have added will be listed
- ◦ **Report by**
  - ▪ Locked and Unavailable for selection
- ◦ **Report Period**
  - ▪ June (Last Financial Year)
  - ▪ July
  - ▪ August
  - ▪ September
  - ▪ October
  - ▪ November
  - ▪ December
  - ▪ January
  - ▪ February
  - ▪ March
  - ▪ April
  - ▪ May
  - ▪ June
  - ▪ Year to Date
- ◦ **Sort Criteria**
  - ▪ Locked and Unavailable for selection

Revision: 3 — Last modified: Apr 18, 2019

3.8.1.28. e-Cost™ Cost Centre Monthly Summary (Primary Cost Centre)

- • **Report Name**: e-Cost™ Cost Centre Monthly Summary.
- • **Example**: **Preview an example of the e-Cost™ Cost Centre Monthly Summary (Primary Cost Centre) Report here**.
- • **Use**: The **e-Cost™ Cost Centre Monthly Summary (Primary Cost Centre)** Report is designed to display Gross, Tax, Net and Super accumulated during the Report Period per Primary Cost Centre.
- • **Details**
  - ◦ Primary Cost Centre.
  - ◦ Cost Centre Abbreviation.
  - ◦ Cost Centre Description.
  - ◦ Gross Income earnt by Employees paid under the Cost Centre.
  - ◦ Tax accumulated by Employees paid under the Cost Centre.
  - ◦ Net Pay earnt by Employees paid under the Cost Centre.
  - ◦ Super earnt by Employees paid under the Cost Centre.
  - ◦ Gross, Tax, Net and Super Sub Totals for each Cost Centre.
  - ◦ Gross, Tax, Net and Super Grand Total of all Cost Centres.
- • **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **e-Cost™**

Cost Centre Monthly Summary Report.

- ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
- ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
- ◦ **Report by**
    - ▪ Locked and Unavailable for selection
- ◦ **Report Period**
    - ▪ June (Last Financial Year)
    - ▪ July
    - ▪ August
    - ▪ September
    - ▪ October
    - ▪ November
    - ▪ December
    - ▪ January
    - ▪ February
    - ▪ March
    - ▪ April
    - ▪ May
    - ▪ June
    - ▪ Year to Date
- ◦ **Sort Criteria**
    - ▪ Locked and Unavailable for selection

3.8.1.29. e-Cost™ Cost Centre Report

- **Report Name**: e-Cost™ Cost Centre Report.
- **Example**: **Preview an example of the e-Cost™ Cost Centre Report here**
- **Use**: The **e-Cost™ Cost Centre Report** is designed to display Gross, Tax, Net and Super accumulated for each Pay Type used during the Report Period, per pay run and per Cost Centre.
- **Details**
    - ◦ Pay Run Posting Date.
    - ◦ Employee Name.
    - ◦ Cost Centre Name.
    - ◦ Cost Centre Abbreviation.
    - ◦ Cost Centre Database ID (DBID).
    - ◦ Gross Income earnt by Employees paid under the Cost Centre.
    - ◦ QTY (hours) worked by Employees paid under the Cost Centre.
    - ◦ Rate per hour paid to the Employees paid under the Cost Centre.

- ◦ Tax accumulated by Employees paid under the Cost Centre.
- ◦ Super earnt by Employees paid under the Cost Centre.
- ◦ Net Pay earnt by Employees paid under the Cost Centre.
- ◦ Pay Rate Description
- ◦ Gross, Tax, Net and Super Sub Totals for each Cost Centre.
- ◦ Gross, Tax, Net and Super Grand Total of all Cost Centres.
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **e-Cost™ Cost Centre Report**.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active – Grouped by Item/Centre
    - ▪ Active – Grouped by Employee
    - ▪ All – Grouped by Item/Centre
    - ▪ All – Grouped by Employee
    - ▪ Specific Items or Centres
    - ▪ Selected Employee/s
    - ▪ Terminated – Grouped by Item/Centre
    - ▪ Terminated – Grouped by Employee
  - ◦ **Report Period**
    - ▪ Current Month
    - ▪ Current Pay Period
    - ▪ Previous Month
    - ▪ Specific Date Range
    - ▪ Year To Date
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

Revision: 6 — Last modified: Feb 15, 2021

3.8.1.30. e-Cost™ Cost Centre Report (Job Title)

- **Report Name**: e-Cost™ Cost Centre Report (Job Title).
- **Example**: **Preview an example of the e-Cost™ Cost Centre Report (Job Title) here**.
- **Use**: The **e-Cost™ Cost Centre Report (Job Title)** is designed to display Gross, Tax, Net and

Super accumulated for each Pay Type used during the Report Period, per pay run, per Job Title and per Cost Centre.

- **Details**
  - ◦ Pay Run Posting Date.
  - ◦ Employee Name.
  - ◦ Employee Job Title
  - ◦ Cost Centre Name.
  - ◦ Cost Centre Abbreviation.
  - ◦ Cost Centre Database ID (DBID).
  - ◦ Gross Income earnt by Employees paid under the Cost Centre.
  - ◦ QTY (hours) worked by Employees paid under the Cost Centre.
  - ◦ Rate per hour paid to the Employees paid under the Cost Centre.
  - ◦ Tax accumulated by Employees paid under the Cost Centre.
  - ◦ Super earnt by Employees paid under the Cost Centre.
  - ◦ Net Pay earnt by Employees paid under the Cost Centre.
  - ◦ Pay Rate Description
  - ◦ Gross, Tax, Net and Super Sub Totals for each Job Title.
  - ◦ Gross, Tax, Net and Super Sub Totals for each Cost Centre.
  - ◦ Gross, Tax, Net and Super Grand Total of all Cost Centres.
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **e-Cost™ Cost Centre Report (Job Title)** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Active – Grouped by Item/Centre
    - ▪ Active – Grouped by Employee
    - ▪ All – Grouped by Item/Centre
    - ▪ All – Grouped by Employee
    - ▪ Specific Items or Centres
    - ▪ Selected Employee/s
    - ▪ Terminated – Grouped by Item/Centre
    - ▪ Terminated – Grouped by Employee
  - ◦ **Report Period**
    - ▪ Current Month
    - ▪ Current Pay Period
    - ▪ Previous Month
    - ▪ Specific Date Range
    - ▪ Year To Date
  - ◦ **Sort Criteria**
    - ▪ Employee Code

- Employee DBID
- Employee Surname
- NONE

3.8.1.31. e-Cost™ Cost Centre Report (Primary Cost Centre)

- **Report Name**: e-Cost™ Cost Centre Report (Primary Cost Centre).
- **Example**: **Preview an example of the e-Cost™ Cost Centre Report (Primary Cost Centre) here**.
- **Use**: The **e-Cost™ Cost Centre Report (Primary Cost Centre)** is designed to display Gross, Tax, Net and Super accumulated for each Pay Type used during the Report Period, per pay run, per Primary Cost Centre and per Cost Centre.
- **Details**
  - Pay Run Posting Date.
  - Employee Name.
  - Primary Cost Centre Name.
  - Cost Centre Name.
  - Cost Centre Abbreviation.
  - Cost Centre Database ID (DBID).
  - Gross Income earnt by Employees paid under the Cost Centre.
  - QTY (hours) worked by Employees paid under the Cost Centre.
  - Rate per hour paid to the Employees paid under the Cost Centre.
  - Tax accumulated by Employees paid under the Cost Centre.
  - Super earnt by Employees paid under the Cost Centre.
  - Net Pay earnt by Employees paid under the Cost Centre.
  - Pay Rate Description
  - Gross, Tax, Net and Super Sub Totals for each Primary Cost Centre.
  - Gross, Tax, Net and Super Sub Totals for each Cost Centre.
  - Gross, Tax, Net and Super Grand Total of all Cost Centres.
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **e-Cost™ Cost Centre Report (Primary Cost Centre)** Report.
  - **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
  - **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
  - **Report by**
    - Active – Grouped by Item/Centre
    - Active – Grouped by Employee

- All – Grouped by Item/Centre
- All – Grouped by Employee
- Specific Items or Centres
- Selected Employee/s
- Terminated – Grouped by Item/Centre
- Terminated – Grouped by Employee
  - **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
  - **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 3 — Last modified: Apr 18, 2019

3.8.1.32. e-Cost™ Cost Centre YTD Summary

- **Report Name**: e-Cost™ Cost Centre YTD Summary.
- **Example**: **Preview an example of the e-Cost™ Cost Centre YTD Summary Report here**
- **Use**: The **e-Cost™ Cost Centre YTD Summary** Report is designed to display Gross, Tax, Net and Super accumulated during the Report Period per Cost Centre.
- **Details**
  - Cost Centre Abbreviation.
  - Cost Centre Description.
  - Gross Income earnt by Employees paid under the Cost Centre.
  - Tax accumulated by Employees paid under the Cost Centre.
  - Net Pay earnt by Employees paid under the Cost Centre.
  - Super earnt by Employees paid under the Cost Centre.
  - Gross, Tax, Net and Super Sub Totals for each Cost Centre.
  - Gross, Tax, Net and Super Grand Total of all Cost Centres.
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **e-Cost™ Cost Centre YTD Summary** Report.
  - **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
  - **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s

- Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ Locked and Unavailable for selection
  - ◦ **Report Period**
    - ▪ Locked and Unavailable for selection
  - ◦ **Sort Criteria**
    - ▪ Locked and Unavailable for selection

Revision: 5 — Last modified: Apr 18, 2019

3.8.1.33. e-Cost™ Cost Centre YTD Summary (Primary Cost Centre)

- **Report Name**: e-Cost™ Cost Centre YTD Summary.
- **Example**: **Preview an example of the e-Cost™ Cost Centre YTD Summary (Primary Cost Centre) Report here**.
- **Use**: The **e-Cost™ Cost Centre YTD Summary** Report is designed to display Gross, Tax, Net and Super accumulated during the Report Period per Primary and Secondary Cost Centre.
- **Details**
  - ◦ Primary Cost Centre.
  - ◦ Cost Centre Abbreviation.
  - ◦ Cost Centre Description.
  - ◦ Gross Income earnt by Employees paid under the Cost Centre.
  - ◦ Tax accumulated by Employees paid under the Cost Centre.
  - ◦ Net Pay earnt by Employees paid under the Cost Centre.
  - ◦ Super earnt by Employees paid under the Cost Centre.
  - ◦ Gross, Tax, Net and Super Sub Totals for each Cost Centre.
  - ◦ Gross, Tax, Net and Super Grand Total of all Cost Centres.
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **e-Cost™ Cost Centre YTD Summary** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ All Primary Cost Centre/s
    - ▪ Specific Cost Centres
  - ◦ **Report Period**
    - ▪ Current Month
    - ▪ Current Pay Period
    - ▪ Previous Month

- Specific Date Range
- Year To Date
  - ◦ **Sort Criteria**
    - Locked and Unavailable for selection

3.8.1.34. e-Leave™ Register (Annual leave)

Preview an example of the e-Leave™ Register (Annual leave) Report here

The **e-Leave™ Register (Annual leave)** Report details

- Leave Details
- Total Hours (hh:mm)
- Total Days
- End Date
- Start Date
- Employee Name
- Employee Code

The **e-Leave™ Register (Annual leave)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- **Report Period**
  - ◦ Current Month
  - ◦ Current Pay Period
  - ◦ Previous Month
  - ◦ Specific Date Range
  - ◦ Year To Date
- **Sort Criteria**
  - ◦ Locked and Unavailable for selection

3.8.1.35. e-Leave™ Register (Leave with Pay)

Preview an example of the e-Leave™ Register (Leave with Pay) Report here

The **e-Leave™ Register (Leave with Pay)** Report details

- Leave Details
- Total Hours (hh:mm)
- Total Days
- End Date
- Start Date
- Employee Name
- Employee Code

The **e-Leave™ Register (Leave with Pay)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Active Employees
  - All Employees
  - Inactive Employee/s
  - Selected Employee/s
  - Terminated Employee/s
- **Report Period**
  - Current Month
  - Current Pay Period
  - Previous Month
  - Specific Date Range
  - Year To Date
- **Sort Criteria**
  - Locked and Unavailable for selection

3.8.1.36. e-Leave™ Register (Leave without Pay)

Preview an example of the e-Leave™ Register (Leave without Pay) Report here

The **e-Leave™ Register (Leave without Pay)** Report details

- Leave Details
- Total Hours (hh:mm)
- Total Days
- End Date
- Start Date
- Employee Name
- Employee Code

The **e-Leave™ Register (Leave without Pay)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Active Employees
  - All Employees
  - Inactive Employee/s
  - Selected Employee/s
  - Terminated Employee/s
- **Report Period**
  - Current Month
  - Current Pay Period
  - Previous Month
  - Specific Date Range
  - Year To Date
- **Sort Criteria**
  - Locked and Unavailable for selection

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.37. e-Leave™ Register (Long Service

Leave)

Preview an example of the e-Leave™ Register (Long Service Leave) Report here

The **e-Leave™ Register (Long Service Leave)** Report details

- Leave Details
- Total Hours (hh:mm)
- Total Days
- End Date
- Start Date
- Employee Name
- Employee Code

The **e-Leave™ Register (Long Service Leave)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Locked and Unavailable for selection

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.38. e-Leave™ Register (Other)

Preview an example of the e-Leave™ Register (Other) Report here

The **e-Leave™ Register (Other)** Report details

- Leave Details
- Total Hours (hh:mm)
- Total Days
- End Date
- Start Date
- Employee Name
- Employee Code

The **e-Leave™ Register (Other)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Locked and Unavailable for selection

Revision: 3 — Last modified: May 27, 2020

3.8.1.39. e-Leave™ Register (Personal Leave)

Preview an example of the e-Leave™ Register (Personal Leave) Report here

The **e-Leave™ Register (Personal Leave)** Report details

- Leave Details

- Total Hours (hh:mm)
- Total Days
- End Date
- Start Date
- Employee Name
- Employee Code

The **e-Leave™ Register (Personal Leave)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Active Employees
  - All Employees
  - Inactive Employee/s
  - Selected Employee/s
  - Terminated Employee/s
- **Report Period**
  - Current Month
  - Current Pay Period
  - Previous Month
  - Specific Date Range
  - Year To Date
- **Sort Criteria**
  - Locked and Unavailable for selection

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.40. e-Leave™ Register (Public Holiday)

Preview an example of the e-Leave™ Register (Public Holiday) Report here

The **e-Leave™ Register (Public Holiday)** Report details

- Leave Details
- Total Hours (hh:mm)
- Total Days
- End Date
- Start Date

- Employee Name
- Employee Code

The **e-Leave™ Register (Public Holiday)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Locked and Unavailable for selection

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.41. e-Leave™ Register (RDO's)

Preview an example of the e-Leave™ Register (RDO's) Report here

The **e-Leave™ Register (RDO's)** Report details

- Leave Details
- Total Hours (hh:mm)
- Total Days
- End Date
- Start Date
- Employee Name
- Employee Code

The **e-Leave™ Register (RDO's)** Report allows you to select from the following Report Selection

Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Locked and Unavailable for selection

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.42. e-Leave™ Register (TIL)

Preview an example of the e-Leave™ Register (TIL) Report here

The **e-Leave™ Register (TIL)** Report details

- Leave Details
- Total Hours (hh:mm)
- Total Days
- End Date
- Start Date
- Employee Name
- Employee Code

The **e-Leave™ Register (TIL)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly

- ◦ Monthly
- ◦ Weekly
- • **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- • **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- • **Report Period**
  - ◦ Current Month
  - ◦ Current Pay Period
  - ◦ Previous Month
  - ◦ Specific Date Range
  - ◦ Year To Date
- • **Sort Criteria**
  - ◦ Locked and Unavailable for selection

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.43. e-Leave™ Schedule

Preview an example of the e-Leave™ Schedule Report here

The **e-Leave™ Schedule** Report details

- • Leave Details
- • Total Hours (hh:mm)
- • Total Days
- • End Date
- • Start Date
- • Employee Name
- • Employee Code

The **e-Leave™ Schedule** Report allows you to select from the following Report Selection Criteria

- • **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- • **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available

- ◦ Specific Location/s
- ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- **Report Period**
  - ◦ Current Month
  - ◦ Current Pay Period
  - ◦ Previous Month
  - ◦ Specific Date Range
  - ◦ Year To Date
- **Sort Criteria**
  - ◦ Locked and Unavailable for selection

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.44. Employee Balances (Date Range)

Preview an example of the Employee Balances (Date Range) Report here

The **Employee Balances (Date Range)** Report details

- Employee Code
- Gross Payments
- Total Tax
- Total Net
- Taxable Allowances
- Non-Taxable Allowances
- Deductions
- Gross less No ABN gross
- Tax less No ABN & ETP Tax Balances

The **Employee Balances (Date Range)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed

- **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- **Report Period**
  - ◦ Current Month
  - ◦ Previous Month
  - ◦ Specific Date Range
  - ◦ Year To Date
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 3 — Last modified: Apr 18, 2019

3.8.1.45. Employee Bank List

Preview an example of the Employee Bank List Report here

The **Employee Bank List** Report details

- Employee Code
- Employee Name
- Pay Location
- BSB
- Account Number
- Account Name
- Account Type
- $ or % to be transferred to that Bank Account

The **Employee Bank List** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active Employees

- All Employees
- Inactive Employee/s
- Selected Employee/s
- Terminated Employee/s
- **Report Period**
    - Locked and Unavailable for selection
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.46. Employee BarCode/s

Preview an example of the Employee BarCode/s Report here

The **Employee BarCode/s** Report details

- Company Name
- Pay Location
- Employee Code
- Employee Name
- Employee Clock ID

The **Employee BarCode/s** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Locked and Unavailable for selection
- **Sort Criteria**
    - Employee Code

- ◦ Employee DBID
- ◦ Employee Surname
- ◦ NONE

3.8.1.47. Employee BarCode/s (Employee Clock ID)

Preview an example of the Employee BarCode/s (Employee Clock ID) Report here

The **Employee BarCode/s (Employee Clock ID)** Report details

- • Company Name
- • Pay Location
- • Employee Name
- • Employee Clock ID

The **Employee BarCode/s (Employee Clock ID)** Report allows you to select from the following Report Selection Criteria

- • **Pay Period**
    - ◦ All
    - ◦ Fortnightly
    - ◦ Monthly
    - ◦ Weekly
- • **Pay Location/Dept**
    - ◦ All Pay Locations
    - ◦ Pay Location Not Available
    - ◦ Specific Location/s
    - ◦ Any Pay Locations/Departments you have added will be listed
- • **Report by**
    - ◦ Active Employees
    - ◦ All Employees
    - ◦ Inactive Employee/s
    - ◦ Selected Employee/s
    - ◦ Terminated Employee/s
- • **Report Period**
    - ◦ Locked and Unavailable for selection
- • **Sort Criteria**
    - ◦ Employee Code
    - ◦ Employee DBID
    - ◦ Employee Surname
    - ◦ NONE

3.8.1.48. Employee BarCode/s (Employee Code)

Preview an example of the Employee BarCode/s (Employee Code) Report here

The **Employee BarCode/s (Employee Code)** Report details

- Company Name
- Pay Location
- Employee Name
- Employee Clock ID

The **Employee BarCode/s (Employee Code)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Active Employees
  - All Employees
  - Inactive Employee/s
  - Selected Employee/s
  - Terminated Employee/s
- **Report Period**
  - Locked and Unavailable for selection
- **Sort Criteria**
  - Employee Code
  - Employee DBID
  - Employee Surname
  - NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.49. Employee Birthday List

Preview an example of the Employee Birthday List Report here

The **Employee Birthday List** Report details

- Company Name
- Pay Location
- Employee Name
- Employee Clock ID

The **Employee Birthday List** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - All Birthdays
    - Birthday Not Available
    - Current Month
    - Next Month
    - Previous Month
    - Specific Date Range
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.50. Employee Date and Address Listing

Preview an example of the Employee Date and Address Listing Report here

The **Employee Date and Address Listing** Report details

- Employee Code
- Employee Name
- Pay Period
- Birthday Date

- Number of days until next birthday
- Job Title
- Location
- Address

The **Employee Date and Address Listing** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Locked and Unavailable for selection
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.51. Employee e-Mail List

Preview an example of the Employee e-Mail List Report here

The **Employee e-Mail List** Report details

- Employee Code
- Employee Name
- Pay Locations
- eMail Address

The **Employee e-Mail List** Report allows you to select from the following Report Selection Criteria

- **Pay Period**

- ◦ All
- ◦ Fortnightly
- ◦ Monthly
- ◦ Weekly
- **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- **Report Period**
  - ◦ Locked and Unavailable for selection
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.52. Employee Emergency Contacts

Preview an example of the Employee Emergency Contacts Report here

The **Employee Emergency Contacts** Report details

- Employee Code
- Employee Name
- Pay Location
- Phone Number
- e-Mail Address
- Contact Name
- Relationship with Employee
- Address
- City/Suburb
- State
- Post Code
- Contact Phone Numbers

The **Employee Emergency Contacts** Report allows you to select from the following Report Selection Criteria

- **Pay Period**

- All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- **Report Period**
  - ◦ Locked and Unavailable for selection
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.53. Employee ETP Payments

Preview an example of the Employee ETP Payments Report here

The **Employee ETP Payments** Report details

- Employee Full Name
- Date of ETP Payment
- Date Employee Hired
- Employee Termination Date
- Taxable Component
- Pre July 1983 Segment
- Invalidity Segment
- ETP Rollover Segment
- Tax-Free Component
- Total Tax Withheld
- Payment Type Code
- Payment Type Description

The **Employee ETP Payments** Report does not allow any Report Selection Criteria as it is designed for ETP Payments paid only the current Financial Year.
If you require the **Employee ETP Payments** Report for a previous Financial year, the Archive for the year you require will need to be opened and the report printed in the open Archive.

Revision: 5 — Last modified: Apr 18, 2019

3.8.1.54. Employee ETP Payments (Pre 2013)

Preview an example of the Employee ETP Payments (Pre 2013) Report here

The **Employee ETP Payments (Pre 2013)** Report details

- Employee Full Name
- Date of ETP Payment
- Date Employee Hired
- Employee Termination Date
- Taxable Component
- Pre July 1983 Segment
- Invalidity Segment
- ETP Rollover Segment
- Tax-Free Component
- Total Tax Withheld
- Death Benefit
- Transitional Termination Payment
- Related to Prior Payment

The **Employee ETP Payments (Pre 2013)** Report does not allow any Report Selection Criteria as it is designed for ETP Payments paid only the current Financial Year.

If you require the **Employee ETP Payments (Pre 2013)** Report for a previous Financial year, the Archive for the year you require will need to be opened and the report printed in the open Archive.

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.55. Employee Hours Summary

Preview an example of the Employee Hours Summary Report here

The **Employee Hours Summary** Report details

- Employee Code
- Employee Name
- Pay Run Posting Date
- Pay Location
- Total Hours Ordinary Pay and Public Holidays
- Total Hours Overtime
- Total Hours Personal Leave
- Total Hours Annual Leave
- Total hours RDO's
- Total hours Long Service Leave
- Total hours TIL/Other
- Sub total of hours per Employee
- Grand Total of all hours

The **Employee Hours Summary** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
    - Full-Time / Salary Employees
    - Part-Time Employees
    - Casual Employees
    - Commission Employees
- **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 3 — Last modified: Apr 24, 2019

3.8.1.56. Employee Listing

Preview an example of the Employee Listing Report here

The **Employee Listing** Report details

- Employee Code
- Employee Database ID (DBID)
- Employee Name
- Pay Period
- Job Title
- Pay Location

- Status
- Award ID
- Termination Date
- Date last paid

The **Employee Listing** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Locked and Unavailable for selection
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.57. Employee Listing (Salary)

Preview an example of the Employee Listing (Salary) Report here

The **Employee Listing (Salary)** Report details

- Employee Code
- Employee Database ID (DBID)
- Employee Name
- Pay Location
- Date Hired
- Annual Salary
- Termination Date
- Date last paid

The **Employee Listing (Salary)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Locked and Unavailable for selection
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.58. Employee Masterfile

✱ The Employee Masterfile Report can also be exported for use with EnableHR. Please follow **How do I export the Employee Masterfile Report?**

Preview an example of the Employee Masterfile Report here

The **Employee Masterfile** Report details all Information contained in the Employees Profile

The **Employee Masterfile** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations

- ◦ Pay Location Not Available
- ◦ Specific Location/s
- ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- **Report Period**
  - ◦ Locked and Unavailable for selection
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.59. Employee Overtime Hours Summary

Preview an example of the Employee Overtime Hours Summary Report here

The **Employee Overtime Hours Summary** Report details

- Employee Code
- Employee Name
- Pay Run Posting Date
- Pay Location
- Ordinary and Public Holiday Hours
- Ordinary and Public Holiday Gross Total
- Time and a Half Hours
- Time and a Half Gross Total
- Other Overtime Hours
- Other Overtime Total
- Subtotal per Employee
- Grand Total for all Employees

The **Employee Overtime Hours Summary** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly

- **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- **Report Period**
  - ◦ Current Month
  - ◦ Current Pay Period
  - ◦ Previous Month
  - ◦ Specific Date Range
  - ◦ Year To Date
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.60. Employee Reminders and Alerts

Preview an example of the Employee Reminders and Alerts Report here

The **Employee Reminders and Alerts** Report details

- Employee Code
- Employee Name
- Custom Employee Alert Date
- Custom Employee Alert Message
- Award Database ID (DBID)
- Reminder to Change Award Setting (Prompt On)
- Reminder to Change Award Setting Date
- 'Hours paid at' Annual Increase Date
- 'Hours paid at' Annual Increase by $ or %

The **Employee Reminders and Alerts** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly

- ◦ Weekly
- **Pay Location/Dept**
    - ◦ All Pay Locations
    - ◦ Pay Location Not Available
    - ◦ Specific Location/s
    - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
    - ◦ Active Employees
    - ◦ All Employees
    - ◦ Inactive Employee/s
    - ◦ Selected Employee/s
    - ◦ Terminated Employee/s
- **Report Period**
    - ◦ Locked and Unavailable for selection
- **Sort Criteria**
    - ◦ Employee Code
    - ◦ Employee DBID
    - ◦ Employee Surname
    - ◦ NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.61. Employee SG Details Quarterly

Preview an example of the Employee SG Details Quarterly Report here

The **Employee SG Details Quarterly** Report details

- Employee's Full Name
- Primary Fund Earning Base (A)
- Contribution Rate (B)
- Contribution Amount Required (C = A * B)
- Contribution Paid (D)
- % Paid of Earnings Base (E = D/A as %)
- Shortfall % (F = B – E)
- Total Salary & Wages (G)
- Individual Shortfall Amount (H = F x G)
- Employer's Member Number
- Date Paid
- Grand Totals

The **Employee SG Details Quarterly** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - ◦ All
    - ◦ Fortnightly
    - ◦ Monthly

- ◦ Weekly
- **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- **Report Period**
  - ◦ June (Last Financial Year)
  - ◦ September
  - ◦ December
  - ◦ March
  - ◦ June
- **Sort Criteria**
  - ◦ Locked and Unavailable for selection

Revision: 3 — Last modified: Feb 15, 2021

3.8.1.62. Employee SG Details YTD

Preview an example of the Employee SG Details YTD Report here

The **Employee SG Details YTD** Report details

- Employee's Full Name
- Primary Fund Fund Earning Base (A)
- Contribution Rate (B)
- Contribution Amount Required (C = A * B)
- Contribution Paid (D)
- % Paid of Earnings Base (E = D/A as %)
- Shortfall % (F = B – E)
- Total Salary & Wages (G)
- Individual Shortfall Amount (H = F x G)
- Employer's Member Number
- Date Paid
- Grand Totals

The **Employee SG Details YTD** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly

- ◦ Weekly
- • **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- • **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- • **Report Period**
  - ◦ Locked and Unavailable for selection
- • **Sort Criteria**
  - ◦ Locked and Unavailable for selection

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.63. Employee Signature List (Cash & Cheque)

Preview an example of the Employee Signature List (Cash & Cheque) Report here

The **Employee Signature List (Cash & Cheque)** Report details

- • Employee Code
- • Pay Location
- • Payment Date
- • Employee Name
- • Employee Signature

The **Employee Signature List (Cash & Cheque)** Report allows you to select from the following Report Selection Criteria

- • **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- • **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- • **Report by**
  - ◦ Active Employees

- ◦ All Employees
- ◦ Inactive Employee/s
- ◦ Selected Employee/s
- ◦ Terminated Employee/s
- **Report Period**
  - ◦ Locked and Unavailable for selection
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.64. Employee Super Details

Preview an example of the Employee Super Details Report here

The **Employee Super Details** Report details

- Employee Code
- Employee Name
- Fund Name
- Superannuation Member ID
- Superannuation $
- Superannuation %
- Total Superannuation YTD

The **Employee Super Details** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- **Report Period**
  - ◦ Locked and Unavailable for selection

- **Sort Criteria**
  - Employee Code
  - Employee DBID
  - Employee Surname
  - NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.65. Employee Super Payments Summary

Preview an example of the Employee Super Payments Summary Report here

The **Employee Super Payments Summary** Report details

- Employee Name
- Employee Code
- Payment Date
- Period Ending Date
- Fund Name
- Total Amount Paid
- SG component of the Total
- Salary Sacrifice component of the Total
- Total After Tax component of the Total
- Payment Details / Notes

The **Employee Super Payments Summary** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Active Employees
  - All Employees
  - Inactive Employee/s
  - Selected Employee/s
  - Terminated Employee/s
- **Report Period**
  - Locked and Unavailable for selection

- **Sort Criteria**
    - ◦ Employee Code
    - ◦ Employee DBID
    - ◦ Employee Surname
    - ◦ NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.66. Employee Super Payments Summary (No Details)

Preview an example of the Employee Super Payments Summary (No Details) Report here

The **Employee Super Payments Summary (No Details)** Report details

- Employee Name
- Employee Code
- Payment Date
- Period Ending Date
- Fund Name
- Total Amount Paid
- SG component of the Total
- Salary Sacrifice component of the Total
- Total After Tax component of the Total

The **Employee Super Payments Summary (No Details)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - ◦ All
    - ◦ Fortnightly
    - ◦ Monthly
    - ◦ Weekly
- **Pay Location/Dept**
    - ◦ All Pay Locations
    - ◦ Pay Location Not Available
    - ◦ Specific Location/s
    - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
    - ◦ Active Employees
    - ◦ All Employees
    - ◦ Inactive Employee/s
    - ◦ Selected Employee/s
    - ◦ Terminated Employee/s
- **Report Period**
    - ◦ Locked and Unavailable for selection
- **Sort Criteria**

- ◦ Employee Code
- ◦ Employee DBID
- ◦ Employee Surname
- ◦ NONE

3.8.1.67. Employee Termination List

Preview an example of the Employee Termination List Report here

The **Employee Termination List** Report details

- Employee Code
- Employee Name
- Termination Date
- Reason for Termination
- Effected By
- Group Certificate (Payment Summary) Issued

The **Employee Termination List** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - ◦ All
    - ◦ Fortnightly
    - ◦ Monthly
    - ◦ Weekly
- **Pay Location/Dept**
    - ◦ All Pay Locations
    - ◦ Pay Location Not Available
    - ◦ Specific Location/s
    - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
    - ◦ Locked and Unavailable for selection
- **Report Period**
    - ◦ Locked and Unavailable for selection
- **Sort Criteria**
    - ◦ Employee Code
    - ◦ Employee DBID
    - ◦ Employee Surname
    - ◦ NONE

3.8.1.68. Employee Transactions

Preview an example of the Employee Transactions Report here

The **Employee Transactions** Report details

- Employee Code
- Employee Name
- Pay Location
- Pay Run Posting Date
- Gross
- Tax
- Net
- Ordinary Pay and Public Holidays
- Personal Leave
- Annual Leave
- Long Service Leave
- TIL
- RDO's
- Overtime Other Payments
- Allowances
- Deductions
- Superannuation
- Employee Sub Totals
- Grand Totals

The **Employee Transactions** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Active Employees
  - All Employees
  - Inactive Employee/s
  - Selected Employee/s
  - Terminated Employee/s
- **Report Period**
  - Current Month
  - Current Pay Period
  - Previous Month
  - Specific Date Range
  - Year To Date
- **Sort Criteria**
  - Employee Code

- ◦ Employee DBID
- ◦ Employee Surname
- ◦ NONE

3.8.1.69. Employee WorkCover Details

Preview an example of the Employee WorkCover Details Report here

The **Employee WorkCover Details** Report details

- • Employee Code
- • Employee Name
- • Pay Location
- • Pay Run Posting Date
- • Gross
- • Tax
- • Net
- • Ordinary Pay and Public Holidays
- • Personal Leave
- • Annual Leave
- • Long Service Leave
- • TIL
- • RDO's
- • Overtime Other Payments
- • Allowances
- • Deductions
- • Superannuation
- • Employee Sub Totals
- • Grand Totals

The **Employee WorkCover Details** Report allows you to select from the following Report Selection Criteria

- • **Pay Period**
    - ◦ All
    - ◦ Fortnightly
    - ◦ Monthly
    - ◦ Weekly
- • **Pay Location/Dept**
    - ◦ All Pay Locations
    - ◦ Pay Location Not Available
    - ◦ Specific Location/s
    - ◦ Any Pay Locations/Departments you have added will be listed
- • **Report by**
    - ◦ Active Employees
    - ◦ All Employees

- ◦ Inactive Employee/s
- ◦ Selected Employee/s
- ◦ Terminated Employee/s
- • **Report Period**
  - ◦ Locked and Unavailable for selection
- • **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.70. Employee YTD Balances

Preview an example of the Employee YTD Balances Report here

The **Employee YTD Balances** Report details

- • Employee Code
- • Employee Name
- • Gross
- • Tax
- • Net
- • Taxable Allowances
- • Non-Taxable Allowances
- • Deductions
- • Gross less No ABN gross
- • Tax less No ABN & ETP Tax Balances
- • Grand Totals

The **Employee YTD Balances** Report allows you to select from the following Report Selection Criteria

- • **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- • **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- • **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s

  ◦ Terminated Employee/s
- **Report Period**
  ◦ Locked and Unavailable for selection
- **Sort Criteria**
  ◦ Employee Code
  ◦ Employee DBID
  ◦ Employee Surname
  ◦ NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.71. Employer Periodic SG Contributions

- **Report Name**: Employer Periodic SG Contributions
- **Example**: **Preview an example of the Employer Periodic SG Contributions Report here**
- **Use**: The **Employer Periodic SG Contributions** Report is designed to display Super which has accumulated during the Report Period.
- **Details**:
  ◦ Employee Name
  ◦ Tax File Number
  ◦ Date of Birth
  ◦ Fund Name
  ◦ Superannuation ID
  ◦ Pay Run Posting Date
  ◦ Employer SG
  ◦ Termination Date
  ◦ Employee Sub Totals
  ◦ Grand Totals
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Employer Periodic SG Contributions** Report.
  ◦ **Pay Period**
    ▪ All
    ▪ Fortnightly
    ▪ Monthly
    ▪ Weekly
  ◦ **Pay Location/Dept**
    ▪ All Pay Locations
    ▪ Pay Location Not Available
    ▪ Specific Location/s
    ▪ Any Pay Locations/Departments you have added will be listed
  ◦ **Report by**
    ▪ All Employees
    ▪ All Employees Grouped by Fund
    ▪ Selected Fund/s
  ◦ **Report Period**
    ▪ This option is locked and unavailable for selection.

- ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

Revision: 4 — Last modified: Apr 18, 2019

3.8.1.72. e-Time™ Adjusted and Initial Scan Report

Preview an example of the e-Time™ Adjusted and Initial Scan Report here

The **e-Time™ Adjusted and Initial Scan Report** details

- Employee Code
- Employee Name
- Day of the Week
- Date
- Initial Clocked In Time/s
- Adjusted Clocked In Time/s
- Initial Clocked Out Time/s
- Adjusted Clocked Out Time/s
- Per Day Total
- Employee Sub Total
- Grand Total

The **e-Time™ Adjusted and Initial Scan Report** allows you to select from the following Report Selection Criteria

- **Pay Period**
    - ◦ All
    - ◦ Fortnightly
    - ◦ Monthly
    - ◦ Weekly
- **Pay Location/Dept**
    - ◦ All Pay Locations
    - ◦ Pay Location Not Available
    - ◦ Specific Location/s
    - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
    - ◦ Active Employees
    - ◦ All Employees
    - ◦ Inactive Employee/s
    - ◦ Selected Employee/s
    - ◦ Terminated Employee/s
- **Report Period**

- ◦ Current Month
- ◦ Current Pay Period
- ◦ Previous Month
- ◦ Specific Date Range
- ◦ Year To Date
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 4 — Last modified: Apr 18, 2019

3.8.1.73. e-Time™ Adjusted and Initial Scan Report (1 Page Per employee)

Preview an example of the e-Time™ Adjusted and Initial Scan Report (1 Page Per employee) here

The **e-Time™ Adjusted and Initial Scan Report (1 Page Per employee)** details

- Employee Code
- Employee Name
- Day of the Week
- Date
- Initial Clocked In Time/s
- Adjusted Clocked In Time/s
- Initial Clocked Out Time/s
- Adjusted Clocked Out Time/s
- Per Day Total
- Employee Sub Total
- Grand Total

The **e-Time™ Adjusted and Initial Scan Report (1 Page Per employee)** allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active Employees

- All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 3 — Last modified: Apr 18, 2019

3.8.1.74. e-Time™ Initial Scan Report

Preview an example of the e-Time™ Initial Scan Report here

The **e-Time™ Initial Scan Report** details

- Employee Code
- Employee Name
- Day of the Week
- Date
- Initial Clocked In Time/s
- Initial Clocked Out Time/s
- Per Day Total
- Employee Sub Total
- Grand Total

The **e-Time™ Initial Scan Report** allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees

- ◦ All Employees
- ◦ Inactive Employee/s
- ◦ Selected Employee/s
- ◦ Terminated Employee/s
- **Report Period**
  - ◦ Current Month
  - ◦ Current Pay Period
  - ◦ Previous Month
  - ◦ Specific Date Range
  - ◦ Year To Date
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 3 — Last modified: Apr 18, 2019

3.8.1.75. e-Time™ Initial Scan Report (1 Page per employee)

Preview an example of the e-Time™ Initial Scan Report (1 Page per employee) here

The **e-Time™ Initial Scan Report (1 Page per employee)** details

- Employee Code
- Employee Name
- Day of the Week
- Date
- Initial Clocked In Time/s
- Initial Clocked Out Time/s
- Per Day Total
- Employee Sub Total
- Grand Total

The **e-Time™ Initial Scan Report (1 Page per employee)** allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s

◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- **Report Period**
  - ◦ Current Month
  - ◦ Current Pay Period
  - ◦ Previous Month
  - ◦ Specific Date Range
  - ◦ Year To Date
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 3 — Last modified: Apr 18, 2019

3.8.1.76. e-Time™ Time Card

Preview an example of the e-Time™ Time Card Report here

The **e-Time™ Time Card** Report details

- Employee Code
- Employee Name
- Day of the Week
- Date
- Clocked In Time/s
- Clocked Out Time/s
- Per Day Total
- Employee Sub Total
- Grand Total

The **e-Time™ Time Card** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s

◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  ◦ Active Employees
  ◦ All Employees
  ◦ Inactive Employee/s
  ◦ Selected Employee/s
  ◦ Terminated Employee/s
- **Report Period**
  ◦ Current Month
  ◦ Current Pay Period
  ◦ Previous Month
  ◦ Specific Date Range
  ◦ Year To Date
- **Sort Criteria**
  ◦ Employee Code
  ◦ Employee DBID
  ◦ Employee Surname
  ◦ NONE

Revision: 4 — Last modified: Apr 18, 2019

3.8.1.77. e-Time™ Time Card (1 Page per employee)

Preview an example of the e-Time™ Time Card (1 Page per employee) Report here

The **e-Time™ Time Card (1 Page per employee)** Report details

- Employee Code
- Employee Name
- Day of the Week
- Date
- Clocked In Time/s
- Clocked Out Time/s
- Per Day Total
- Employee Sub Total
- Grand Total

The **e-Time™ Time Card (1 Page per employee)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  ◦ All
  ◦ Fortnightly
  ◦ Monthly
  ◦ Weekly
- **Pay Location/Dept**

- ◦ All Pay Locations
- ◦ Pay Location Not Available
- ◦ Specific Location/s
- ◦ Any Pay Locations/Departments you have added will be listed
- • **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- • **Report Period**
  - ◦ Current Month
  - ◦ Current Pay Period
  - ◦ Previous Month
  - ◦ Specific Date Range
  - ◦ Year To Date
- • **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 3 — Last modified: Apr 18, 2019

3.8.1.78. FBT

Preview an example of the FBT Report here

The **FBT** Report details

- • Date
- • Employee Name
- • FBT ID
- • FBT Description
- • Taxable Value
- • Grossed-up Value
- • Sub Total per FBT Item
- • Grand Total of all FBT Items

The **FBT** Report allows you to select from the following Report Selection Criteria

- • **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- • **Pay Location/Dept**
  - ◦ All Pay Locations

- ◦ Pay Location Not Available
- ◦ Specific Location/s
- ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active – Grouped by Item/Centre
  - ◦ Active – Grouped by Employee
  - ◦ All – Grouped by Item/Centre
  - ◦ All – Grouped by Employee
  - ◦ Specific Items or Centres
  - ◦ Selected Employee/s
  - ◦ Terminated – Grouped by Item/Centre
  - ◦ Terminated – Grouped by Employee
- **Report Period**
  - ◦ Current Month
  - ◦ Previous Month
  - ◦ Specific Date Range
  - ◦ Year To Date
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.79. FBT List

Preview an example of the FBT List Report here

The **FBT List** Report details

- Type (Database ID)
- Description

The **FBT List** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ Locked and Unavailable for selection
- **Pay Location/Dept**
  - ◦ Locked and Unavailable for selection
- **Report by**
  - ◦ Locked and Unavailable for selection
- **Report Period**
  - ◦ Locked and Unavailable for selection
- **Sort Criteria**
  - ◦ DBID
  - ◦ Description/Name
  - ◦ NONE

3.8.1.80. Gross Pay & Total Tax

Preview an example of the Gross Pay & Total Tax Report here

The **Gross Pay & Total Tax** Report details

- Month
- Gross
- Salary Sacrifice
- Tax
- Gross YTD
- Tax YTD
- Grand Totals

The **Gross Pay & Total Tax** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - All Employees
  - FLAT Non Business Employee
  - FLAT Personal Services Attributed Income
  - PAYG Labour Hire & Other Specified Payments
  - PAYG Non Business Employee
  - PAYG Voluntary Agreement Personal Services Attributed Income
  - Personal Services Attributed Income
- **Report Period**
  - Locked and Unavailable for selection
- **Sort Criteria**
  - Locked and Unavailable for selection

3.8.1.81. Leave Liability

Preview an example of the Leave Liability Report here

The **Leave Liability** Report details

- Employee Code
- Employee Name
- Employees Rate per hour
- Date (Period) the Leave Liability Estimate is for
- Pay Location the Employee is paid under
- Personal Leave Balance
- Personal Leave Liability Estimate
- Long Service Leave Balance
- Long Service Leave Liability Estimate
- Annual Leave Balance
- Annual Leave Liability Estimate
- RDO's Leave Balance
- RDO's Leave Liability Estimate
- TIL Leave Balance
- TIL Leave Liability Estimate

The **Leave Liability** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.82. Location Report

Preview an example of the Location Report here

The **Location** Report details

- Pay Location
- Employee Code
- Employee Name
- Pay Run Posting Date
- Gross
- Tax
- Net
- Ordinary Pay and Public Holidays
- Personal Leave
- Annual Leave
- RDO's
- Long Service Leave
- Overtime
- Other Payments
- Allowances
- Deductions
- Superannuation
- Employee Sub Totals
- Location Sub Totals
- Grand Totals

The **Location** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Locked and Unavailable for selection
- **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date

- **Sort Criteria**
  - ◦ Locked and Unavailable for selection

3.8.1.83. Location/Department Listing

Preview an example of the Location/Department Listing Report here

The **Location/Department Listing** Report details

- Location/Department Database ID
- Abbreviation
- Description

The **Location/Department Listing** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ Locked and Unavailable for selection
- **Pay Location/Dept**
  - ◦ Locked and Unavailable for selection
- **Report by**
  - ◦ Locked and Unavailable for selection
- **Report Period**
  - ◦ Locked and Unavailable for selection
- **Sort Criteria**
  - ◦ DBID
  - ◦ Description/Name
  - ◦ NONE

3.8.1.84. Long Service Leave Accrual

Preview an example of the Long Service Leave Report here

The **Long Service Leave** Report details

- Employee Code
- Employee Name
- Date Hired
- Pay Location
- Long Service Leave accrued displayed in hours
- Long Service Leave accrued displayed in days
- Long Service Leave taken displayed in hours
- Long Service Leave taken displayed in days
- Total Value of taken Long Service Leave

- Long Service Leave outstanding displayed in hours
- Long Service Leave outstanding displayed in days
- Total Value of outstanding Long Service Leave
- Grand Totals of Long Service Leave Accrued, Taken and Values

The **Long Service Leave** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Active Employees
  - All Employees
  - Inactive Employee/s
  - Selected Employee/s
  - Terminated Employee/s
- **Report Period**
  - Year To Date
- **Sort Criteria**
  - Employee Code
  - Employee DBID
  - Employee Surname
  - NONE

Revision: 3 — Last modified: Jun 25, 2019

3.8.1.85. Non SG Contributions YTD

- **Report Name**: Non SG Contributions YTD
- **Example**: **Preview an example of the Non SG Contributions YTD Report here**
- **Use**: The **Non SG Contributions YTD** Report is designed to print all Employee Superannuation Contributions year-to-date.
- **Details**:
  - Employee Name
  - Date of Birth
  - Superannuation Fund Database ID
  - Superannuation Member ID
  - Pay Run Posting Date
  - Salary Sacrifice
  - After Tax Contributions
  - Termination Date

- Employee Sub Totals
- Grand Totals
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Non SG Contributions YTD** Report.
  - **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
  - **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
  - **Report by**
    - All Employees
    - All Employees Grouped by Fund
    - Selected Fund/s
  - **Report Period**
    - Locked and Unavailable for selection
  - **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 4 — Last modified: Apr 18, 2019

3.8.1.86. Non SG Periodic Contributions

- **Report Name**: Non SG Periodic Contributions
- **Example**: **Preview an example of the Non SG Periodic Contributions Report here**
- **Use**: The **Non SG Contributions YTD** Report is designed to print all Employee Superannuation Contributions.
- **Details**:
  - Employee Name
  - Date of Birth
  - Superannuation Fund Database ID
  - Superannuation Member ID
  - Pay Run Posting Date
  - Salary Sacrifice
  - After Tax Contributions
  - Termination Date
  - Employee Sub Totals
  - Grand Totals
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Non SG Contributions YTD** Report.
  - **Pay Period**

▪ Locked and unavailable for selection.
  ◦ **Pay Location/Dept**
    ▪ Locked and unavailable for selection.
  ◦ **Report by**
    ▪ Locked and unavailable for selection.
  ◦ **Report Period**
    ▪ Current Fund Period
    ▪ Current Month
    ▪ Previous Month
    ▪ Specific Date Range
    ▪ Year To Date
  ◦ **Sort Criteria**
    ▪ Employee Code
    ▪ Employee DBID
    ▪ Employee Surname
    ▪ NONE

Revision: 7 — Last modified: Apr 18, 2019

3.8.1.87. Parental Leave Payments

Preview an example of the Parental Leave Payments Report here

The **Parental Leave Payments** Report details

- Employee Code
- Pay Location
- Employee Name
- Pay Run Posting Date
- QTY (hours)
- Amount Paid
- Employee Sub Totals
- Grand Totals

The **Parental Leave Payments** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  ◦ Locked and Unavailable for selection
- **Pay Location/Dept**
  ◦ Locked and Unavailable for selection
- **Report by**
  ◦ All Employees
  ◦ Selected Employee/s
- **Report Period**
  ◦ Specific Date Range
  ◦ Year To Date
- **Sort Criteria**
  ◦ Locked and Unavailable for selection

3.8.1.88. Pay Advice Summary

Preview an example of the Pay Advice Summary Report here

The **Pay Advice Summary** Report details

- Period Ending Date
- Payment Date
- Employee Name
- Employee Code
- Pay Rates
- QTY (hours)
- Rate
- Allowances
- Tax
- Deductions
- SG
- Sub Totals per Employee
- Grand Totals

The **Pay Advice Summary** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Employee Code

◦ Employee DBID
◦ Employee Surname
◦ NONE

3.8.1.89. Pay Rates

Preview an example of the Pay Rates Report here

The **Pay Rates** Report details

- Pay Run Posting Date
- Employee Code
- Employee Name
- Name of Pay Rate
- Report To
- QTY (hours)
- Amount
- Sub Totals for each Pay Rate listed per employee
- Sub Totals for each Pay Rate listed per item
- Grand Total of all Pay Rates

The **Pay Rates** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - ◦ All
    - ◦ Fortnightly
    - ◦ Monthly
    - ◦ Weekly
- **Pay Location/Dept**
    - ◦ All Pay Locations
    - ◦ Pay Location Not Available
    - ◦ Specific Location/s
    - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
    - ◦ Active – Grouped by Item/Centre
    - ◦ Active – Grouped by Employee
    - ◦ All – Grouped by Item/Centre
    - ◦ All – Grouped by Employee
    - ◦ Specific Items or Centres
    - ◦ Selected Employee/s
    - ◦ Terminated – Grouped by Item/Centre
    - ◦ Terminated – Grouped by Employee
- **Report Period**
    - ◦ Current Month
    - ◦ Current Pay Period
    - ◦ Previous Month

- ◦ Specific Date Range
- ◦ Year To Date
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 3 — Last modified: Apr 18, 2019

3.8.1.90. Pay Rates List

Preview an example of the Pay Rates List Report here

The **Pay Rates List** Report details

- Pay Rate DBID
- Description
- Report To
- Value
- Paid By
- Annual Leave
- Personal Leave
- RDO's
- Long Service Leave
- Taxable
- SG
- TIL

The **Pay Rates List** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ Locked and Unavailable for selection
- **Pay Location/Dept**
  - ◦ Locked and Unavailable for selection
- **Report by**
  - ◦ ALL
  - ◦ Active
  - ◦ Inactive
- Report Period
  - ◦ Locked and Unavailable for selection
- **Sort Criteria**
  - ◦ DBID
  - ◦ Description/Name
  - ◦ NONE

Revision: 3 — Last modified: Apr 18, 2019

3.8.1.91. PAYG Voluntary Transactions (one per page)

Preview an example of the PAYG Voluntary Transactions (one per page) Report here

The **PAYG Voluntary Transactions (one per page)** Report details

- Employee Code
- Employee Name
- Location
- Finalised Pay Run Dates
- Gross
- Tax
- Net
- Ordinary + Public Holiday
- Personal Leave
- Annual Leave
- RDO's
- Allowances
- Deductions
- Over-time
- SG
- Location Total per column
- Employee Total per column
- Grand Total per column

The **PAYG Voluntary Transactions (one per page)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Locked and Unavailable for selection
- **Report Period**
  - Current Pay Period
  - Current Month
  - Previous Month
  - Specific Date Range

      ◦ Year To Date
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.92. Payment Summaries

There are currently 52 Payment Summaries available and display different information depending on the **Report Selection Criteria** you select.

Each Payment Summary will report the relevant details from **Taxation Balances** in the Employee Profile depending on the Report Selection Criteria set.

Payment Summaries allow you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- Report by*
  - ◦ All Business and Personal Services Income (A4)
  - ◦ All Business and Personal Services Income (Amendment) (A4)
  - ◦ All Business and Personal Services Income (Amendment) (Z fold address centre)
  - ◦ All Business and Personal Services Income (Amendment) (Z fold address left)
  - ◦ All Business and Personal Services Income (Z fold address centre)
  - ◦ All Business and Personal Services Income (Z fold address left)
  - ◦ All Employees (Summary)
  - ◦ All ETP (A4)
  - ◦ All ETP (Amendment) (A4)
  - ◦ All ETP (Amendment) (Z fold address centre)
  - ◦ All ETP (Amendment) (Z fold address left)
  - ◦ All ETP (Z fold address centre)
  - ◦ All ETP (Z fold address left)
  - ◦ All foreign employment (A4)
  - ◦ All foreign employment (Amendment) (A4)
  - ◦ All foreign employment (Amendment) (Z fold address centre)
  - ◦ All foreign employment (Amendment) (Z fold address left)
  - ◦ All foreign employment (Z fold address centre)

- ◦ All foreign employment (Z fold address left)
- ◦ All individual non-business (A4)
- ◦ All individual non-business (Amendment) (A4)
- ◦ All individual non-business (Amendment) (Z fold address centre)
- ◦ All individual non-business (Amendment) (Z fold address left)
- ◦ All individual non-business (Z fold address centre)
- ◦ All individual non-business (Z fold address left)
- ◦ All where ABN Not Quoted
- ◦ Selected Business and Personal Services Income (A4)
- ◦ Selected Business and Personal Services Income (Amendment) (A4)
- ◦ Selected Business and Personal Services Income (Amendment) (Z fold address centre)
- ◦ Selected Business and Personal Services Income (Amendment) (Z fold address left)
- ◦ Selected Business and Personal Services Income (Z fold address centre)
- ◦ Selected Business and Personal Services Income (Z fold address left)
- ◦ Selected Employee/s (Summary)
- ◦ Selected ETP (A4)
- ◦ Selected ETP (Amendment) (A4)
- ◦ Selected ETP (Amendment) (Z fold address centre)
- ◦ Selected ETP (Amendment) (Z fold address left)
- ◦ Selected ETP (Z fold address centre)
- ◦ Selected ETP (Z fold address left)
- ◦ Selected foreign employment (A4)
- ◦ Selected foreign employment (Amendment) (A4)
- ◦ Selected foreign employment (Amendment) (Z fold address centre)
- ◦ Selected foreign employment (Amendment) (Z fold address left)
- ◦ Selected foreign employment (Z fold address centre)
- ◦ Selected foreign employment (Z fold address left)
- ◦ Selected individual non-business (A4)
- ◦ Selected individual non-business (Amendment) (A4)
- ◦ Selected individual non-business (Amendment) (Z fold address centre)
- ◦ Selected individual non-business (Amendment) (Z fold address left)
- ◦ Selected individual non-business (Z fold address centre)
- ◦ Selected individual non-business (Z fold address left)
- ◦ Selected where ABN Not Quoted
- **Report Period**
  - ◦ Locked and Unavailable for selection
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 2 — Last modified: Apr 18, 2019

3.8.1.93. Payroll Analysis

Preview an example of the Payroll Analysis Report here

The **Payroll Analysis** Report details

- Employee Code
- Employee Name
- Pay Run Posting Date/s
- Gross Payments
- Tax
- Net
- Ordinary and Public Holidays
- Personal Leave
- Annual Leave
- RDO's
- Long Service Leave
- Overtime
- Other Payments
- Taxable and Non-Taxable Allowances
- Taxable and Non-Taxable Deductions
- Total Employer SG (10.50%) and **ONLY Reportable Employer Superannuation Contributions (RESC) where you have agreed to contribute over 10.50% as part of an employee's individual salary package and have defined the additional Contribution Amount within the Employee**.
- Employee Sub Totals
- Grand Totals
- The number of employees the report includes balances for.

The **Payroll Analysis** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Active Employees
  - All Employees
  - Inactive Employee/s
  - Selected Employee/s
  - Terminated Employee/s
- **Report Period**
  - Current Month
  - Current Pay Period
  - Previous Month
  - Specific Date Range

- ◦ Year To Date
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 6 — Last modified: Jul 25, 2022

3.8.1.94. Payroll Analysis – Landscape

Preview an example of the Payroll Analysis – Landscape Report here

The **Payroll Analysis – Landscape** Report details

- Employee Code
- Employee Name
- Pay Run Posting Date/s
- Gross Payments
- Tax
- Net
- Ordinary and Public Holidays
- Personal Leave
- Annual Leave
- RDO's
- Long Service Leave
- Overtime
- Other Payments
- Taxable and Non-Taxable Allowances
- Taxable and Non-Taxable Deductions
- Total Employer SG (10.50%) and **ONLY Reportable Employer Superannuation Contributions (RESC) where you have agreed to contribute over 10.50% as part of an employee's individual salary package and have defined the additional Contribution Amount within the Employee**.
- Employee Sub Totals
- Grand Totals
- The number of employees the report includes balances for.

The **Payroll Analysis – Landscape** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- **Pay Location/Dept**
  - ◦ All Pay Locations

- ◦ Pay Location Not Available
- ◦ Specific Location/s
- ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- **Report Period**
  - ◦ Current Month
  - ◦ Current Pay Period
  - ◦ Previous Month
  - ◦ Specific Date Range
  - ◦ Year To Date
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

Revision: 6 — Last modified: Jul 25, 2022

3.8.1.95. Payroll Analysis (Simple)

Preview an example of the Payroll Analysis (Simple) Report here

The **Payroll Analysis (Simple)** Report details

- Employee Code
- Employee Name
- Pay Run Posting Date/s
- Gross Payments
- Tax
- Net
- Taxable and Non-Taxable Allowances
- Taxable and Non-Taxable Deductions
- Employee Sub Totals

The **Payroll Analysis (Simple)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- **Pay Location/Dept**
  - ◦ All Pay Locations

- Pay Location Not Available
- Specific Location/s
- Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Active Employees
  - All Employees
  - Inactive Employee/s
  - Selected Employee/s
  - Terminated Employee/s
- **Report Period**
  - Current Month
  - Current Pay Period
  - Previous Month
  - Specific Date Range
  - Year To Date
- **Sort Criteria**
  - Employee Code
  - Employee DBID
  - Employee Surname
  - NONE

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3.8.1.96. Payroll Analysis (Simple) – Landscape

Preview an example of the Payroll Analysis (Simple) – Landscape Report here

The **Payroll Analysis (Simple) – Landscape** Report details

- Employee Code
- Employee Name
- Pay Run Posting Date/s
- Gross Payments
- Tax
- Net
- Taxable and Non-Taxable Allowances
- Taxable and Non-Taxable Deductions
- Employee Sub Totals

The **Payroll Analysis (Simple) – Landscape** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly

- Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Active Employees
  - All Employees
  - Inactive Employee/s
  - Selected Employee/s
  - Terminated Employee/s
- **Report Period**
  - Current Month
  - Current Pay Period
  - Previous Month
  - Specific Date Range
  - Year To Date
- **Sort Criteria**
  - Employee Code
  - Employee DBID
  - Employee Surname
  - NONE

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3.8.1.97. Payroll Analysis Total Monthly

Preview an example of the Payroll Analysis Total Monthly Report here

The **Payroll Analysis Total Monthly** Report details

- Month or Months the report has been printed for.
- Gross Payments
- Total Tax
- Total Net
- Total Personal Leave
- Total Annual Leave
- Total RDO's
- Total Long Service Leave
- Total Overtime
- Total Taxable and Non-Taxable Allowances
- Total Deductions
- Total Employer SG (10.50%) and **ONLY Reportable Employer Superannuation Contributions (RESC) where you have agreed to contribute over 10.50% as part of an employee's individual salary package and have defined the additional Contribution Amount within the Employee**.
- The number of employees the report includes balances for

The **Payroll Analysis Total Monthly** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Locked and Unavailable for selection

Revision: 6 — Last modified: Jul 25, 2022

3.8.1.98. Payroll Analysis Total Weekly

Preview an example of the Payroll Analysis Total Weekly Report here

The **Payroll Analysis Total Weekly** Report details

- Week or Weeks the report has been printed for.
- Gross Payments
- Total Tax
- Total Net
- Total Personal Leave
- Total Annual Leave
- Total RDO's
- Total Long Service Leave
- Total Overtime
- Total Taxable and Non-Taxable Allowances
- Total Deductions
- Total Employer SG (10.50%) and **ONLY Reportable Employer Superannuation Contributions**

(RESC) where you have agreed to contribute over 10.50% as part of an employee's individual salary package and have defined the additional Contribution Amount within the Employee.
- The number of employees the report includes balances for

The **Payroll Analysis Total Weekly** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Active Employees
  - All Employees
  - Inactive Employee/s
  - Selected Employee/s
  - Terminated Employee/s
- **Report Period**
  - Current Month
  - Current Pay Period
  - Previous Month
  - Specific Date Range
  - Year To Date
- **Sort Criteria**
  - Locked and Unavailable for selection

Revision: 7 — Last modified: Jul 25, 2022

3.8.1.99. Payroll Analysis Total Yearly

Preview an example of the Payroll Analysis Total Yearly Report here

The **Payroll Analysis Total Yearly** Report details

- Year or Years the report has been printed for.
- Gross Payments
- Total Tax
- Total Net
- Total Personal Leave
- Total Annual Leave
- Total RDO's

- Total Long Service Leave
- Total Overtime
- Total Taxable and Non-Taxable Allowances
- Total Deductions
- Total Employer SG (10.50%) and **ONLY Reportable Employer Superannuation Contributions (RESC) where you have agreed to contribute over 10.50% as part of an employee's individual salary package and have defined the additional Contribution Amount within the Employee**.
- The number of employees the report includes balances for

The **Payroll Analysis Total Yearly** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Locked and Unavailable for selection

Revision: 5 — Last modified: Jul 25, 2022

3.8.1.100. Payroll Summary

Preview an example of the Payroll Summary Report here

The **Payroll Summary** Report details

- Used Pay Types / Allowances
- Used Deductions

- Tax
- Superannuation
- Item Description/s
- Balances based on the Reporting Period
- Year to Date Balances
- Sub Totals
- Grand Totals

The **Payroll Summary** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - ◦ Locked and Unavailable for selection
- **Pay Location/Dept**
    - ◦ Locked and Unavailable for selection
- **Report by**
    - ◦ Locked and Unavailable for selection
- **Report Period**
    - ◦ Current Month
    - ◦ Previous Month
    - ◦ Specific Date Range
    - ◦ Year To Date
- **Sort Criteria**
    - ◦ Locked and Unavailable for selection

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3.8.1.101. Payroll Summary (ALL)

Preview an example of the Payroll Summary (ALL) Report here

The **Payroll Summary (ALL)** Report details

- All Available Pay Types / Allowances
- All Available Deductions
- Tax
- Superannuation
- Item Description/s
- Balances based on the Reporting Period
- Year to Date Balances
- Sub Totals
- Grand Totals

The **Payroll Summary (ALL)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - ◦ Locked and Unavailable for selection
- **Pay Location/Dept**
    - ◦ Locked and Unavailable for selection

- **Report by**
    - Locked and Unavailable for selection
- **Report Period**
    - Current Month
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Locked and Unavailable for selection

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3.8.1.102. Payroll Tax

Preview an example of the Payroll Tax Report here

The **Payroll Tax** Report details

- Payroll Tax State
- Month
- Total Gross
- Total Payroll Tax Gross
- Total Payroll Tax Super
- Payroll Tax Percentage
- Payroll Tax Liability Estimate

The **Payroll Tax** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Any Pay Locations/Departments you have added will be listed
    - Specific Location/s
- **Report by**
    - Locked and Unavailable for selection
- **Report Period**
    - Current Month
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Locked and Unavailable for selection

3.8.1.103. Personal Leave Accrual

Preview an example of the Personal Leave Report here

The **Personal Leave** Report details

- Employee Code
- Employee Name
- Pay Location
- Personal Leave accrued displayed in hours
- Personal Leave accrued displayed in days
- Personal Leave taken displayed in hours
- Personal Leave taken displayed in days
- Total Value of taken Personal Leave
- Personal Leave outstanding displayed in hours
- Personal Leave outstanding displayed in days
- Total Value of outstanding Personal Leave
- Grand Totals of Personal Leave Accrued, Taken and Values.

The **Personal Leave** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Year To Date
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

3.8.1.104. Personal Leave with Date Hired

Preview an example of the Personal Leave with Date Hired Report here

The **Personal Leave** Report details

- Employee Code
- Employee Name
- Date Hired
- Pay Location
- Personal Leave accrued displayed in hours
- Personal Leave accrued displayed in days
- Personal Leave taken displayed in hours
- Personal Leave taken displayed in days
- Total Value of taken Personal Leave
- Personal Leave outstanding displayed in hours
- Personal Leave outstanding displayed in days
- Total Value of outstanding Personal Leave
- Grand Totals of Personal Leave Accrued, Taken and Values.

The **Personal Leave with Date Hired** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Year To Date
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

3.8.1.105. RDO Summary

Preview an example of the RDO Summary Report here

The **RDO Summary** Report details

- Employee Code
- Employee Name
- Date Hired
- Pay Location
- RDO's accrued displayed in hours
- RDO's accrued displayed in days
- RDO's taken displayed in hours
- RDO's taken displayed in days
- Total Value of taken RDO's
- RDO's outstanding displayed in hours
- RDO's outstanding displayed in days
- Total Value of outstanding RDO's
- Grand Totals of RDO's Accrued, Taken and Values.

The **RDO Summary** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Employee Code

- Employee DBID
- Employee Surname
- NONE

3.8.1.106. Reference Report – All

Preview an example of the Reference Report – All here

The **Reference Report – All** details

- **Pay Types**
  - Database ID
  - Description
  - Classification
- **Allowances**
  - Database ID
  - Description
  - Classification
- **Deductions**
  - Database ID
  - Description
  - Classification
- **Cost Centres**
  - Database ID
  - Description
  - Abbreviation
- **Employees**
  - Database ID
  - Full Name
  - Employee Code
  - Employee Clock ID
- **Awards**
  - Database ID
  - Description
  - Type
- **Super Funds**
  - Database ID
  - Fund Name
  - Fund Number

The **Reference Report – All** does not allow any Report Selection Criteria as it is designed for informational use only.

3.8.1.107. Reference Report – Employee

Preview an example of the Reference Report – Employee here

The **Reference Report – Employee** details

- **Employees**
  - Database ID
  - Full Name
  - Employee Code
  - Employee Clock ID
- **Awards**
  - Database ID
  - Description
  - Type
- **Super Funds**
  - Database ID
  - Fund Name
  - Fund Number

The **Reference Report – Employee** does not allow any Report Selection Criteria as it is designed for informational use only.

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3.8.1.108. Reference Report – Employee Only

Preview an example of the Reference Report – Employee Only here

The **Reference Report – Employee Only** details

- Database ID
- Full Name
- Employee Code
- Employee Clock ID

The **Reference Report – Employee Only** does not allow any Report Selection Criteria as it is designed for informational use only.

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3.8.1.109. Reference Report – Pay Run

Preview an example of the Reference Report – Pay Run here

The **Reference Report – Pay Run** details

- Database ID
- Description
- Classification

The **Reference Report – Pay Run** does not allow any Report Selection Criteria as it is designed for informational use only.

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3.8.1.110. SG Contributions Statement

Preview an example of the SG Contributions Statement Report here

The **SG Contributions Statement** Report details

- Employee Name
- Date of Birth
- Member ID
- Primary Fund Name
- Primary Fund Address
- Fund Phone
- Superannuation Period
- Payment Information
- Payment Date
- Period Ending Date
- Contribution Information
- Pay Run Posting Date
- Super accumulated during the pay run
- Sub Totals

The **SG Contributions Statement** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Active Employees
  - All Employees

- ◦ Inactive Employee/s
- ◦ Selected Employee/s
- ◦ Terminated Employee/s
- **Report Period**
  - ◦ Current Month
  - ◦ Previous Month
  - ◦ Specific Date Range
  - ◦ Year To Date
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

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3.8.1.111. SG Contributions Statement (Aust. Post DL Envelope No. 48248)

Preview an example of the SG Contributions Statement (Aust. Post DL Envelope No. 48248) Report here

The **SG Contributions Statement (Aust. Post DL Envelope No. 48248)** Report details

- Employee Name
- Date of Birth
- Member ID
- Primary Fund Name
- Primary Fund Address
- Fund Phone
- Superannuation Period
- Payment Information
- Payment Date
- Period Ending Date
- Contribution Information
- Pay Run Posting Date
- Super accumulated during the pay run
- Sub Totals

The **SG Contributions Statement (Aust. Post DL Envelope No. 48248)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly

- **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Active Employees
  - ◦ All Employees
  - ◦ Inactive Employee/s
  - ◦ Selected Employee/s
  - ◦ Terminated Employee/s
- **Report Period**
  - ◦ Current Month
  - ◦ Previous Month
  - ◦ Specific Date Range
  - ◦ Year To Date
- **Sort Criteria**
  - ◦ Employee Code
  - ◦ Employee DBID
  - ◦ Employee Surname
  - ◦ NONE

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3.8.1.112. SG Contributions Statement (DL Envelope)

Preview an example of the SG Contributions Statement (DL Envelope) Report here

The **SG Contributions Statement (DL Envelope)** Report details

- Employee Name
- Date of Birth
- Member ID
- Primary Fund Name
- Primary Fund Address
- Fund Phone
- Superannuation Period
- Payment Information
- Payment Date
- Period Ending Date
- Contribution Information
- Pay Run Posting Date
- Super accumulated during the pay run
- Sub Totals

The **SG Contributions Statement (DL Envelope)** Report allows you to select from the following Report

Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Current Month
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

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3.8.1.113. SG Contributions Statement (e-mail)

Preview an example of the SG Contributions Statement (e-mail) Report here

The **SG Contributions Statement (e-mail)** Report details

- Employee Name
- Date of Birth
- Member ID
- Primary Fund Name
- Primary Fund Address
- Fund Phone
- Superannuation Period
- Payment Information
- Payment Date

- Period Ending Date
- Contribution Information
- Pay Run Posting Date
- Super accumulated during the pay run
- Sub Totals

The **SG Contributions Statement (e-mail)** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Current Month
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 2 — Last modified: Apr 23, 2019

3.8.1.114. SG YTD Employee Balances

- **Report Name**: SG YTD Employee Balances
- **Example**: **Preview an example of the SG YTD Employee Balances Report here**
- **Use**: The **SG YTD Employee Balances** Report is designed to print all Superannuation Contributions that have accumulated and have been paid year-to-date.
- **Details**:
    - Employee Code
    - Employee Name
    - Primary Fund Number

◦ Superannuation Fund Name
◦ Sub totals paid per Employee
◦ Total Contributions paid for the Report Period.

- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **SG YTD Employee Balances** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations
    - ▪ Pay Location Not Available
    - ▪ Specific Location/s
    - ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ All Employees
    - ▪ All Employees Grouped by Fund
    - ▪ Selected Fund/s
  - ◦ **Report Period**
    - ▪ Locked and Unavailable for selection
  - ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

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3.8.1.115. SG YTD Monthly Summary

- **Report Name**: SG YTD Monthly Summary
- **Example**: **Preview an example of the SG YTD Monthly Summary Report here**
- **Use**: The **SG YTD Monthly Summary** Report is designed to print all Superannuation Contributions that have accumulated and have been paid displayed by month.
- **Details**:
  - ◦ Month
  - ◦ Gross
  - ◦ Year to Date
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **SG YTD Monthly Summary** Report.
  - ◦ **Pay Period**
    - ▪ All
    - ▪ Fortnightly
    - ▪ Monthly
    - ▪ Weekly
  - ◦ **Pay Location/Dept**
    - ▪ All Pay Locations

- ▪ Pay Location Not Available
- ▪ Specific Location/s
- ▪ Any Pay Locations/Departments you have added will be listed
  - ◦ **Report by**
    - ▪ All Employees
    - ▪ All Employees Grouped by Fund
    - ▪ Selected Fund/s
  - ◦ **Report Period**
    - ▪ Locked and Unavailable for selection
  - ◦ **Sort Criteria**
    - ▪ Locked and Unavailable for selection

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3.8.1.116. Superannuation Fund List

Preview an example of the Superannuation Fund List Report here

The **Superannuation Fund List** Report details

- • Fund ID
- • Fund Name
- • Fund Number
- • Payment Frequency
- • Start Date
- • Phone Number

The **Superannuation Fund List** Report allows you to select from the following Report Selection Criteria

- • **Pay Period**
  - ◦ Locked and Unavailable for selection
- • **Pay Location/Dept**
  - ◦ Locked and Unavailable for selection
- • **Report by**
  - ◦ ALL
  - ◦ Active
  - ◦ Inactive
- • Report Period
  - ◦ Locked and Unavailable for selection
- • **Sort Criteria**
  - ◦ DBID
  - ◦ Description/Name
  - ◦ NONE

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3.8.1.117. Total Periodic Superannuation

Contributions

- **Report Name**: Total Periodic Superannuation Contributions
- **Example**: **Preview an example of the Total Periodic Superannuation Contributions Report here**
- **Use**: The **Total Periodic Superannuation Contributions** Report is designed to print all unpaid Superannuation Contributions (Employer Contributions, Salary Sacrifice and After-Tax Superannuation Deductions).
- **Details**:
    - Employee Name
    - Tax File Number
    - Date of Birth
    - Fund Name
    - SG ID
    - Member ID
    - Pay Run Posting Date
    - Superannuation (SG)
    - Reportable Employer Superannuation Contribution (RESC)
    - Salary Sacrifice
    - After Tax Contributions
    - Employee Sub Totals
    - Fund Sub Totals
    - Grand Totals
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Total Periodic Superannuation Contributions** Report.
    - **Pay Period**
        - All
        - Fortnightly
        - Monthly
        - Weekly
    - **Pay Location/Dept**
        - All Pay Locations
        - Pay Location Not Available
        - Specific Location/s
        - Any Pay Locations/Departments you have added will be listed
    - **Report by**
        - All Employees
        - All Employees Grouped by Fund
        - Selected Fund/s
    - **Report Period**
        - Current Fund Period
        - Current Month
        - Current Pay Period
        - Previous Month
        - Specific Date Range
    - **Sort Criteria**
        - Employee Code

- ▪ Employee DBID
- ▪ Employee Surname
- ▪ NONE

Revision: 5 — Last modified: Feb 15, 2021

3.8.1.118. Withholding Tax – Monthly

Preview an example of the Withholding Tax – Monthly Report here

The **Withholding Tax – Monthly** Report details

- Month
- Total Gross Wages
- No ABN Gross Total
- W1 Gross Total
- W2 Tax Withheld
- W4 Tax Withheld
- Tax
- Business Activity Statement Totals

The **Withholding Tax – Monthly** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - ◦ All
  - ◦ Fortnightly
  - ◦ Monthly
  - ◦ Weekly
- **Pay Location/Dept**
  - ◦ All Pay Locations
  - ◦ Pay Location Not Available
  - ◦ Specific Location/s
  - ◦ Any Pay Locations/Departments you have added will be listed
- **Report by**
  - ◦ Locked and unavailable for selection
- **Report Period**
  - ◦ Current Month
  - ◦ Current Pay Period
  - ◦ Previous Month
  - ◦ Specific Date Range
  - ◦ Year To Date
- **Sort Criteria**
  - ◦ Locked and unavailable for selection

Revision: 2 — Last modified: Apr 23, 2019

3.8.1.119. Withholding Tax – Quarterly

Preview an example of the Withholding Tax – Quarterly Report here

The **Withholding Tax – Quarterly** Report details

- Quarter
- Total Gross Wages
- No ABN Gross Total
- W1 Gross Total
- W2 Tax Withheld
- W4 Tax Withheld
- Tax
- Business Activity Statement Totals

The **Withholding Tax – Quarterly** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
  - All
  - Fortnightly
  - Monthly
  - Weekly
- **Pay Location/Dept**
  - All Pay Locations
  - Pay Location Not Available
  - Specific Location/s
  - Any Pay Locations/Departments you have added will be listed
- **Report by**
  - Locked and unavailable for selection
- **Report Period**
  - Current Month
  - Current Pay Period
  - Previous Month
  - Specific Date Range
  - Year To Date
- **Sort Criteria**
  - Locked and unavailable for selection

Revision: 2 — Last modified: Apr 23, 2019

3.8.1.120. Withholding Tax – Total/Weekly

Preview an example of the Withholding Tax – Total/Weekly Report here

The **Withholding Tax – Total/Weekly** Report details

- Pay Run Posting Date/s
- Total Gross Wages
- No ABN Gross Total
- W1 Gross Total
- W2 Tax Withheld
- W4 Tax Withheld
- Tax
- Business Activity Statement Totals

The **Withholding Tax – Total/Weekly** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Locked and unavailable for selection
- **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Locked and unavailable for selection

Revision: 2 — Last modified: Apr 23, 2019

3.8.1.121. WorkCover Annual Return

Preview an example of the WorkCover Annual Return Report here

The **WorkCover Annual Return** Report details

- Employee Code
- Employee Name
- Month
- Pay Run Posting Date/s
- Gross + South Australia SG
- SG for South Australia Only
- Workcover %

- Workcover this Pay
- Sub Totals
- Grand Totals

The **WorkCover Annual Return** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Locked and Unavailable for selection
- **Report Period**
    - Locked and Unavailable for selection
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 2 — Last modified: Apr 23, 2019

3.8.1.122. WorkCover Periodic Report

Preview an example of the WorkCover Periodic Report here

The **WorkCover Periodic Report** details

- Employee Name
- Pay Run Posting Date/s
- $ Workcover
- Workcover %
- Termination Date
- Subtotals per Employee
- Total Contributions

The **WorkCover Periodic Report** allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly

  - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
- **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date
- **Sort Criteria**
    - Employee Code
    - Employee DBID
    - Employee Surname
    - NONE

Revision: 3 — Last modified: Feb 15, 2021

3.8.1.123. WorkCover YTD

Preview an example of the WorkCover YTD Report here

The **WorkCover YTD** Report details the relevant details from **WorkCover** in the Employees profile.

The **WorkCover YTD** Report allows you to select from the following Report Selection Criteria

- **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
- **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
- **Report by**
    - Locked and Unavailable for selection
- **Report Period**
    - Locked and Unavailable for selection

- **Sort Criteria**
  - Employee Code
  - Employee DBID
  - Employee Surname
  - NONE

Revision: 2 — Last modified: Apr 23, 2019

3.8.1.124. Variable Deduction

- **Report Name**: **Variable Deductions** report.
- **Example**: Preview an example of the **Variable Deductions Report here**
- **Use**: The **Variable Deductions** Report will display the per pay period Variable Deduction amounts per Employee.
- **Details**: The **Variable Deductions** report will display the following information, depending on the **Report Selection Criteria** you select.
  - Employee Code
  - Employee Name
  - Deduction Name/s
  - Amount that has been set to be deducted per pay period
  - Total Amount to be deducted before repayments cease (if entered and applicable)
  - Pay Run Posting Date
  - Amount that has actually been deducted per pay period
  - Grand Totals
- **Report Selection Criteria**: The following **Report Selection Criteria** is available for the **Accrual Tracking** Report.
  - **Pay Period**
    - All
    - Fortnightly
    - Monthly
    - Weekly
  - **Pay Location/Dept**
    - All Pay Locations
    - Pay Location Not Available
    - Specific Location/s
    - Any Pay Locations/Departments you have added will be listed
  - **Report by**
    - Active Employees
    - All Employees
    - Inactive Employee/s
    - Selected Employee/s
    - Terminated Employee/s
  - **Report Period**
    - Current Month
    - Current Pay Period
    - Previous Month
    - Specific Date Range
    - Year To Date

- ◦ **Sort Criteria**
    - ▪ Employee Code
    - ▪ Employee DBID
    - ▪ Employee Surname
    - ▪ NONE

Revision: 2 — Last modified: Apr 23, 2019

3.9. Tax Menu

- • **Tax**
    - ◦ **STP**: Single Touch Payroll Reporting Options
        - ▪ **Submit Update**: An STP Update Event is used to update the ATO of changes that do not affect W1 (Gross Wages) and W2 (Tax). This file is also used when first reporting with STP, to advise the ATO of payments already processed to your Employees.
        - ▪ **Update Allowance and Deduction YTD Balances**: Uses the current Allowance or Deduction setup to create the Allowance and Deduction YTD STP Balances
        - ▪ **Single Touch Payroll Health Check**: A Single Touch Payroll Health check is used before your first Pay Run to ensure all mandatory field are completed and there is no missing information.
        - ▪ **STP Customer Dashboard**: Open's SuperChoice's website
        - ▪ **Generate Audit Log**: The Audit Log is a .CSV document detailing the actions performed within the software, providing a **User Access Account** has been established.
        - ▪ **Review STP Transactions**: View the information included in each of your Single Touch Payroll submissions.
        - ▪ **Start e-PayDay® BE SBR 2 Client (STP)**: Manually start e-PayDay® BE SBR2 Client.
    - ◦ **Company Taxation Details**: Information required when submitting your STP Submissions.
    - ◦ **Taxation (ATO) Forms**
        - ▪ **ALL Forms (ATO Web Site)**: Embedded link to the ATO's Website to find their most popular forms (Such a Tax file number declaration).
    - ◦ **EOFY Utilities**
        - ▪ **Backup Financial Year Data** : Backup your End of Financial Year Data (outside of End of Financial Year in the **File Menu**).
        - ▪ **Archive Financial Year Data**: Archive your End of Financial Year Data (outside of End of Financial Year in the **File Menu**).
        - ▪ **Start New Financial Year**: Start your new Financial Year Data (outside of End of Financial Year in the **File Menu**).
    - ◦ **Tax Tables**
        - ▪ **Tax Scale 1**: Applies to Employees who do not wish to claim the Tax Free Threshold (Question 8 in Tax file number declaration).
        - ▪ **Tax Scale 2**: Applies to Employees who are claiming the Tax Free Threshold (Question 8 in Tax file number declaration).
        - ▪ **Tax Scale 3**: Applies to Employees who are Foreign Residents (Question 7 in Tax file number declaration).
        - ▪ **Tax Scale 4**: Applies to Employees who have failed to provide a Tax file number declaration within 28 days of commencing Employment.

- **Tax Scale 5**: Applies to Employees who have provided a Medicare levy variation declaration and are entitled to a FULL Exemption.
- **Tax Scale 6**: Applies to Employees who have provided a Medicare levy variation declaration and are entitled to a HALF Exemption.
- **STSL Tax**: Applies to Employees who have indicated they have a Study and Training Support Loan (Question 9 in Tax file number declaration).
- **Medicare Levy**: Wage Payment Thresholds to claim a Medicare Levy variation.
- **FBT**: Fringe Benefits Tax Rates.
- **General**: CDEP and Post 17 August 1993 Termination Payments.
- **Payroll Tax**: Payroll Tax Thresholds and Rates.
- **Shearing Industry**: Resident and Non-Resident Tax Rates for Employees in the Shearing Industry.
- **Single (Senior Australians)**: Applies to Employees (Senior Australians) who have answered Yes – Single to Question 9 on the Withholding declaration.
- **Member of a Couple (Senior Australians)**: Applies to Employees (Senior Australians) who have answered Yes – a member of a couple to Question 9 on the Withholding declaration.
- **Illness Separated (Senior Australians)**: Applies to Employees (Senior Australians) who have answered Yes – a member of an illness-separated couple to Question 9 on the Withholding declaration.
- **Horticultural Industry**: Resident and Non-Resident Tax Rates for Employees in the Horticultural Industry.
- **Working Holiday Makers**: Applies to Working Holiday Makers (Question 7 in Tax file number declaration).

Revision: 37 — Last modified: Feb 15, 2021

3.9.1. Tax Scale 1 (Australian Resident, Tax Free Threshold is NOT claimed)

> **!** The displayed thresholds are based on Employee's who are paid **Weekly**.
> If your Employee's are paid **Fortnightly**, please multiply the thresholds by **2**.
> If your Employee's are paid **Fortnightly**, please multiply the thresholds by **4.333**.
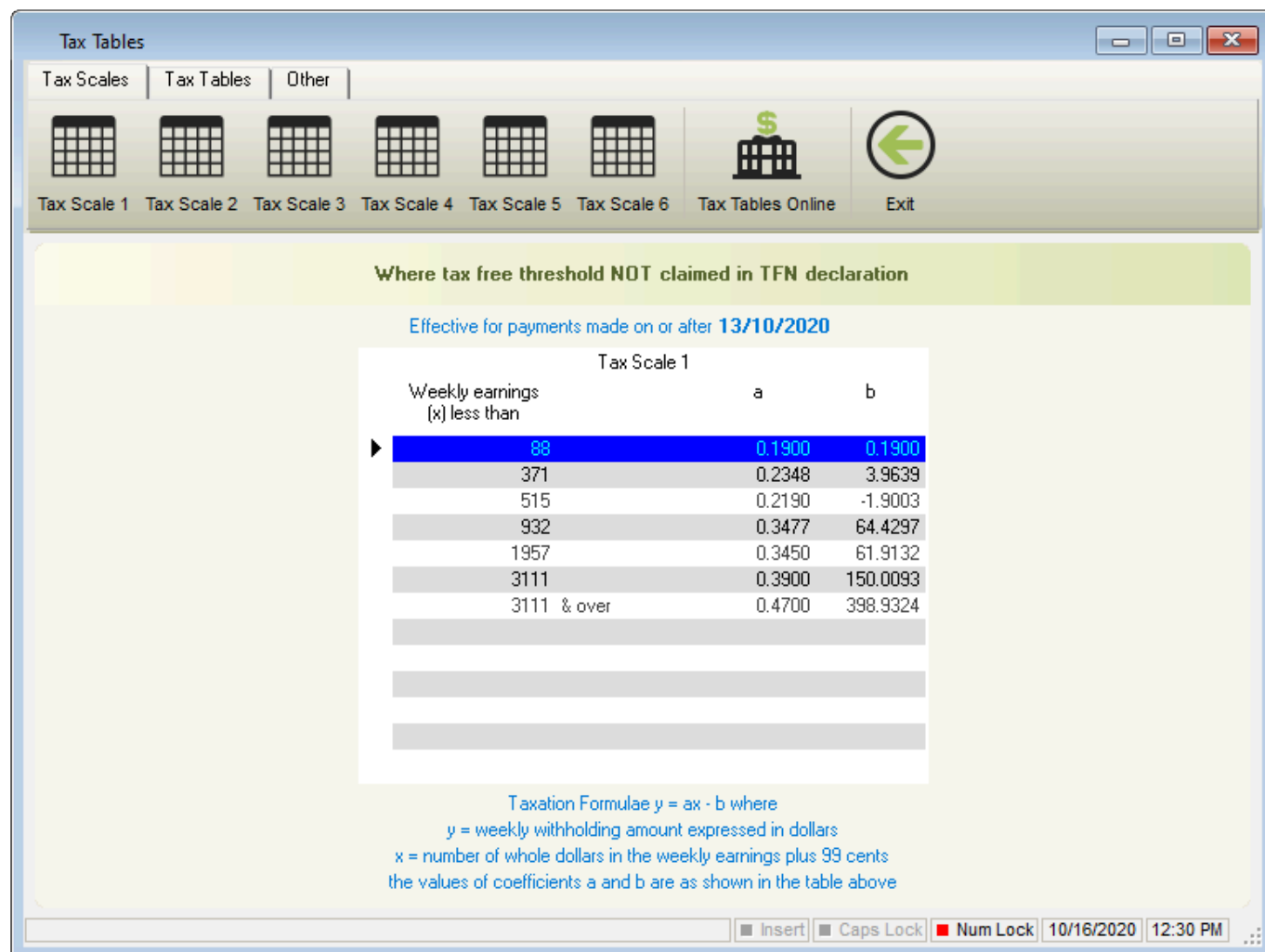
3.9.2. Tax Scale 2 (Australian Resident claiming the Tax Free Threshold)

> ❗ The displayed thresholds are based on Employee's who are paid **Weekly**.
> If your Employee's are paid **Fortnightly**, please multiply the thresholds by **2**.
> If your Employee's are paid **Fortnightly**, please multiply the thresholds by **4.333**.

Revision: 3 — Last modified: Jul 06, 2020

3.9.3. Tax Scale 3 (Foreign Resident)

> ! The displayed thresholds are based on Employee's who are paid **Weekly**.
> If your Employee's are paid **Fortnightly**, please multiply the thresholds by **2**.
> If your Employee's are paid **Fortnightly**, please multiply the thresholds by **4.333**.

Tax Tables

Tax Scales | Tax Tables | Other

Tax Scale 1 | Tax Scale 2 | Tax Scale 3 | Tax Scale 4 | Tax Scale 5 | Tax Scale 6 | Tax Tables Online | Exit

Foreign Residents

Effective for payments made on or after **13/10/2020**

Tax Scale 3

Weekly earnings (x) less than	a	b
2307	0.3250	0.3250
3461	0.3700	103.8462
3461 & over	0.4500	380.7692

Taxation Formulae $y = ax - b$ where
y = weekly withholding amount expressed in dollars
x = number of whole dollars in the weekly earnings plus 99 cents
the values of coefficients a and b are as shown in the table above

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Revision: 3 — Last modified: Jul 06, 2020

3.9.4. Tax Scale 4 (Tax File Number NOT Provided)

Revision: 2 — Last modified: Feb 21, 2020

3.9.5. Tax Scale 5 (FULL exemption from Medicare Levy)

> **!** The displayed thresholds are based on Employee's who are paid **Weekly**.
> If your Employee's are paid **Fortnightly**, please multiply the thresholds by **2**.
> If your Employee's are paid **Fortnightly**, please multiply the thresholds by **4.333**.
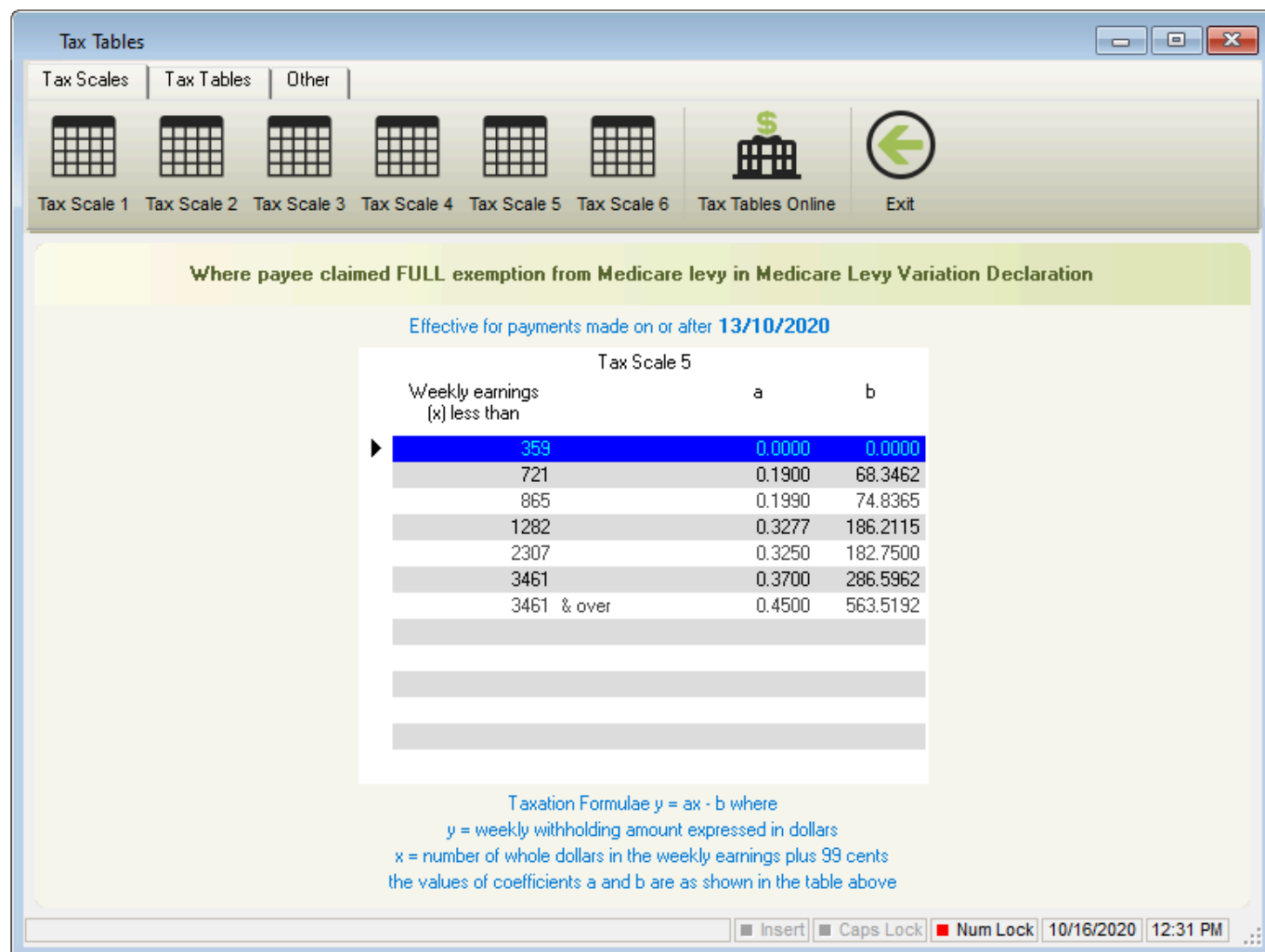
3.9.6. Tax Scale 6 (HALF exemption from Medicare Levy)

! The displayed thresholds are based on Employee's who are paid **Weekly**.
If your Employee's are paid **Fortnightly**, please multiply the thresholds by **2**.
If your Employee's are paid **Fortnightly**, please multiply the thresholds by **4.333**.
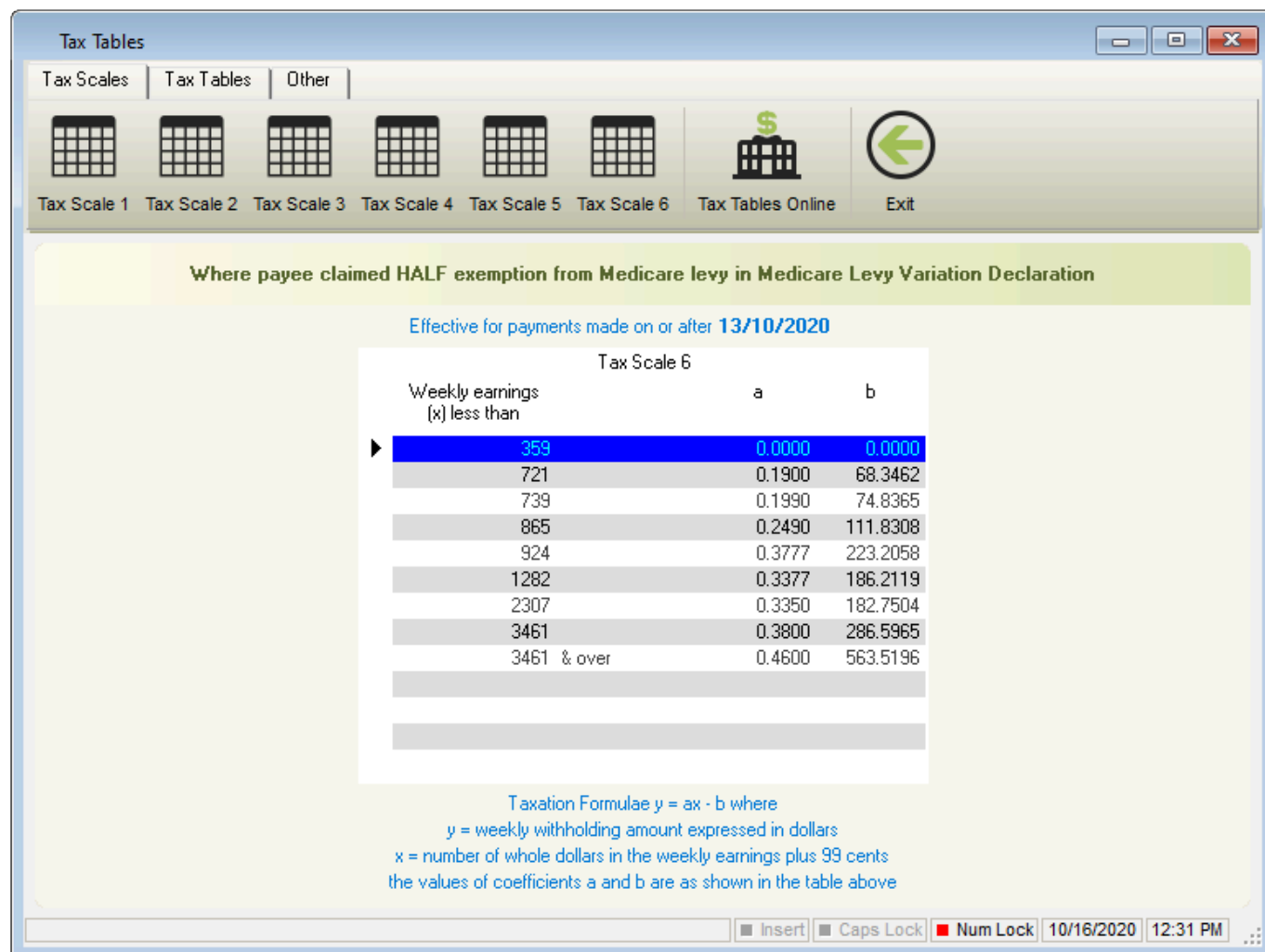
3.9.7. Study and Training Support Loan (STSL)

> ❗ The government provides financial assistance (in the form of loans) to people undertaking higher education, trade apprenticeships and other training programs. We have responsibility for the collection of these loans through the tax system.. Learn more about Study and Training Support Loans on the ATO's website **here** and **here** Study and Training Support Loan Repayments will be calculated at the appropriate rate (once the lowest threshold is exceeded) and deducted automatically when processing the Employees Pay,.

> ❗ The displayed thresholds are based on an Employee who is paid **Weekly**.
> If your Employee is paid **Fortnightly**, please multiply the thresholds by **2**.
> If your Employee is paid **Monthly**, please multiply the thresholds by **13** then divide by **3**.

FYE 30 June 2023

FYE 30 June 2022

Tax Tables									□ ▣ ✕

Tax Scales | Tax Tables | Other

| STSL | Medicare | FBT | General | Payroll Tax | Tax Tables Online | Exit |

Study and Training Support Loan (STSL)

Effective for payments made on or after **01/07/2021**

No tax-free threshold claimed		Tax-free threshold claimed or foreign resident	
Weekly earnings (x) up to	Component Rate a (%)	Weekly earnings (x) up to	Component Rate a (%)
553.99	0.0	903.99	0.0
692.99	1.0	1042.99	1.0
755.99	2.0	1105.99	2.0
821.99	2.5	1171.99	2.5
892.99	3.0	1242.99	3.0
966.99	3.5	1316.99	3.5
1045.99	4.0	1395.99	4.0
1129.99	4.5	1479.99	4.5
1218.99	5.0	1568.99	5.0
1312.99	5.5	1662.99	5.5
1412.99	6.0	1762.99	6.0
1518.99	6.5	1868.99	6.5
1630.99	7.0	1980.99	7.0

Taxation Formulae $y = ax$ where
y = weekly STSL component expressed in dollars
x = weekly earnings rounded down to whole dollars plus 99 cents
the value of coefficent a is shown in the table above

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FYE 30 June 2021

Tax Tables							

Tax Scales | Tax Tables | Other

STSL	Medicare	FBT	General	Payroll Tax	Tax Tables Online	Exit

Study and Training Support Loan (STSL)

Effective for payments made on or after **13/10/2020**

No tax-free threshold claimed			Tax-free threshold claimed or foreign resident	
Weekly earnings (x) up to	Component Rate a (%)		Weekly earnings (x) up to	Component Rate a (%)
545.99	0.0		895.99	0.0
684.99	1.0		1034.99	1.0
746.99	2.0		1096.99	2.0
812.99	2.5		1162.99	2.5
881.99	3.0		1231.99	3.0
955.99	3.5		1305.99	3.5
1034.99	4.0		1384.99	4.0
1117.99	4.5		1467.99	4.5
1205.99	5.0		1555.99	5.0
1298.99	5.5		1648.99	5.5
1397.99	6.0		1747.99	6.0
1502.99	6.5		1852.99	6.5
1614.99	7.0		1964.99	7.0

Taxation Formulae $y = ax$ where
y = weekly STSL component expressed in dollars
x = weekly earnings rounded down to whole dollars plus 99 cents
the value of coefficent a is shown in the table above

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Revision: 12 — Last modified: Aug 02, 2022

3.9.8. Medicare Levy

Tax Tables							

Tax Scales | Tax Tables | Other

STSL	Medicare	FBT	General	Payroll Tax	Tax Tables Online	Exit

Other Parameters

Effective for payments made on or after **13/10/2020**

	Medicare Levy		Senior Australians Medicare Levy
	Scale 2	Scale 6	
Weekly earnings threshold	438	739	693
Weekly earnings shade-in threshold	548	924	866
Medicare levy family threshold	38474	38474	50191
WFT divisor	52	52	52
Additional child	3533	3533	3533
SOP multiplier	0.1	0.05	0.1
SOP divisor	0.08	0.04	0.08
WLA factor	438.48	739.88	693.38
Medicare levy	0.02	0.01	0.02

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Revision: 1 — Last modified: Feb 21, 2020

3.9.9. FBT (Fringe Benefits Tax)

Tax Tables

Tax Scales | Tax Tables | Other

HELP   SFSS   Medicare   FBT   General   Payroll Tax   Tax Tables Online   Exit

Fringe Benefits Tax - Your guide to changes

Effective for payments made on or after **01/04/2017**

Report FBT on the Payment Summary if the Total taxable value of fringe benefits exceed $2,000.00

FBT Rate   47.00 %   GST Rate   10.00 %

the gross up factor is calculated from one of the following formula:

GST-creditable benefits (where the employer can claim the input tax credit for GST paid)

$$\frac{(\text{the rate of FBT} + \text{the rate of GST})}{(1 - \text{the rate of FBT}) \times (1 + \text{the rate of GST}) \times \text{the rate of FBT}} = \text{gross up factor} \quad 2.0802$$

Where the employer did not pay GST or an input tax credit was not allowed when the benefit was acquired

$$\frac{1}{1 - \text{the rate of FBT}} = \text{gross up factor} \quad 1.8868$$

While every endevour is made to ensure that the FBT values used in calcuations are up to date. Be aware that changes can be made by the ATO at any date after the start of the financial year. Tax scales are valid form the start of financial year whereas FBT values can be changed after the start of the financial year. If in doubt contact the ATO about the FBT calcuation values.

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Revision: 2 — Last modified: Apr 23, 2019

3.9.10. General

3.9.11. Payroll Tax Rates & Thresholds

To access Payroll Tax Rates & Thresholds, Click **Tax** > **Tax Scales** > **Payroll Tax**.

The Payroll Tax Rates & Thresholds have been implemented as per **Payroll Tax Rates and Thresholds**, however, this window also allows you to change the pre-set values by simply typing over the amount set.

Revision: 6 — Last modified: Feb 15, 2021

3.9.12. Shearing Industry

3.9.13. Single (Senior Australians)

Revision: 1 — Last modified: Feb 21, 2020

3.9.14. Member of a Couple (Senior Australians)

> ❗ The displayed thresholds are based on Employee's who are paid **Weekly**.
> If your Employee's are paid **Fortnightly**, please multiply the thresholds by **2**.
> If your Employee's are paid **Fortnightly**, please multiply the thresholds by **4.333**.

Revision: 2 — Last modified: Jul 06, 2020

3.9.15. Illness Separated (Senior Australians)

> ❗ The displayed thresholds are based on Employee's who are paid **Weekly**.
> If your Employee's are paid **Fortnightly**, please multiply the thresholds by **2**.
> If your Employee's are paid **Fortnightly**, please multiply the thresholds by **4.333**.

3.9.16. Working Holiday Makers

❋ The Tax table for working holiday makers applies to all payments made to working holiday makers, including salary and wages, allowances, Cessation (Termination) payments, unused leave,return to work payments,back payments, commissions, bonuses and similar payments.

❋ **Working Holiday Maker changes from 1 January 2017**

Tax Tables

Tax Scales | Tax Tables | Other

Single | Member of a Couple | Illness Separated | Horticultural Industry | Shearing | Working Holiday Makers | Tax Tables Online | Exit

Working Holiday Makers

Effective for payments made on or after **01/07/2018**

Working Holiday Makers

Taxable income (x) less than	a
37000	0.1500
87000	0.3250
180000	0.3700
180000 & over	0.4500

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Revision: 3 — Last modified: Apr 23, 2019

3.9.17. Horticultural Industry

Revision: 1 — Last modified: Feb 21, 2020

3.9.18. Australian Taxation Schedules in e-PayDay® Legacy

- **Schedule 1 – Statement of formulas for calculating amounts to be withheld**
- **Schedule 2 – Tax table for individuals employed in the horticultural or shearing industry**
- **Schedule 4 – Tax table for return to work payments**
- **Schedule 5 – Tax table for back payments, commissions, bonuses and similar payments**
- **Schedule 7 – Tax table for unused leave payments on termination of employment**
- **Schedule 8 – Statement of formulas for calculating HELP, SSL, TSL and SFSS components**
- **Schedule 9 – Tax table for seniors and pensioners**
- **Schedule 10 – Tax table for Joint Petroleum Development Area**
- **Schedule 11 – Tax table for employment termination payments**
- **Schedule 14 – Tax table for additional amounts to withhold as a result of an agreement to increase withholding**
- **Schedule 15 – Tax table for working holiday makers**

Revision: 1 — Last modified: May 27, 2020

3.9.18.1. Schedule 5 – Tax table for back payments, commissions, bonuses and similar payments

> ✳ To learn more about Schedule 5, please access **Schedule 5 – Tax table for back payments, commissions, bonuses and similar payments**

Schedule 5 – Tax table for back payments, commissions, bonuses and similar payments
Schedule 5 was introduced in October 2016 as a uniform method for calculating tax on back payments, commission, bonuses and similar payments.
Schedule 5 contains 3 methods;

- **Method A**: Used for any additional payments made regardless of the financial year the additional payment applies to. This includes all back payments, commissions, bonuses or similar payments.
- **Method B (i)**: Used for any back payments applied to specific periods in the current financial year.
- **Method B (ii)**: Used for back payments that relate to a prior financial year and any additional payments (including commissions, bonuses or similar payments) that don't relate to a single pay period regardless of the financial year the additional payment applies to.

How does Schedule 5 work when used during a pay run?

- **Method A**: A prompt will display which requires entry of the number of pay periods (1 – 52) this Pay Rate will be taxed over.
- **Method B (i)**: A prompt will display which requires selection of the date range the Employee was underpaid for so that the tax can be calculated correctly.
- **Method B (ii)**: Tax is calculated automatically over the whole year (52 Weekly, 26 Fortnightly or 12 Monthly pay runs).

Revision: 6 — Last modified: May 29, 2020

3.10. Utilities Menu

- **Utilities Menu**
  - **Backup This Company Data**: Backup this Company Data can be completed at any point while using e-PayDay®.
  - **Restore Company Data from Backup**: Restore Company Data from Backup has been designed for restoring your e-PayDay® data to any you desire.
  - **Rollback a Company to a Previous Date**: Rollback a Company to a Previous Date allows you to restore your Company data to before the pay run was finalised.
  - **Backup ALL Companies Data and Archives** Backup ALL Companies Data and Archives will back up all files contained within e-PayDay®.
  - **Backup Data for Accountant**: Create a copy of your current e-PayDay® Data for your Accountant to restore into their e-PayDay® product.
  - **Backup Data for Client**: Create a copy of the currently open Company for your Client to

restore into their e-PayDay® product.

- ◦ **Restore Data from Accountant**: Restore your previously provided back up from your Accountant to update your e-PayDay® Data.
- ◦ **Restore Date from Client**: Restore your clients previously provided back up to update their e-PayDay® Data.
- ◦ **Data and Settings Transfer**
    - ▪ **Transfer to New Computer**: Transfer your e-PayDay® data to a new Computer
- ◦ **Payrunl.ini**
    - ▪ **Edit**: Edit the Payrunl.ini when directed by e-PayDay Support
    - ▪ **Refresh**: Refresh the Payrunl.ini when directed by e-PayDay Support
- ◦ **Repair Database**: Repair issues with Databases when directed by e-PayDay Support
- ◦ **Clear OEM Value**: Clear your incorrect Accounting Export Setting

Revision: 22 — Last modified: Mar 06, 2020

3.10.1. Restore Company Data from a back up

> ❗ Any changes made AFTER the backup was created will be lost and require re-entry (e.g. a new employee was added AFTER the back up was created).

1. Select **Utilities** > **Restore Company Data from Backup**.
2. An alert will display: **The Restore process will overwrite the current company data. Do you wish to continue?**
3. Select **Yes**
4. Choose the location of the backup you wish to restore (e.g. USB STICK or EXTERNAL HARD DRIVE).
5. Select **Open**.
6. Select the Backup you wish to restore (eg. 2020-01-28 10-43 PRACTICE COMPANY.zip)
7. Select **Open**.
8. The restoration procedure will be automatically processed, and once complete, **Open your Company**

Revision: 6 — Last modified: Mar 24, 2023

3.10.2. Rollback Company to a Previous Date

> ❗ Period Ending or Rollback backups are automatically created when you click **Post** in **PayDay**. Therefore by restoring this backup, you will be able to make amendments to the previous pay run, including removing it altogether (in the case of a double up). Any changes that have been made AFTER the back up was created will be lost, so will also require re-entry (eg. added a new employee AFTER the pay run was posted).

> ✻ [Recommended Reports before rolling back](#)

1. Click **Utilities** > **Rollback a Company to a Previous Date**.
2. An alert will display: **If you rollback a pay run, it will restore the Company data back to the date of the pay run. If you have made any changes since that date they will be lost. Do you wish to continue?**
3. Click **Yes**
4. Select the Rollback Backup you wish to restore (eg. **2020-01-28 10-43 PRACTICE COMPANY Period Ending 2020-01-27.zip**)
5. Click **Open**.
6. Once the Rollback Backup has finished restoring, your Company will close.
7. Click **File** > **Open**.
8. Select the Company you wish to access.
9. Click **Open**.

Revision: 8 — Last modified: Jan 23, 2023

3.10.3. Back up ALL Companies data and archives

1. Click **Utilities** > **Backup ALL Companies data and archives**.
2. Choose the location to create the Backup to (e.g. USB STICK or EXTERNAL HARD DRIVE).
3. Click **Save**.
4. Once the backup has completed, click **Exit**.

Revision: 3 — Last modified: Mar 06, 2020

3.10.4. Back up Company data for an Accountant

1. Click **Utilities** > **Backup Data for Accountant**.
2. Choose the location to create the Backup to (e.g. USB STICK or EXTERNAL HARD DRIVE).
3. Click **Save**.

Revision: 6 — Last modified: Mar 06, 2020

3.10.5. Back up Company Data for a Client

1. Click **Utilities** > **Backup Data for Client**.
2. Choose the location to create the Backup to (e.g. USB STICK or EXTERNAL HARD DRIVE).
3. Click **Save**.
4. Once the backup has completed, click **Exit**.

Revision: 4 — Last modified: Mar 06, 2020

3.10.6. Restore Company data provided by an Accountant

❗ If you do not currently have any data in **e-PayDay® Desktop**, open the **Practice Company** before restoring.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Select **Utilities** > **Restore Data from Accountant**.
2. An alert will display: **The Restore process will overwrite the current company data. Do you wish to continue?**
3. Select **Yes**.
4. Choose the location of the backup you wish to restore
   (e.g. USB STICK or EXTERNAL HARD DRIVE).
5. Select **Open**.
6. Select the Backup you wish to restore (eg. 2020-01-28 10-43 PRACTICE COMPANY.zip)
7. Select **Open**.
   a. If the Open Company does not match the Company details you are restoring, An alert will display: **The selected Restore file does not match the currently open company. Please select an option**.
      i. Select **Create New Company**.
      ii. Click **Click Here to Continue**.
8. The restoration procedure will be automatically processed and once complete, **Open your Company**.

Revision: 7 — Last modified: Mar 24, 2023

3.10.7. Restore Company Data provided by a Client

❗ If you do not currently have any data in **e-PayDay® Desktop**, open the **Practice Company** before restoring.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **Utilities** > **Restore Date from Client**.
2. An alert will display: **The Restore process will overwrite the current company data. Do you wish to continue?**
3. Select **Yes**.

4. Choose the location of the backup you wish to restore
   (e.g. USB STICK or EXTERNAL HARD DRIVE).
5. Select **Open**.
6. Select the Backup you wish to restore (eg. 2020-01-28 10-43 PRACTICE COMPANY.zip)
7. Select **Open**.
   a. If the Open Company does not match the Company details you are restoring, An alert will
      display: **The selected Restore file does not match the currently open company. Please
      select an option**.
      i. Select **Create New Company**.
      ii. Click **Click Here to Continue**.
8. Once the Backup has finished restoring, **Open your Company**

Revision: 5 — Last modified: Mar 24, 2023

3.10.8. Clear Accounting Export Setting

1. Click **Utilities** > **Clear OEM Value**.

Revision: 3 — Last modified: Mar 06, 2020

3.10.9. Reverse and remove your very last pay run, in the case of a double up.

> ❗ Period Ending or Rollback backups are automatically created when you click **Post** in
> **PayDay**. Therefore by restoring this backup, you will be able to make amendments to
> the previous pay run, including removing it altogether (in the case of a double up). Any
> changes that have been made AFTER the back up was created will be lost, so will also
> require re-entry (eg. added a new employee AFTER the pay run was posted).

1. Click **Utilities** > **Rollback a Company to a Previous Date**.
2. An alert will display: **If you rollback a pay run, it will restore the Company data back to the
   date of the pay run. If you have made any changes since that date they will be lost. Do you
   wish to continue?**
3. Click **Yes**
4. Select the Rollback Backup you wish to restore (eg. **2020-01-28 10-43 PRACTICE COMPANY
   Period Ending 2020-01-27.zip**)
5. Click **Open**.
6. Once the Rollback Backup has finished restoring, your Company will close.
7. Click **File** > **Open**.
8. Select the Company you wish to access.
9. Click **Open**.
10. Click **Pay Day** > **Process Pays** > **Individual Employee** *or*
    Click **Pay Day** from the Side Bar.
11. Click **Undo**.
12. Click **Select ALL Employees** to undo all unposted pays.
13. Click **Click here to Continue**.

3.11. Options Menu

The **Options** Menu allows you to set additional user options outside of **Company**
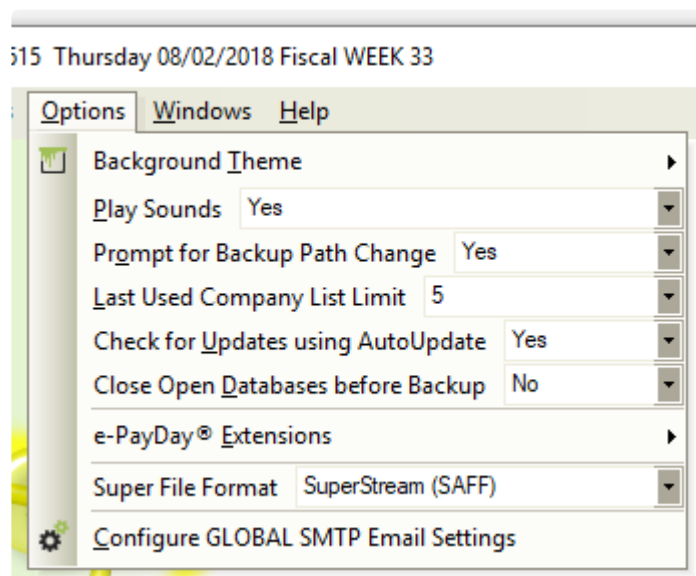
- **Background Theme**: Change from the e-PayDay® Logo to any solid colour of your choice.
- **Play Sounds**: Play Sounds upon start up of **e-PayDay®**, closing and opening windows and alerts.
- **Prompt for Backup Path Change**: If the backup location is changed, you have the option be prompted to save the new save location.
- **Last Used Company List Limit**: Limit the list of last used Companies available in the **File Menu**.
- **Check for Updated using AutoUpdate**: When Updates are released (eg. V17.40 to V17.41), it will be automatically downloaded for installation the next time **e-PayDay®** is opened.
- **Close Open Databases before Backup**: Close all open databases before a backup is completed.
- **e-PayDay® Extensions**
  - **Extension Status**: View the current status of the **e-PayDay® Extensions** you have included in your **e-PayDay®** Subscription.
  - **Extension Options**: Opens **Company Preferences** and allows you to set additional configurations for your **e-PayDay® Extensions**.
- **Super File Format**: Set your global Super File Format for all of your Companies in **e-PayDay®**.
- **Configure GLOBAL SMTP Email Settings**: Configure your global SMTP Email Settings for all of your Companies in **e-PayDay®**.

3.11.1. Change your Background Theme

1. Click **Options** > **Background Theme** > **Custom Colour**.
2. Select your colour choice from **Basic colours**.
3. Click **OK**.

If you would like to create your own custom colour,

1. Click **Define custom colours**.
2. Select your colour choice from the displayed window.
3. Click **Add to Custom Colours**.
4. Select your new Custom Colour.
5. Click **OK**.

Revision: 3 — Last modified: Mar 06, 2020

3.11.2. Turn sounds on or off

1. Click **Options** > **Play Sounds**
2. Select **Yes** to play sounds upon start up of **e-PayDay®**, closing and opening windows and alerts
   or
   Select **No** to turn off all sounds.

Revision: 4 — Last modified: Mar 06, 2020

3.11.3. Turn Backup Path Change prompt on or off

1. Click **Options** > **Prompt for Backup Path Change**
2. Select **Yes** to prompt you to save the new backup file path when changed *or*
   Select **No** to not prompt to save the new path.

Revision: 3 — Last modified: Mar 06, 2020

3.11.4. Limit how many Companies you see in the File Menu

1. Click **Options** > **Last Used Company List Limit**.
2. Select the number of Companies you would like to display for quick access in the **File Menu**.

Revision: 3 — Last modified: Mar 06, 2020

3.11.5. Turn AutoUpdate on or off

1. Click **Options** > **Check for Updated using AutoUpdate**.
2. Select **Yes** to automatically download updates for installation the next time **e-PayDay®** is opened.
   or
   Select **No** to manually download all updates.

Revision: 3 — Last modified: Mar 06, 2020

3.11.6. Close all open Databases before a backup is completed

1. Click **Options** > **Close Open Databases before Backup**.
2. Select **Yes** to close all open Databases before a backup is completed. *or*
   Select **No** to leave databases open while the back up is being performed.

Revision: 3 — Last modified: Mar 06, 2020

3.11.7. View the status of ALL e-PayDay® Extensions

1. Click **Options** > **e-PayDay® Extensions** > **Extension Status**.

Revision: 3 — Last modified: Mar 06, 2020

3.11.8. Configure your e-PayDay® Extension Options

1. Click **Options** > **e-PayDay® Extensions** > **Extension Options**.
2. Navigate to **e-Leave™**, **e-Time™** or **e-Cost™** and make changes as required.
3. Click **Save** then **Exit**.

Revision: 3 — Last modified: Mar 06, 2020

3.11.9. Set your GLOBAL SuperStream File Format

1. Click **Options** > **Super File Format**.
2. Click the drop-down arrow to select the file format you require for all companies in **e-PayDay®**.

Revision: 3 — Last modified: Mar 06, 2020

3.12. Windows Menu
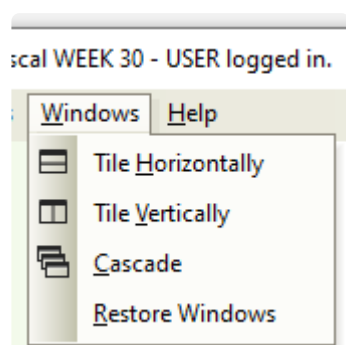
- **Windows**
    - **Tile Horizontally**: Tile all open windows in horizontal rows.
    - **Tile Vertically**: Tile all open windows in vertical rows.
    - **Cascade**: Tile all open windows in a cascading line (top left to bottom right).
    - **Restore Windows**: Restore all minimized windows.

Revision: 1 — Last modified: Jan 23, 2020

3.13. Help Menu

The **Help** Menu allows you to request a support call, start a support session (when advised by our team), submit a feature request, purchase from our product range and view product information.
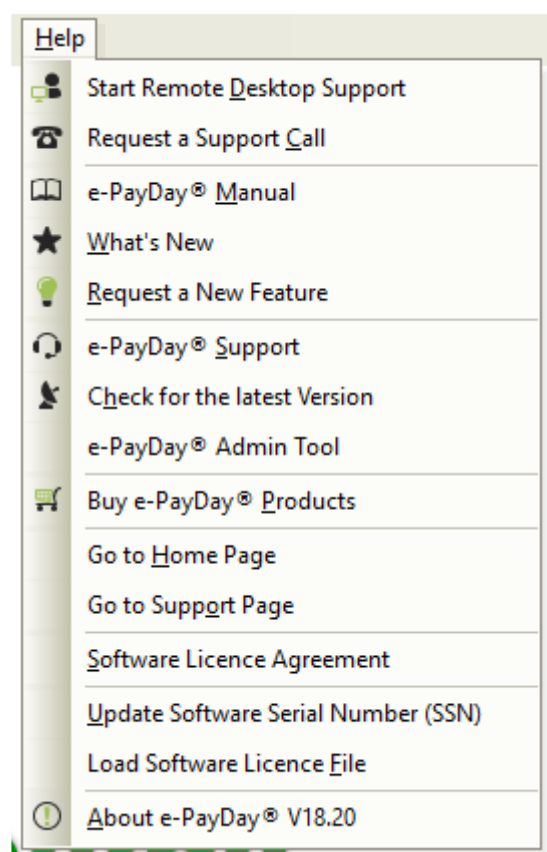
- **Start Remote Desktop Support**: Start our Remote Desktop Client to enable us access to your computer (once a code is provided by you).
- **Request a Support Call**: Lodge an online Support Request, enabling you to extensively detail the query you require assistance with and add screenshots which often provide more detail to enable a quicker analysis of your query.
- **e-PayDay® Manual**: Open the **e-PayDay®** Payroll Manual.
- **What's New?**: As we are continually making improvements and adding new features to **e-PayDay® Payroll Software**, view our timeline which details all of our releases.
- **Request a new feature**: Lodge an online feature request, enabling you to extensively detail the feature you are suggesting.
- **e-PayDay® Support**: View the **e-PayDay® Support Dashboard** which includes your Software Client Number (SCN) and Software Serial Number (SSN).
- **Check for the latest Version**: Check for the latest Version update (eg. V18.01 to V18.10) in **e-PayDay®**.

- **e-PayDay® Admin Tool**: A quick link to the **e-PayDay®** Admin Tool, which is designed for our Employees to make minor modifications to your data as required.
- **Buy e-PayDay® Products**: Purchase **e-PayDay®** products directly from our Online Shop.
- **Go to Home Page**: Visit https://www.e-payday.com.au/
- **Go to Support Page**: Visit https://www.e-payday.com.au/payroll-help-centre
- **Software Licence Agreement**: View the Software Licence Agreement
- **Update Software Serial Number**: Update your Software Serial Number after **purchasing a product for the first time**, an **upgrade or downgrade**.
- **Load Software Licence File**: Update your Software Licence File after renewing your **e-PayDay® Payroll Software** subscription.
- **About e-PayDay® VXX.XX**: View the **e-PayDay® Subscription Information** which includes your **Software Client Number (SCN)** and **Software Serial Number (SSN)**.

Revision: 12 — Last modified: Feb 15, 2021

3.13.1. Request Assistance / Support

1. Visit our Software Support Services website **here**
2. Once the webpage loads, select **Support Requests** in **Category**
3. Enter your **Contact Name**
4. Enter your **Telephone Number**
5. **Priority** will remain **Normal**
6. Enter your Company Name in **Subject**
7. In **Message**, enter as much information as possible, including the username of the account (if e-PayDay® Hosted)
8. Click **Add CC** to add an additional e-mail address to this Support request.
9. Click **Add BCC** to add an additional blind e-mail address to this Support request.
10. Click **Attach a file** to attach documents or screen captures to this Support request.
11. Enter your name in **Full Name**
12. Enter your e-mail address in **Email**
13. Enter your Software Client Number (SCN) in **Software Client Number (SCN)**, which can be located by reading **here**
14. Select your state in **State/Location**.
15. Click **Create Ticket**.

Revision: 11 — Last modified: Jun 23, 2021

3.13.2. Request a New Feature

1. Visit our Software Support Services website **here**
2. Once the webpage loads, select **Support Requests** in **Category**
3. Select the **Days Available** for assistance.
4. Enter the **Time available until (AEST)** for assistance.
5. Enter your **Contact Name**
6. Enter your **Telephone Number**
7. Select the **Priority**
   a. **Pay Run** if this request is preventing the pay run from being processed.

      b.   **Important** if this request needs to be attended to urgently.

      c.   **Normal** if this request is not **Important**

      d.   **Low** if this request does not require a timely response.

8.   Enter your Company Name in **Subject**

9.   In **Message**, enter as much information as possible.

10. Click **Add CC** to add an additional e-mail address to this request.

11. Click **Add BCC** to add an additional blind e-mail address to this request.

12. Click **Attach a file** to attach documents or screen captures to this request.

13. Enter your name in **Full Name**

14. Enter your e-mail address in **Email**

15. Enter your Software Client Number (SCN) in **Software Client Number (SCN)**, which can be located by reading **here**

16. Select your state in **State/Location**.

17. Click **Create Ticket**.

Revision: 8 — Last modified: Jun 16, 2020

3.13.3. View the e-PayDay® Support Dashboard

1.   Click **Help** > **e-PayDay Support**

2.   Your **Software Client Number** and **Software Serial Number** will be displayed in the top right-hand corner

Revision: 4 — Last modified: Apr 27, 2020

3.13.4. Update your Software Licence

1. Click **Help** > **Load Software Licence File**
2. An alert will display: **Attempting to download the latest licence file. You should receive confirmation shortly**.
3. Click **Click Here to Continue**.
   a. If your licence is located on the Server, the following alert will display: **Licence File has been processed successfully.**.
      i. Click **Click Here to Continue**.
   b. If your licence cannot be located on the Server, the following alert will display: **The file could not be located on the server. Please contact e-PayDay Support**.
      i. **Request a Support Call here**.

Revision: 6 — Last modified: Feb 15, 2021

3.13.5. Check what version of e-PayDay® you are using

1. Click **Help** > **About e-PayDay® VXX.XX**
2. The Software Version will be displayed next to **VXX.XX**

If you're unsure if you're running the latest release, read **here** to check for the latest Version update in e-PayDay®.

Alternatively, please access **WHAT'S NEW?** to download the latest FULL COMMERCIAL INSTALL.

Revision: 6 — Last modified: Mar 16, 2020

3.13.6. Update your Software Serial Number (SSN) and load your updated Software Licence

✳ Software Licence File Is Invalid or Corrupted

✳ Internal Error :- 2147012866: The connection with the server was terminated abnormally

1. If your Company is open, Click **File** > **Close**.
2. Click **Help** > **Update Software Serial Number (SSN)**
3. Enter your NEW Software Serial Number (SSN) as provided to you in your e-mail from us.
4. Click **OK**
5. An alert will display: **The Licence file can NOT be located.**
   a. If the above alert is NOT displayed, please **manually load your new Software Licence**

File.

6. Click **Click Here to Continue**.
   a. If your licence is located on the server and can be downloaded without issue, the following alert will display: **Licence File has been processed successfully.**.
      i. Click **Click Here to Continue**.
   b. If your licence cannot be located on the Server, the following alert will display: **The file could not be located on the server. Please contact e-PayDay Support**.
      i. **Request a Support Call here**.

Revision: 8 — Last modified: Apr 14, 2023

3.14. Employee Rostering (e-Roster™)

e-Roster™ enables you to schedule Employee shifts, which can be imported into e-Time™ and used to automatically post the employees' total hours with the applicable pay types directly into the pay run without having to do any manual calculations.
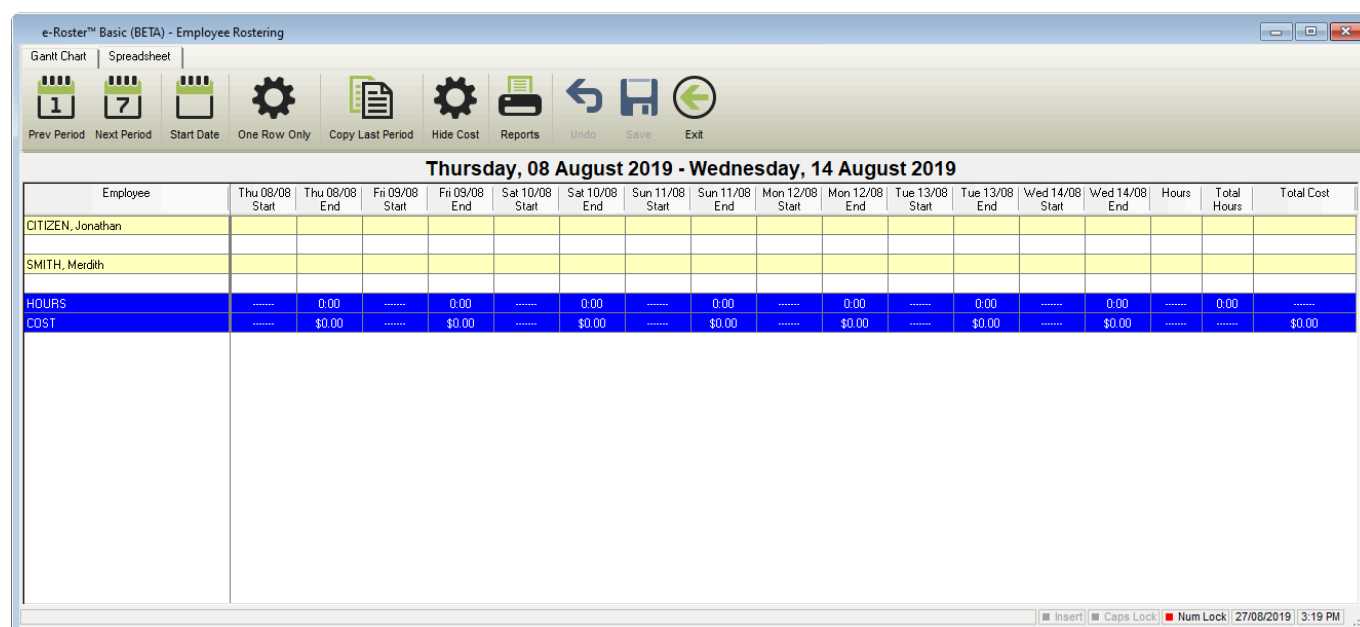
Access to **Employee Rostering (e-Roster™)** is available through the sidebar (under **Extensions** > **e-Roster™**).

The **e-Roster™** window contains the following options;

Gant Chart
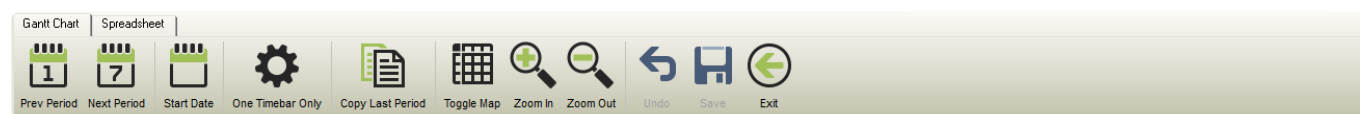
- **Prev Period**: View the previous pay periods Roster.
- **Next Period**: View / compose the next pay periods Roster.
- **Start Date**: Select the Start Date of the Roster.
- **One Timebar Only**: Display only 1 time bar per Employee (1 start and 1 finish time).

- **Copy Last Period**: Copy the previous pay periods Roster to the current period.
- **Toggle Map**: Allows you to easily navigate to a segment of time.
- **Undo**: Undo any unsaved changes
- **Save**: Save your changes
- **Exit**: Close Employee Rostering (e-Roster™)

Spreadsheet
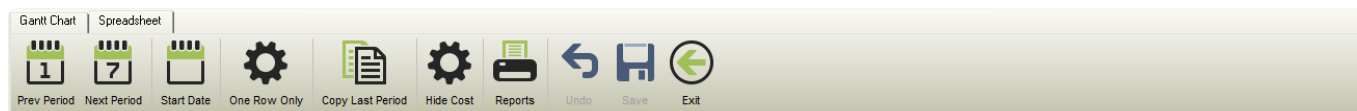
- **One Row Only**: Display only 1 Row per Employee (1 start and 1 finish time).
- **Hide Cost**: Do not display the cost breakdown of wages per shift.
- **Reports**: Print and e-Mail **e-Roster™** Reports.

Revision: 4 — Last modified: Jan 23, 2023

3.14.1. How do I add a new Roster?

1. Click **Extensions** > **e-Roster™**.
2. Select **Spreadsheet**
3. Click **Start Date**.
4. Select the **Start Date**
5. Enter the **Start** and End* Times for the required Employee/s.
6. Click **Save**.

Revision: 3 — Last modified: Feb 15, 2021

3.14.2. How do I e-mail the Roster to my Employees?

1. Click **Extensions** > **e-Roster™**.
2. Once the Roster has been created by following **How do I add a new Roster?** do I add a new Roster?}, click **Reports**
3. Select **e-Mail e-Roster™ Spreadsheet**
4. Click **e-Mail**.
5. The e-Mail Status window will display and as each employee is emailed the Roster, the Status will update from Sending to Sent.
6. Once the Roster has been emailed, click **Click here to Continue**, **Exit** then **Exit** again.

Revision: 1 — Last modified: Aug 27, 2019

3.15. Superannuation Contributions Explained

There are two Superannuation Contribution Types available as recognized by the **Australian Taxation Office**,

1. Employer Contributions, which includes
    a. Non-Reportable Mandatory Employer Superannuation Guarantee (currently **10.50%**)
    b. Reportable Employer Superannuation Guarantee Contributions (greater than **10.50%**)
    c. Reportable Employee **Concessional (Before Tax) Superannuation Contributions**
2. Non-Employer
    a. Non-Reportable **Non-Concessional (After Tax) Superannuation Contributions**

Revision: 12 — Last modified: Jul 11, 2022

3.15.1. Reportable Employer Superannuation Contributions (RESC)

> ✳ Learn more from the ATO **here** to assist with identifying reportable employer super contributions

What are Reportable Employer Superannuation Contributions (RESC)?
Reportable Employer Superannuation Contributions (RESC) are any superannuation contributions paid by an employer for an employee beyond the minimum required to pay by law, an industrial agreement or the super fund's governing rules. RESC includes contributions as part of an employee's individual salary package and contributions under a salary sacrifice (pre-tax) arrangement. Learn more from the ATO **here**

How do I set up Reportable Employer Superannuation Contributions (RESC)?
As Reportable Employer Superannuation Contributions (RESC) includes multiple payment types, setup will be dependant on your requirements.

1. Read **here** if your Employee has chosen to contribute amounts from their PRE-TAX Income (Concessional (Before Tax) Superannuation Contributions)
2. Read **here** within the Employee if you have agreed to contribute MORE than the **Mandatory Employer SG Amount** as part of an employee's individual salary package,

Where do my Employees Reportable Employer Superannuation Contributions (RESC) report to?
Where the additional Contribution Amount is defined within the Employee, it will report to the same Superannuation Fund as the **Employer Contributions**, whereas the **Concessional (Before Tax)** and **Non-Concessional (After Tax)** Superannuation Contribution Deductions will report to the **Employee Personal Contribution Superannuation Fund**.

Where do I view my Employees Reportable Employer Superannuation Contribution (RESC) Year

to Date Balances?

There are several screens within the Employee Profile which will display the current Year-To-Date totals for Reportable Employer Superannuation Contributions (RESC)

1. **Employee Superannuation**
   a. **Superannuation Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.
   b. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions as part of an employee's individual salary package** for this Financial Year. This YTD Balance is the total payment of all contributions per the definition in **RESC Payment % or $**.
2. **Employee Taxation Balances**
   a. **Super Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.
   b. **Reportable Superannuation Contributions**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions **AND** Total **Reportable Employer Superannuation Contributions (RESC) – specifically contributions (over 10.50%) per the definition in RESC Payment % or $ as part of an employee's individual salary package** for this Financial Year.

Revision: 47 — Last modified: Aug 31, 2022

3.15.1.1. Enter your Employees RESC % or $

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Navigate to **RESC Payment % or $**.
6. Enter the appropriate percentage or dollar amount as required.
7. Click **Save**.

Revision: 5 — Last modified: Mar 16, 2020

3.15.1.2. Add a Salary Sacrifice (Before Tax) Superannuation Contribution Deduction

What are Concessional (Before Tax) Superannuation Contributions?

Concessional Super (Before Tax) Contributions are **Salary Sacrifice** payments, which an arrangement between the employee and employer to forego part (either percentage or dollar value) of their salary or wages in return contributing this amount into their super fund instead of receiving it as part of their net income. As these payments are deducted before tax is calculated, they will be taxed once the Superannuation Fund receives the contributions.

1. Click **Pay Types** > **New Deduction** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Deduction** then click **New**.
2. Enter **Concessional Super (Before Tax)** into **Description**.
3. Select **Deducted by**
   a. Per Lump Sum
   b. Per Month
   c. Per Pay Period
   d. Per Week
4. Either enter the **Amount ($ or %)** if this Deduction is for a specific employee *or* select **Variable Deduction Amounts from Employees** and leave **Amount ($ or %)** blank if you wish to use this deduction for multiple employees.
5. Leave **STP Code** as **Not Set**
6. Select **DO NOT Itemise this Deduction for reporting to the ATO** in **Tax Treatment**.
7. Select **Salary Sacrifice (Deduct BEFORE Tax is calculated)**.
8. Navigate to **Deductions** and select **Superannuation**.
9. Change the following fields in **Deductions** if required.
   a. % or OTE
   b. TIL (Time in Lieu)

     c.   Union/Professional association

     d.   Workplace Giving

10.   Click **Save** then **Exit**.

11.   If the Employee earns Superannuation BEFORE the Concessional Deduction, you will need to

     a.   **Locate the Award & Agreement (ID) the Employee is linked to**

     b.   Set that **Superannuation will calculate on Salary Sacrifice Contributions in their Award and Agreement**.

12.   **Enter the Employee Superannuation Personal Contribution Details**.

13.   **Add the Deduction to the required Employee to load every pay run**.

Revision: 28 — Last modified: Jul 20, 2022

3.15.1.3. Add a Non-Concessional (After Tax) Superannuation Contribution Deduction

What are Non-Concessional (After Tax) Superannuation Contributions?

Non-Concessional Super Contributions are payments that are deducted from the employees' net salary or wages and paid directly to their Superannuation Fund. As these payments are deducted after tax is calculated, the Superannuation Fund will not deduct any tax once they receive the contributions. The **Employees age** affects the amount of the non-concessional (after-tax) contributions cap, how the cap applies, and what options they may have.

1. Click **Pay Types** > **New Deduction** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Deduction** then click **New**.
2. Enter **Non-Concessional Super (After Tax)** into **Description**.
3. Select **Deducted by**
   a. Per Lump Sum
   b. Per Month
   c. Per Pay Period
   d. Per Week
4. Either enter the **Amount ($ or %)** if this Deduction is for a specific employee *or* select **Variable Deduction Amounts from Employees** and leave **Amount ($ or %)** blank if you wish to use this deduction for multiple employees.
5. Leave **STP Code** as **Not Set**
6. Select **DO NOT Itemise this Deduction for reporting to the ATO** in **Deduction Type**.
7. Navigate to **Deductions** and select **Superannuation**.
8. Change the following fields in **Deductions** if required.
   a. % or OTE
   b. TIL (Time in Lieu)
   c. Union/Professional association

      d. Workplace Giving
9. Click **Save** then **Exit**.
10. **Enter the Employee Superannuation Personal Contribution Details**.
11. **Add the Deduction to the required Employee to load every pay run**.

Revision: 20 — Last modified: Feb 15, 2021

3.16. Pay Slip XML Export

The Pay Slip XML Export has been designed for integration with 3rd parties who wish to consume the pay run information (eg. Employee Self Service and Online HR Services). The data can be imported, constructed and displayed by the end user in any format they require.

Pay Slip XML Export Specification
File Name: EXPORT.XML
File Type: XML (eXtensible Markup Language).
Folder: When the pay run is posted, EXPORT.XML will be created in the applicable company data folder.
Action to create file: The EXPORT.XML will be automatically created each time a pay run is posted. Each consecutive pay run that is posted will overwrite this file.
Example XML from the Practice Company

Information contained in EXPORT.XML

1. Pay Slip Information
    a. Finalised Pay Run Database ID
    b. Paytotals Database ID
    c. Number of days payslip covers
    d. Number of pay periods the payslip covers
2. Company Information
    a. Company Database ID
    b. Company Name
    c. Company ABN
3. Employee Information
    a. Employee Database ID
    b. Employee Code
    c. Employee Surname + Firstname + Othername
    d. Employee Pay Location
    e. Employee Tax Classification
    f. Employee address line 1
    g. Employee address line 2
    h. Employee address post code
    i. Employee address city, town, suburb
    j. Employee address state, territory
    k. Employee address country code
4. Superannuation Details
    a. Super Guarantee Database ID
    b. Super Guarantee Fund Number

      c. Super Guarantee Fund Name

      d. Super Member Contributions Database ID

      e. Super Member Contributions Fund Number

      f. Super Member Contributions Fund Name

5. Award Information

      a. Award Database ID

      b. Award Name

      c. Award Classification

6. Pay Run Dates

      a. Payment Date

      b. Period Ending Date

      c. Posting Date

      d. Date Last Paid

7. Period to Date Totals

      a. Salary Sacrifice

      b. Non Super Salary Sacrifice

      c. Super Guarantee

      d. Gross

      e. Deductions

      f. Tax

      g. Net

      h. HELP (HECS)

      i. Additional Tax

8. Year to Date Totals

      a. Super Guarantee Paid

      b. Salary Sacrifice

      c. Non Super Salary Sacrifice

      d. Super Guarantee

      e. Gross

      f. Deductions

      g. Tax

      h. Net

      i. HELP (HECS)

      j. Additional Tax

9. Leave Balances

      a. Annual Leave

      b. Personal (Sick) Leave

      c. Rostered Day Off

      d. Long Service Leave

      e. Time in Lieu

10. Pay Type Information

      a. Pay Type Database ID

      b. Pay Type Name

      c. Pay Type Quantity

      d. Pay Type Rate

      e. Pay Type Total

11. Deduction Information

      a. Deduction Database ID

b. Deduction Name

c. Deduction Total

d. Tax Database ID

12. Tax Information

a. Tax Name

b. Tax Total

13. Banking Information

a. Payment Code

b. Payment Code ID

c. Payment Bank State Branch

d. Payment Bank Account Number

e. Payment Bank Account Name

f. Payment Reference

g. Payment Total

Revision: 10 — Last modified: Feb 15, 2021

3.17. Payroll Tax (BETA)

> **!** **Payroll Tax (BETA)** was introduced in **Version 16.20** and is **still in BETA** as we have received limited feedback about this functionality.
>
> This change is not retrospective, therefore any previous pay runs posted prior to setting up Payroll Tax will not report on the Payroll Tax Report.

Payroll Tax Explained

Payroll tax is a self-assessed, general purpose state and territory tax assessed on wages paid or payable by an employer to its employees when the total wage bill of an employer (or group of employers) exceeds a threshold amount. The payroll tax rates and thresholds vary between states and territories.

How do I set up Payroll Tax?

1. **Set the appropriate Pay Rates, Allowances and Deductions to report for Payroll Tax**
2. **Assign your Employees to the appropriate Payroll Tax State**

What Report/s are available for Payroll Tax?

Please see **Payroll Tax here**

Revision: 22 — Last modified: Jun 03, 2022

3.17.1. Set your Pay Types to report for Payroll Tax

1. Click **Pay Types** > **Edit Pay Rate**, **Edit Allowance** *or* **Edit Deduction** *or*
   Click **Pay Types** from the Side Bar
2. Select the Pay Rate, Allowance or Deduction to edit (click once to highlight).
3. Click **Edit**.
4. Select **Payroll Tax**.
5. Click **Save** then **Exit**.

Revision: 3 — Last modified: Mar 06, 2020

3.17.2. Set your Employees Payroll Tax State

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Pay Run**.
5. Navigate to **Payroll Tax State**.
6. Select the appropriate Payroll Tax State from the drop-down menu.
7. Click **Save** then **Exit**.

Revision: 3 — Last modified: Mar 06, 2020

4. New Features, Known Issues and Frequently Asked Questions

4.1. Known Issues and Resolutions

4.1.1. An error has occurred in frmPayRun Error Info :- 13 / Error Info :- 55 / Error Info :- 62

1. Note the Employees who are receiving the error.
2. Print the Employee Listing report.
   a. Click **Reports** > **Print Reports** or
      Click **Reports** from the side bar.
   b. Navigate to **Search**.
   c. Enter **Employee Listing**.
   d. Select **Employee Listing**
   e. Click **Print**
   f. Locate the required **Employees DBID**.
3. Delete the incorrect temporary files
   a. Click **File** > **Company** > **Go To Folder**.
   b. Minimise this window and navigate back to **e-PayDay®**.
   c. Close **e-PayDay®**.
   d. Re-maximise the minimized window.
   e. Locate the appropriate *.tot and *.run files to delete
      i. The error is displayed in Employee 1025 whose DBID is 25. Locate and delete any 25.tot and 25.run files.
   f. Repeat this process for all Employees who are receiving the error.
4. Reopen **e-PayDay®** and attempt to process their pay again.

> ❗ Although the Pay Run List Window may display **YES** under **Paid**, the deleted Pay Envelopes will be to be re-entered. If the pay run is not re-entered once the appropriate *.tot and *.run files are deleted, this will result in corrupted data and flow on reporting issues.

4.1.2. Error 13 (Edit Award & Agreement)

1. Open **Start Menu**

2. Select **Settings**
3. Select **Time & language** or **Region & language**
4. Ensure **Country or region** is set to **Australia**
5. Ensure **Languages** is set to **English (Australia)** as default.
6. Select **Administrative**
7. Ensure Language for non-Unicode programs is set to **English (Australia)** as default.
8. Click Change system locale… and clear the tick box for Beta: Use **Unicode UTF-8 for worldwide language support**
9. If required, restart your PC.

Revision: 2 — Last modified: Feb 24, 2020

4.1.3. Error Info :- -2147217887 – Multiple-step operation generated errors. Check each status value

1. Check each Employees Address to ensure all the relevant details have been completed (Typically this error is displayed when a Payee has an International Address or the State / Country is missing)
    a. Click **Employees** > **Edit Employees** *or* Click **Employees** from the Side Bar.
    b. Select the employee to edit (click once to highlight).
    c. Click **Edit**.
    d. Confirm each of the following fields contains a value
        i. **Address**.
        ii. **Suburb/City**.
        iii. **State**.
        iv. **Post Code**.
        v. **Country**.
    e. If any changes were made, click **Save** then **Exit**
2. Check each allowance to ensure there are no invalid characters in the description (eg.$)
    a. Click **Pay Types** > **Edit Allowance** *or* Click **Pay Types** from the Side Bar
    b. Select the Allowance to edit (click once to highlight).
    c. Click **Edit**.
    d. Change any details as necessary.
    e. Click **Save** then **Exit**.

✱ If the above does not resolve the issue, please print the **Allowances Report** instead, with the following options
  * **Report by – All – Grouped by Item/Centre**
  * **Report Period – Year To Date**

Revision: 14 — Last modified: Jul 14, 2022

4.1.4. FAST-Bank™ Upload: Lodgement

Reference (columns 63-80) must be justified

Depending on which information is missing, either **Edit your Company** or **Edit your Employees** to insert the missing Lodgment Reference then **recreate and upload your updated FAST-Bank™ File**.

Revision: 3 — Last modified: Oct 14, 2021

4.1.5. Error Info – 94 Invalid use of Null PayRunTaxationCalc NAT1004

Generally, this error is caused as a mandatory field is missing from the Employee (eg. Medicare Levy)

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**
5. Ensure all **Taxation Details** are completed.
   a. **TAX Type**
   b. **FTB Variation from item Y in Section B in Withholding Declaration** = **$00.00** unless otherwise required.
   c. **Zone, Overseas forces or an invalid carer offset (Question 7 Withholding Declaration)** = **$00.00** unless otherwise required.
   d. **Total FTB & Tax Offset Variation from Section B in Withholding Declaration** = **$00.00** unless otherwise required.
   e. **Medicare Levy**: Medicare Levy Variation Not Claimed, unless otherwise required.
   f. **Special Tax Table** = No, unless otherwise required.
   g. **Tax Free Threshold**
   h. **Are you an Australian resident for taxation purposes?**
   i. **Add Amount to TAX** = **$00.00** unless otherwise required.
   j. **HELP Debt**
   k. **Financial Supplement Debt**
   l. **Payee TFN**
6. Click **Save** then **Exit**.

Revision: 1 — Last modified: May 22, 2020

4.1.6. Error Info :- 52 – Bad File name or number

e-PayDay® Legacy has recently been moved to a new PC or Server and the Data Paths are not up to date.

1. Open the **e-PayDay BE** folder.
2. Open the EPD Folder.

3. Open the required. EPD
4. Update **DataDirectory=** as required.
5. Save and close the **Company.EPD**
6. Repeat the above steps for all **Company.EPD**'s you require access to.

Revision: 1 — Last modified: Jun 03, 2020

4.1.7. Error Info :- 3021 – Either BOF or EOF is True, or the current record has been deleted. Requested operation requires a current record.

The below error is presented when importing the **FAST-Pay** File due to a incorrect Pay Rate, Allowance or Deduction DBID being used.
Most commonly, this relates to a **Cessation (Termination) Pay Rate** being included in the file.
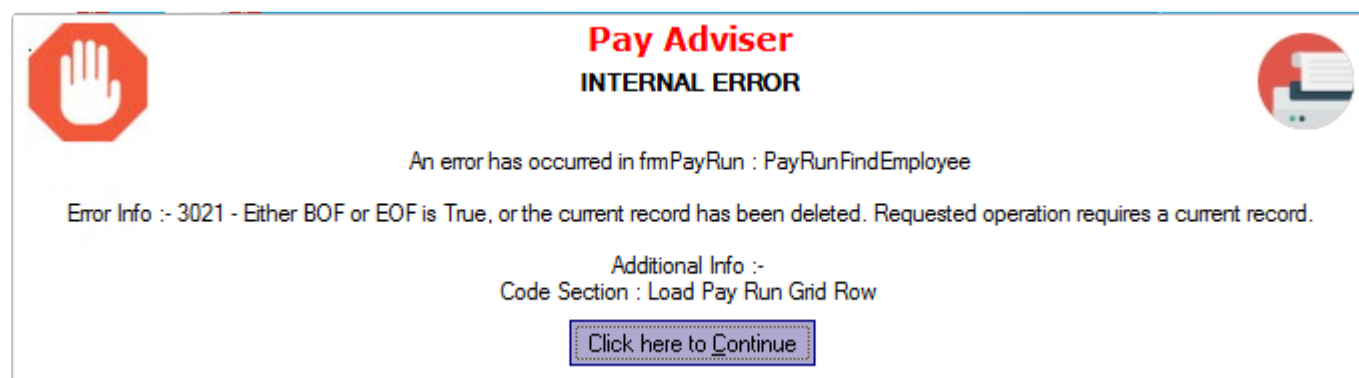
Please correct the **Pay Rate**, **Allowance** or **Deduction** DBID then attempt to **Reproves the Pay Run with the FAST-Pay** File

The Following Reports can be used to locate the Pay Type Database ID which needs to be used in your **Time and Attendance** Solution.

- **Pay Rates List**
- **Allowances List**
- **Deductions List**

Revision: 4 — Last modified: Jul 15, 2022

4.1.8. Error: Bad Command Line, when restoring backup or rolling back payrun.

This error is caused by the data being stored in a separate location to the location stored in the Company.EPD
E.g. Location A has file folder structure of "C:\e-PayDay BE\…." Location B has file folder structure of "R:\HR\Payroll\…."

When a backup is created, the folder structure inside the folder is matching Location B, but is trying to restore to a folder structure of Location A.

As the folder names are different to what is expected, the system can't locate the data or recognize the folders and the above error is displayed..

Please discuss this issue with your IT personnel to determine where you would prefer the data to be located.

Once this decision has been made, please refer to **Install e-PayDay® on another Computer**

Revision: 1 — Last modified: Oct 12, 2022

4.1.9. Error 62 when accessing Cost Centres (e-Cost™)

1. If you **MANUALLY ENTER** the payroll information into your Accounting Software and **DO NOT** export any information from **e-PayDay®**
   a. Select **Exit**.
   b. Click **Utilities** > **Clear OEM Value**.
   c. Navigate back to **Pay Day** and click **Post**
2. If you export to **ANY OTHER** Accounting Solution and **wish to select a permanent path change** *or* **to locate the current inaccessible export path**.
   a. Select **Exit**
   b. Click **File** > **Accounting Export (e-Port™)** > **Configure Accounting Data Export File**.
   c. Navigate to **Select where you want the export file to be saved…** and write down the displayed location.
      i. Ensure the drive/path you have set for your Accounting Export is accessible
         i. If the path is accessible, navigate back to **Pay Day** and click **Post**.
         ii. If the path is not accessible and needs to be updated,
            i. If you would simply like to reset the path to the default (which is your selected Install path, eg. C:\e-PayDay BE).
            ii. Otherwise,**Click Browse….**.
            iii. Select the new location that you wish to create the export to.
            iv. If required, rename the Accounting Export file.
            v. Click **Save** then **Exit**.
            vi. Navigate back to **Pay Day** and click **Post**.

Revision: 1 — Last modified: Nov 18, 2019

4.2. Installation

Revision: 1 — Last modified: Nov 26, 2019

4.2.1. Installation Issues

Revision: 1 — Last modified: Mar 23, 2023

4.2.1.1. Error -2147217865 – The Microsoft

Jet database engine cannot find the Input Table or Query 'X'

1. Read **here** to Download the latest e-PayDay® Update and Install as Administrator
2. Right-Click on your Desktop Shortcut and select **Properties**
3. Click **Compatability**
4. Under **Settings** select **Run this program as administrator**.
5. Click **Apply** then **Ok**
6. Reopen **e-PayDay®** and attempt to perform the same action
7. If the above does not resolve the issue, **request assistance from Support**

Revision: 3 — Last modified: May 16, 2022

4.2.1.2. Error -2147217843 – Cannot start your application. The workgroup information file is missing or opened exclusively by another user.

1. Click **File** > **Company** > **Go To Folder** to open your Company Data Folder.
2. Navigate back to **e-PayDay®** to exit completely.
3. Navigate back to the **e-PayDay BE Folder** to locate the **AUDIT.MDB**
4. Delete the **AUDIT.MDB**.
5. Close the **e-PayDay BE** Folder.
6. Read **here** to Download the latest e-PayDay® Update and Install as Administrator
7. Right-Click on your Desktop Shortcut and select **Properties**
8. Click **Compatability**
9. Under **Settings** select **Run this program as administrator**.
10. Click **Apply** then **Ok**
11. Reopen **e-PayDay®** and attempt to preform the same action

Revision: 3 — Last modified: Nov 25, 2020

4.2.1.3. Error Info :- 91 – Object variable not set

1. Close **e-PayDay®**
2. Read **here** to Download the latest e-PayDay® Update and Install as Administrator
3. Right-Click on your Desktop Shortcut and select **Properties**
4. Click **Compatability**
5. Under **Settings** select **Run this program as administrator**.
6. Click **Apply** then **Ok**
7. Reopen **e-PayDay®** and attempt to perform the same action
8. If the above does not resolve the issue, your last available back up typically needs to be restored.

4.2.1.4. Error Info :- 374 – Failed to activate control DB.UserControl

1. Close **e-PayDay®**
2. Read **here** to Download the latest e-PayDay® Update and Install as Administrator
3. Right-Click on your Desktop Shortcut and select **Properties**
4. Click **Compatability**
5. Under **Settings** select **Run this program as administrator**.
6. Click **Apply** then **Ok**
7. Reopen **e-PayDay®** and attempt to preform the same action

4.2.1.5. Error Info :- 3709 – The connection cannot be used to perform this operation. It is either closed or invalid in this context.

1. Close **e-PayDay®**
2. Read **here** to Download the latest e-PayDay® Update and Install as Administrator
3. Right-Click on your Desktop Shortcut and select **Properties**
4. Click **Compatability**
5. Under **Settings** select **Run this program as administrator**.
6. Click **Apply** then **Ok**
7. Reopen **e-PayDay®** and attempt to perform the same action

4.2.1.6. Error -2147467259 – Not a Valid Bookmark.

1. Request a Support Call **here** as our Team will need to assist you with repairing all databases.
2. Close **e-PayDay®**
3. Read **here** to Download the latest e-PayDay® Update and Install as Administrator
4. Right-Click on your Desktop Shortcut and select **Properties**
5. Click **Compatability**
6. Under **Settings** select **Run this program as administrator**.
7. Click **Apply** then **Ok**
8. Reopen **e-PayDay®** and attempt to perform the same action
9. If the above does not resolve the issue, your last available back up typically needs to be restored.

4.2.1.7. Error -2147467259 – Microsoft jet database stopped the process as you and another user are attempting to change the same data at the same time

1. Close **e-PayDay®**
2. Read **here** to Download the latest e-PayDay® Update and Install as Administrator
3. Right-Click on your Desktop Shortcut and select **Properties**
4. Click **Compatability**
5. Under **Settings** select **Run this program as administrator**.
6. Click **Apply** then **Ok**
7. Reopen **e-PayDay®** and attempt to perform the same action
8. If the above does not resolve the issue, your last available back up typically needs to be restored.

> **!** If further assistance is required, request a Support Call **here** as our Team will need to assist you with repairing all databases.

Revision: 5 — Last modified: Jun 17, 2022

4.2.1.8. An error has occurred in modCommon : FileWriteContents Error Info :- 70 – Permission denied

1. Ensure all other users have logged out of e-PayDay®.
2. Ensure the user is running e-PayDay® as Administrator
3. Ensure the user has FULL Read/Write access to the e-PayDay BE Folder

If all of the above conditions are met, you may need to restore the rollback (backup) created from before the pays were posted *or* in some instances, we may need to complete a manual restore for you. Please request a support call **here** for further assistance.

Revision: 4 — Last modified: Jan 03, 2023

4.2.1.9. The SOAP Toolkits needs to be installed. Please contact e-PayDay Support

Install the SOAP Toolkits which is located in your e-PayDay® data folder (**File** > **Company** > **Go to Folder** > Navigate back to **e-PayDay BE Folder**)

Revision: 3 — Last modified: Jan 23, 2020

4.2.1.10. An error has occurred in modSupport: Set_VersionNo2_in Tax Scales

The Tax Scales database does not match the version of the software. This can occur if each of the client PC's were updated, but the server was not.

1. Obtain the latest Update **here**
2. Once downloaded, right-click **SUUP21XX.EXE** and select **Run as Administrator** to start the **e-PayDay®** Installation.
3. Right-Click on your Desktop Shortcut and select **Properties**
4. Click **Compatability**
5. Under **Settings** select **Run this program as administrator**.
6. Click **Apply** then **Ok**
7. Reopen **e-PayDay®** and attempt to preform the same action

Revision: 7 — Last modified: Oct 23, 2020

4.2.1.11. Component myframepanel.osx or one of its dependencies is not correctly registered.

1. Close **e-PayDay®**
2. Read **here** to Download the latest e-PayDay® Update and Install as Administrator
3. Right-Click on your Desktop Shortcut and select **Properties**
4. Click **Compatability**
5. Under **Settings** select **Run this program as administrator**.
6. Click **Apply** then **Ok**
7. Reopen **e-PayDay®** and attempt to preform the same action

Revision: 3 — Last modified: Mar 10, 2020

4.2.1.12. The database could not be checked, please contact e-PayDay Support

The version of the database does not match the version of the software. This can occur after a computer OS upgrade OR in a client/server situation, where only SOME PC's has been upgraded.

1. Close **e-PayDay®**
2. Read **here** to Download the latest e-PayDay® Upgrade or Update and Install as Administrator
3. Right-Click on your Desktop Shortcut and select **Properties**
4. Click **Compatability**
5. Under **Settings** select **Run this program as administrator**.
6. Click **Apply** then **Ok**
7. Reopen **e-PayDay®** and attempt to perform the same action

4.2.1.13. A decompression error has occurred (#2029)

Generally caused by an incomplete download (Internet drop out or anti-virus quarantine).

Before starting the installation ensure,

- There is a minimum of 1GB hard disk space available.
- You are logged in as an Administrator and run the install as Administrator.
- Antivirus software will allow installations.Some Anti-Virus Software have been known to report a .exe file (install file) as a false positive.
- All open programs have been closed.

1. Download **e-PayDay®** **here**
2. Double click **E-PAYDAY_LEGACY.exe** to start the **e-PayDay®** Installation.
3. Proceed with installation and contact support if further assistance is required.

4.2.1.14. One or more Taxtables are out of date. You may need to upgrade to the latest version of e-PayDay®

Stand Alone Installation

1. Close **e-PayDay®**
2. **Download** the latest e-PayDay® Upgrade and Install as Administrator
3. Right-Click on your Desktop Shortcut and select **Properties**
4. Click **Compatability**
5. Under **Settings** select **Run this program as administrator**.
6. Click **Apply** then **Ok**
7. Reopen **e-PayDay®** and attempt to perform the same action
8. If the above does not resolve the issue, your last available back up typically needs to be restored.

Client / Server Installation

The Server has not been updated

1. Download and install Full Install/Upgrade for the current financial year **here** then
2. Once downloaded, double click **E-PAYDAY_LEGACY_202X.exe** to start the **e-PayDay®** Installation.
3. Click **Next >** on the **Welcome** screen.
4. Select **I understand and wish to continue** then click **Next >**.

5. Select **I agree to the terms of this license agreement** then click **Next >**.
6. If you wish to export your payroll information from e-PayDay® to your accounting software, select the required option here. Otherwise, leave as **None** then click **Next >**.
7. When prompted, select **Server Install**
8. Ensure the Data Path is correct – this is where the files are stored on the Server (UNC Path) or Mapped Network Drive (eg. \\servername\payroll).
    a. **I cannot see my Server or Mapped Network Drives**
9. Click **Next >** on the **Ready to Install** screen.
10. Once the installer has completed, click **Finish**

> ❗ If further assistance is required, request a Support Call **here** as our Team will need to assist you with repairing all databases.

Revision: 6 — Last modified: Jul 08, 2022

4.2.1.15. System Error H80004023 (Error -2147467229)

1. Download **e-PayDay® here**
2. Double click **E-PAYDAY_LEGACY.exe** to start the **e-PayDay®** Installation.
3. Proceed with installation and contact support if further assistance is required.

Revision: 4 — Last modified: Jan 13, 2023

4.2.1.16. An error has occurred in frmPayRunList : cmdMyFinalize_Click. Error Info :- 70 – Permission denied

1. Ensure all other users have logged out of e-PayDay®.
2. Ensure the user is running e-PayDay® as Administrator
3. Ensure the user has FULL Read/Write access to the e-PayDay BE Folder

If all of the above conditions are met, you may need to restore the rollback (backup) created from before the pays were posted *or* in some instances, we may need to complete a manual restore for you. Please request a support call **here** for further assistance.

Revision: 8 — Last modified: Jan 03, 2023

4.2.1.17. An error has occurred in ModPayRun : PayRunListConvertFastPayFromStringToInt. Error Info :- 70 – Permission denied

1. Ensure all other users have logged out of e-PayDay®.
2. Ensure the user is running e-PayDay® as Administrator
3. Ensure the user has FULL Read/Write access to the e-PayDay BE Folder

If all of the above conditions are met, you may need to restore the rollback (backup) created from before the pays were posted *or* in some instances, we may need to complete a manual restore for you. Please request a support call **here** for further assistance.

Revision: 5 — Last modified: Jan 03, 2023

4.2.1.18. An error has occurred in modCommon : FolderDelete. Error Info : – 70 – Permission Denied

1. Ensure all other users have logged out of e-PayDay®.
2. Ensure the user is running e-PayDay® as Administrator
3. Ensure the user has FULL Read/Write access to the e-PayDay BE Folder

If all of the above conditions are met, you may need to restore the rollback (backup) created from before the pays were posted *or* in some instances, we may need to complete a manual restore for you. Please request a support call **here** for further assistance.

Revision: 2 — Last modified: Jan 03, 2023

4.2.1.19. Error Info :- 76 – Path not found

e-PayDay® Legacy has recently been moved to a new PC or Server and the Data Paths are not up to date.

1. Open the **e-PayDay BE** folder.
2. Open the EPD Folder.
3. Open the required. EPD
4. Update **DataDirectory=** as required.
5. Save and close the **Company.EPD**
6. Repeat the above steps for all **Company.EPD**'s you require access to.

Revision: 4 — Last modified: May 28, 2020

4.2.2. Windows Related Issues

4.2.2.1. After OS Update or Upgrade, Drop-down Menu's and Side Bar Icons do not function or do not display

> ✱ These steps are generally performed by an IT professional

1. Access C:\Windows\SysWOW64 and C:\Windows\System32 on your PC to confirm if the component MSSTDFMT.DLL exists in either folder
   a. If the file exists in **C:\Windows\System32**
      i. Right-Click the Windows Icon and select **Search**
      ii. Type **cmd** then press CTRL+SHIFT+ENTER together.
      iii. Type **regsvr32 MSSTDFMT.DLL**
      iv. Click **Enter**
      v. The ocx should now be registered.
   b. If the file exists in **C:\Windows\SysWOW64**, it should be registered on start-up. If not, please manually register per the above steps.
   c. If the file **DOES NOT EXIST**, please copy the file then register manually per the above steps.

4.2.2.2. Windows 2003, 2008 and 2008 R2: e-PayDay® Icons not displaying inside product

> ❗ e-PayDay® Legacy icons will only be displayed when the Desktop Colour Dept is set to 32-bit. This issue is unable to be resolved on Terminal or Remote Desktop Server (Windows 2003) as this platform is limited to 24-bit colours.

If you are using Terminal or Remote Desktop Server (Windows 2008 and 2008 R2), you can update the default from 16-bit to 32-bit by

1. Administrative Tools > Remote Desktop Services > Remote Desktop Session Host Configuration.
2. Double click RDP-Tcp in the Connections box.
3. Select Client Settings
4. Under Colour Depth untick Limit Maximum Colour Depth.
5. Icons will display the next time the connection is run

4.2.2.3. An error has occurred in SMTPEmail_ToolClick (AddEmail.DLL)

> ✳ These steps are generally performed by an IT professional

1. Access C:\Windows\SysWOW64 and C:\Windows\System32 on your PC to confirm if the component AddEmail.DLL exists in either folder
   a. If the file exists in **C:\Windows\System32**
      i. Right-Click the Windows Icon and select **Search**
      ii. Type **cmd** then press CTRL+SHIFT+ENTER together.
      iii. Type **regsvr32 AddEmail.DLL**
      iv. Click **Enter**
      v. The ocx should now be registered.
   b. If the file exists in **C:\Windows\SysWOW64**, it should be registered on start-up. If not, please manually register per the above steps.
   c. If the file **DOES NOT EXIST**, please copy the file then register manually per the above steps.

4.2.2.4. Error 7 – Out of Memory

1. **Stand-Alone Install**
   a. Cold Boot the PC (turn off, leave off for a few minutes then turn back on again).
   b. Complete a Scan Disk, Defrag and Disk Clean up with advice from an IT professional
2. **Client / Server Install**
   a. Contact your IT professional for assistance.

4.2.2.5. Error : 339 – Component 'XXX.ocx' or one of its dependencies not correctly registered: a file is missing or invalid

Download and Install e-PayDay® Version 23.00

> ✳ If Installing Version 23 again does not resolve the issue, please obtain assistance from an IT professional to complete the below steps

1. Access **C:\Windows\SysWOW64** on your PC to confirm if the component X.OCX exists
   a. If the file exists in **C:\Windows\SysWOW64**

      i. Right-click on the OCX to select **Copy**

     ii. Access **C:\Windows\System32** to paste the copied .OCX

1. If the file DOES NOT EXIST in **C:\Windows\SysWOW64**,

    a. Access **C:\Windows\System32** on your PC to confirm if the component X.OCX exists

      i. If the file exists in **C:\Windows\System32**

     ii. Right-click on the OCX to select **Copy**

    iii. Access **C:\Windows\SysWOW64** to paste the copied .OCX

1. Right-Click the Windows Icon and select **Search**
2. Type **cmd** then press CTRL+SHIFT+ENTER together.
3. Type **regsvr32 xxxx.ocx**
4. Click **Enter**
5. The ocx should now be registered.

Revision: 6 — Last modified: Jul 14, 2022

4.2.2.6. Internal Error :- 2147012866: The connection with the server was terminated abnormally

The error is generally received when running Windows 7 as an operating system but may be occurring due to higher security restrictions.

If you are running Windows 7, we recommend upgrading to Windows 10 or 11 as soon as feasible.

Please lodge a **Support Request** so we may provide your licence via e-mail. Once received, please refer to Manually load your Software Licence File

Revision: 5 — Last modified: Feb 17, 2023

4.2.2.7. Error 481 – Invalid Picture

Generally, there is insufficient Windows privileges to open the specified file. Increase Windows User Privileges or Run Application as Administrator

Revision: 2 — Last modified: Mar 03, 2020

4.2.2.8. Hash Tag / Pound Symbol (#) is being displayed in any $ column

Generally, this is an issue with your printer UNLESS the dollar value is too large to fit in the report field (generally income is over $1,000,000.00)

Select either **Payroll Analysis – Landscape** *or* **Payroll Analysis (Simple) – Landscape**

4.2.3. Install e-PayDay® on another Computer

> ❗ Please ensure you establish which installation type you presently have BEFORE completing any of the documentation below by following **Confirm e-PayDay® Data Path**. You can also refer to **Installation Examples** to see how e-PayDay is recommended to be installed.

Stand-Alone Installations ONLY (eg. BOTH the application and data are generally run from C:\).

- Read **here** to create a Transfer (Back-Up) File for the new Computer
- Read **here** to copy the e-PayDay BE Folder
- Read **here** if you've 'lost' your e-PayDay® Installation and have a back up to restore.
- Read **here** if you've 'lost' your e-PayDay® Installation and you don't have any data to restore
- Read **here** to migrate an existing Client / Server installation to a Stand Alone installation.

CLIENT / SERVER INSTALLATIONS eg. The application Files are generally run from C:\), whereas the Data is on a Server).

- Read **here** to migrate a Stand-Alone installation to a Client / Server installation,
- Read **here** to migrate an existing Client / Server installation to a new Server
- Read **here** to install e-PayDay® on a new Computer, and connect to the existing Data on your Server.

4.2.3.1. Transfer / Copy e-PayDay® to a New Computer

> ❗ This procedure WILL NOT remove e-PayDay® from the PC you copy from.

On the PC you wish to copy from

1. If your Company is not already open, **Open your Company** your Company is open;
2. Click **Utilities** > **Data and Settings Transfer** > **Transfer to New Computer**.
3. Choose the location to create the Transfer File to (e.g. USB STICK or EXTERNAL HARD DRIVE) by either Double-Clicking or Clicking **Open** on the drive/location you require.

4. Click **Save** to save the Path
5. Once the Transfer file has completed, Click **Exit**.

On the NEW PC

1. Read **here** to download and install Full Install/Upgrade
2. Once installed, double-click on your Desktop Icon to open e-PayDay®.
3. An Alert will display: **Due to Single Touch Payroll and the new Government Security requirements, all users of e-PayDay® Payroll Software MUST Logon with a Username and Password. To assist you a default Username and Password will be used however you will be required to establish a User Account at a later stage**.
4. Click **Click here to Continue**.
5. An Alert will display with the default Username and Password.
6. Click **Ok**.
7. Click **Utilities** > **Data and Settings Transfer** > **Transfer from old Computer**.
8. Choose the location of the Transfer File you wish to restore
   (e.g. USB STICK or EXTERNAL HARD DRIVE).
9. Click **Open**.
10. Select the Transfer File you wish to restore.
11. Click **Open**.
12. The following alert will display: In order to finish the Transfer process e-PayDay® will close. Please restart e-PayDay®.
13. Click **Click Here to Continue**.
14. Reopen **e-PayDay®** by double-clicking on your Desktop Icon.

Revision: 20 — Last modified: Aug 04, 2020

4.2.3.2. Install e-PayDay® on a New Computer to restore a back up

> ❗ Depending on how old the back up is that you wish to restore, you may need to contact the ATO to discuss your reporting obligations BEFORE re-entering missing pay runs. If no pay runs are missing, you do not need to contact the ATO

1. Read **here** to download and install Full Install/Upgrade for the current financial year
2. Once downloaded, double click **E-PAYDAY_LEGACY_202X.exe** to start the e-PayDay® Installation.
3. Click **Next >** on the **Welcome** screen.
4. Select **I understand and wish to continue** then click **Next >**.
5. Select **I agree to the terms of this license agreement** then click **Next >**.
6. If you wish to export your payroll information from e-PayDay® to your accounting software, select the required option here. Otherwise, leave as **None** then click **Next >**.
7. Leave the **Application File Path** and **Data Files Path** as set by the installer
8. Click **Next >** on the **Ready to Install** screen.
9. Once the installer has completed, click **Finish**.
10. Double-click on your Desktop Icon to open e-PayDay®.

11. An Alert will display: **Due to Single Touch Payroll and the new Government Security requirements, all users of e-PayDay® Payroll Software MUST Logon with a Username and Password. To assist you a default Username and Password will be used however you will be required to establish a User Account at a later stage**.

12. Click **Click here to Continue**.

13. An Alert will display with the default Username and Password.

14. Click **Ok**.

15. Click **File** > **Open**.

16. Select the **Practice Company**.

17. Click **Open**.

18. Click **Utilities** > **Restore Data from Accountant**.

19. An alert will display: **The Restore process will overwrite the current company data. Do you wish to continue?**

20. Click **Yes**.

21. Locate and select the Back Up you wish to restore.

22. Click **Open**.

23. An alert will display: **The selected Restore file does not match the currently open company. Please select an option**.

24. Select **Create New Company** > Click **Click Here to Continue**.

25. Once the Company has been created, **Open your Company**

Revision: 21 — Last modified: Nov 04, 2021

4.2.3.3. Install e-PayDay® on a New Computer to restore your e-PayDay BE Folder into C:\

On the old Computer, copy the e-PayDay BE folder

1. Within **e-PayDay®**, Click **File** > **Company** > **Go to Folder**.

2. Minimize this window.

3. Close **e-PayDay®**.

4. Re-maximise the previously minimized window.

5. Navigate back to the **e-PayDay BE** folder.

6. Right-Click on the **e-PayDay BE** folder.

7. Click **Send to > Compressed (zipped) Folder**.

8. Allow the folder to compress then right-Click on the **e-PayDay BE.ZIP** folder to select **Copy**

9. Paste the **e-PayDay BE** Folder into the relevant location (eg a USB or External Hard Drive) so it can be moved to the new PC.

    a. If you need to, the folder can be zipped to compress the size.

On the new Computer, restore your e-PayDay BE Folder and Install

1. Open the e-PayDay® BE Folder from the relevant location (eg a USB or External Hard Drive) and unzip.

2. Copy the unzipped folder

3. Open **This PC** or **My Computer**, then **C:**

4. Paste the copied folder into their location
5. Read **here** to download and install Full Install/Upgrade for the current financial year
6. Once downloaded, double click **E-PAYDAY_LEGACY_202X.exe** to start the e-PayDay® Installation.
7. Click **Next >** on the **Welcome** screen.
8. Select **I understand and wish to continue** then click **Next >**.
9. Select **I agree to the terms of this license agreement** then click **Next >**.
10. If you wish to export your payroll information from e-PayDay® to your accounting software, select the required option here. Otherwise, leave as **None** then click **Next >**.
11. Leave the **Application File Path** and **Data Files Path** as set by the installer
12. Click **Next >** on the **Ready to Install** screen.
13. Once the installer has completed, click **Finish**.

Revision: 18 — Last modified: Nov 04, 2021

4.2.3.4. Install e-PayDay® on a New Computer to start 'fresh' (no recoverable back ups)

> ❗ Typically when a virus is introduced to a computer, it will run a program to attack and corrupt all of your data files. Therefore it is STRONGLY recommended that you always keep a second copy of your e-PayDay® data on an external source (USB External Hard Drive etc) so that this doesn't happen to you. Please follow **How do I keep a second copy of my e-PayDay® data in case of a virus?**

1. Start by **downloading and installing** e-PayDay® Version 22.00.
2. **Enter your Software Serial Number (SSN)** and load your Licence, **Using e-PayDay® FREEPAY, skip this step!**.

If you wish to re-enter your pay runs from 1st July

1. **Add** your Company,
2. **Add** your Employees Awards & Agreements (Rates, Rules and Employment Conditions)
3. **Add** your Employees Superannuation Funds
4. **Add** ALL Employees that need to be reported.
5. **Enter** the Accrual Balances from 1 July for each of your Employees
6. **Back Up** your **e-PayDay®** Data.
7. **Register** your Company,
8. **Enter** your Company Registration Key.
9. **Re-proces** the 'missing' pay runs exactly as they originally occurred.

Once your Pay Runs are up to date

1. **Deactivate** any Allowances and Deductions that you do not use.
2. **Ensure** all Pay Runs that may be currently active have been posted or undone.

3. **Obtain** your previous BMS ID from the Business Portal

4. **Enable STP** by setting your Electronic Transfer Option to STP (SuperChoice) and entering your Company information (Including the BMS ID your obtained from the Business Portal)

5. **IF YOU STILL HAVE ACTIVE ALLOWANCES AND DEDUCTIONS**
   a. **Allocate** STP Codes to each of your Allowances and Deductions.
   b. **Preform** an update for your Employees Allowance and Deduction YTD STP Balances
   c. **Review** your Employees Allowance and Deduction YTD STP Balances to ensure they updated correctly.

6. **Process** an STP Health Check to ensure there are no issues with your Employees.

If you wish to enter YTD Balances

1. **Add** your Company,
2. **Add** your Employees Awards & Agreements (Rates, Rules and Employment Conditions)
3. **Add** your Employees Superannuation Funds
4. **Add** ALL Employees that need to be reported.
5. **Enter** ALL YTD Information that is required for STP reporting, Including the Tax File Declaration (if required) AND Leave Accrual Balances.
6. **Obtain** your previous BMS ID from the Business Portal
7. **Enter** your information for Single Touch Payroll Reporting.
8. **Back Up** your **e-PayDay®** Data.
9. **Register** your Company,
10. **Enter** your Company Registration Key.

Revision: 17 — Last modified: Jan 14, 2022

4.2.3.5. Migrate a Stand Alone Install to a Client / Server Install

Copy / move the e-PayDay BE folder from the Stand Alone PC to the Client Server

1. Within **e-PayDay®**, Click **File** > **Company** > **Go to Folder**.
2. Minimize this window.
3. Close **e-PayDay®**.
4. Re-maximise the previously minimized window.
5. Navigate back to the **e-PayDay BE** folder.
6. Right-Click on the **e-PayDay BE** folder.
7. Click **Copy**.
8. In the navigation bar, click the NEW drive you need (eg. \\SERVER\)
9. Paste the e-PayDay BE Folder into the Server.
   a. If required, you may also be required to **share the new data location**.

Update the required Files on the new Server

1. Open the **e-PayDay BE** folder.
2. Open the **EPD** Folder.

    a. Open the required. EPD

       i. Update **DataDirectory=**: Update the **DataDirectory=**: to the new location for the company data. (eg. **DataDirectory=\\SERVER\e-PayDay BE\Data\Example Company**)

    b. Save and close the **Company.EPD**

    c. Repeat the above steps for all **Company.EPD**'s inside the EPD Folder

3. Open the **Archive** Folder

    a. Open the first Archive Folder (eg. 2005)

    b. Open the first. EPD

       i. Update **DataDirectory=**: Update the **DataDirectory=**: to the new location for the company data. (eg. **DataDirectory=\\SERVER\e-PayDay BE\Data\Example Company**)

    c. Save and close the **Company.EPD**

    d. Repeat the above steps for all **Company.EPD**'s inside the Archive Folder

Update the software on the Server

1. Download and install Full Install/Upgrade for the current financial year **here** then
2. Once downloaded, double click **E-PAYDAY_LEGACY_202X.exe** to start the e-PayDay® Installation.
3. When prompted, select **Server Install**
4. Select the new path where the Data Files are now stored on the Server (eg. \\SERVER\e-PayDay BE).
    a. Read **here** if you cannot see your Server or Mapped Network Drives when installing
5. Allow the installer to complete then close.

Update the software on the each of the client PC's

1. Download and install Full Install/Upgrade for the current financial year **here** then
2. Once downloaded, double click **E-PAYDAY_LEGACY_202X.exe** to start the e-PayDay® Installation.
3. When prompted, select **Client Install**
4. Enter the Registration Owner: **Contact Name** for the Company.
5. Enter the Registration Organisation: **Legal Entity Name** (Company Name).
6. Select the path where the Data Files are stored on the new server, which was previously set during the Server Install. (eg. \\SERVER\e-PayDay BE).
7. Allow the installer to complete then close.
8. Repeat for each Client PC's that requires access to the e-PayDay® Data Directory.
9. Read **here** to enter your Software Serial Number (SSN) and load your Licence.

Revision: 24 — Last modified: May 04, 2022

4.2.3.6. Migrate an existing Server installation to a new Server

Copy / move the e-PayDay BE folder from the old to the new Server

1. Within **e-PayDay®**, Click **File** > **Company** > **Go to Folder**.

2. Minimize this window.
3. Close **e-PayDay®**.
4. Re-maximise the previously minimized window.
5. Navigate back to the **e-PayDay BE** folder.
6. Right-Click on the **e-PayDay BE** folder.
7. Click **Copy**.
8. In the navigation bar, click the NEW drive you need (eg. \\SERVER\)
9. Paste the e-PayDay BE Folder into the new Server.
    a. If required, you may also be required to **share the new data location**.

Update ALL required Files on the new Server

1. Open the **e-PayDay BE** folder.
2. Open the **EPD** Folder.
    a. Open the required. EPD
        i. Update **DataDirectory=**: Update the **DataDirectory=**: to the new location for the company data. (eg. **DataDirectory=\\SERVER\e-PayDay BE\Data\Example Company**)
    b. Save and close the **Company.EPD**
    c. Repeat the above steps for all **Company.EPD**'s inside the EPD Folder
3. Open the **Archive** Folder
    a. Open the first Archive Folder (eg. 2005)
    b. Open the first. EPD
        i. Update **DataDirectory=**: Update the **DataDirectory=**: to the new location for the company data. (eg. **DataDirectory=\\SERVER\e-PayDay BE\Data\Example Company**)
    c. Save and close the **Company.EPD**
    d. Repeat the above steps for all **Company.EPD**'s inside the Archive Folder

Update the software on the Server

1. Download and install Full Install/Upgrade for the current financial year **here** then
2. Once downloaded, double click **E-PAYDAY_LEGACY_202X.exe** to start the e-PayDay® Installation.
3. When prompted, select **Server Install**
4. Select the new path where the Data Files are now stored on the Server (eg. \\SERVER\e-PayDay BE).
    a. Read **here** if you cannot see your Server or Mapped Network Drives when installing
5. Allow the installer to complete then close.

Update the software on each of the client PC's

1. Download and install Full Install/Upgrade for the current financial year **here** then
2. Once downloaded, double click **E-PAYDAY_LEGACY_202X.exe** to start the e-PayDay® Installation.
3. When prompted, select **Client Install**
4. Enter the Registration Owner: **Contact Name** for the Company.
5. Enter the Registration Organisation: **Legal Entity Name** (Company Name).

6. Select the path where the Data Files are stored on the new server, which was previously set during the Server Install. (eg. \\SERVER\e-PayDay BE).
7. Allow the installer to complete then close.
8. Repeat for each Client PC's that requires access to the e-PayDay® Data Directory.
9. Read **here** to enter your Software Serial Number (SSN) and load your Licence.

Revision: 23 — Last modified: May 04, 2022

4.2.3.7. Install e-PayDay® on a new Computer, and connect to the existing Server

1. Download and install Full Install/Upgrade for the current financial year **here** then
2. Once downloaded, double click **E-PAYDAY_LEGACY_202X.exe** to start the e-PayDay® Installation.
3. When prompted, select **Client Install**
4. Enter the Registration Owner: **Contact Name** for the Company.
5. Enter the Registration Organisation: **Legal Entity Name** (Company Name).
6. Select the path where the Data Files are stored on the server (eg. \\servername\payroll\e-PayDay BE).
   a. Read **here** if you cannot see your Server or Mapped Network Drives when installing
7. Allow the installer to complete then close.
8. Repeat for each Client PC that requires access to the e-PayDay® Data Directory.
9. Enter your Software Serial Number (SSN) and load your Licence, read **here**.

Revision: 16 — Last modified: Nov 04, 2021

4.2.3.8. Migrate a Client / Server Install to a Stand Alone Install

Copy / move the e-PayDay BE folder from the Client Server to the Stand-Alone PC

1. Within **e-PayDay®**, Click **File** > **Company** > **Go to Folder**.
2. Minimize this window.
3. Close **e-PayDay®**.
4. Re-maximise the previously minimized window.
5. Navigate back to the **e-PayDay BE** folder.
6. Right-Click on the **e-PayDay BE** folder.
7. Click **Copy**.
8. In the navigation bar, click the NEW drive you need (eg. C:\)
9. Paste the e-PayDay BE Folder into the required location.

Update ALL required Files in the new Drive

1. Open the **e-PayDay BE** folder.

2. Open the **e-PayDay BE.ini**
    a. Update **ParentDataPath=** to the new location (eg. **C:\e-PayDay BE**)
    b. Save and close the **e-PayDay BE.ini**
3. Open the **EPD** Folder.
    a. Open the required. EPD
        i. Update **DataDirectory=**: Update the **DataDirectory=**: to the new location for the company data. (eg. **C:\e-PayDay BE\Data\Example Company**)
    b. Save and close the **Company.EPD**
    c. Repeat the above steps for all **Company.EPD**'s inside the EPD Folder
4. Open the **Archive** Folder
    a. Open the first Archive Folder (eg. 2005)
    b. Open the first. EPD
        i. Update **DataDirectory=**: Update the **DataDirectory=**: to the new location for the company data. (eg. **C:\e-PayDay BE\Data\Example Company**)
    c. Save and close the **Company.EPD**
    d. Repeat the above steps for all **Company.EPD**'s inside the Archive Folder

Update the software

1. Download and install Full Install/Upgrade for the current financial year **here** then
2. Once downloaded, double click **E-PAYDAY_LEGACY_202X.exe** to start the e-PayDay® Installation.
3. When prompted, select **Stand Alone Install**
4. Enter the Registration Owner: **Contact Name** for the Company.
5. Enter the Registration Organisation: **Legal Entity Name** (Company Name).
6. Allow the installer to complete then close.
7. Enter your Software Serial Number (SSN) and load your Licence, read **here**.

Revision: 13 — Last modified: May 04, 2022

4.2.4. Store a second copy of your e-PayDay® data in case of a virus

Before closing e-PayDay®,

1. Click **Utilities** > **Backup ALL Companies data and archives**.
2. Choose the external location to create the Backup to (eg. USB STICK or EXTERNAL HARD DRIVE).
3. Click **Save**.
4. Once the backup has completed, click **Exit**.

Revision: 4 — Last modified: May 29, 2020

4.2.5. Download the latest e-PayDay® Upgrade and Install as Administrator

> ✻ Follow these instructions If you need to update e-PayDay® Desktop on a computer that has e-PayDay® Series 20 already installed

1. Obtain the latest Upgrade for the financial year you are processing **here**
2. Once downloaded, right-click **E-PAYDAY_LEGACY_2022.exe** or **E-PAYDAY_LEGACY_2023.exe** and select **Run as Administrator** to start the **e-PayDay®** Installation.
3. Click **Next >** on the **Welcome** screen.
4. Select **I understand and wish to continue** then click **Next >**.
5. Select **I agree to the terms of this license agreement** then click **Next >**.
6. If you wish to export your payroll information from e-PayDay® to your accounting software, select the required option here. Otherwise, leave as **None** then click **Next >**.
7. Leave the **Application File Path** and **Data Files Path** as set by the installer **UNLESS** the **Data Files Path** is not correct
   a. **What do I do if I cannot see my Server or Mapped Network Drives when installing e-PayDay® Legacy (Desktop)?**
8. Click **Next >** on the **Ready to Install** screen.
9. Once the installer has completed, click **Finish**.

Revision: 7 — Last modified: Jun 17, 2022

4.2.6. The URL Link configuration data file can not be found

> ❗ The Links.INI file is missing from your e-PayDay BE Folder

1. Read **here** to download and install Full Install/Upgrade for the current financial year
2. Once downloaded, double click **E-PAYDAY_LEGACY_202X.exe** to start the e-PayDay® Installation.
3. Click **Next >** on the **Welcome** screen.
4. Select **I understand and wish to continue** then click **Next >**.
5. Select **I agree to the terms of this license agreement** then click **Next >**.
6. If you wish to export your payroll information from e-PayDay® to your accounting software, select the required option here. Otherwise, leave as **None** then click **Next >**.
7. Change the **Application File Path** and **Data Files Path** if required.
8. Click **Next >** on the **Ready to Install** screen.
9. Once the installer has completed, click **Finish**.

> ❗ If the above does not resolve the issue, please manually **download** the Links.INI and

> paste it into your e-PayDay BE Folder on the Server.

4.2.7. Move a Stand Alone Install to a new drive on the same computer

1. Copy your **e-PayDay BE** Folder.
2. Paste into the new Location.
3. Open the e-PayDay BE Folder.
4. Open the **e-PayDay BE.ini** to update the following
   a. **ParentDataPath=** to the new location (eg. **D:\e-PayDay BE**)
   b. Save and close the **e-PayDay BE.ini**
5. Open the EPD Folder.
6. Open the required. EPD to update the following
   a. **DataDirectory=**: Update the **DataDirectory=**:the new location for the company data. (eg. **DataDirectory=D:\\e-PayDay BE\Data\Company Name**)
   b. Save and close the **Company.EPD**
   c. Repeat the above steps for all **Company.EPD**'s you require access to.
7. Download and Install **e-PayDay®**, read **here**
8. Update your Software Serial Number (SSN) and load your Licence, read **here**.
9. Register your Company or Companies, read **here**.
10. Enter your Company Registration Key/s, read **here**.

4.2.8. Installation Examples

> ❗ **Confirm e-PayDay® Data Path** to confirm which installation type you have per **Install e-PayDay® on another Computer**

Stand Alone Installation

e-PayDay® is being run on a single computer, installed onto your C:\ Drive, in a folder called e-PayDay BE.

Applications & Data Path

Name	Date modified	Type	Size
📁 Archive	11/10/2021 2:08 PM	File folder	
📁 Backup	1/06/2022 2:15 PM	File folder	
📁 Cloud	2/06/2020 2:02 PM	File folder	
📁 Data	12/10/2022 9:26 AM	File folder	
📁 EPD	9/09/2022 12:04 PM	File folder	
📁 PDF	7/05/2020 11:47 AM	File folder	
📁 Reports	31/05/2022 9:18 AM	File folder	
📁 Reports PDF	2/06/2020 2:02 PM	File folder	
📁 Restore	1/06/2022 2:39 PM	File folder	
📁 SBR	2/06/2020 2:02 PM	File folder	
📁 SBR2	7/09/2021 1:08 PM	File folder	
📁 SOAP 3.0 Toolkit	7/05/2020 11:47 AM	File folder	
📁 Sounds	7/05/2020 11:47 AM	File folder	
📁 Super	2/06/2020 2:02 PM	File folder	
📁 SuperStream	2/06/2020 2:02 PM	File folder	
📁 Temp	13/09/2022 2:57 PM	File folder	
📁 Transfer	12/05/2022 11:31 AM	File folder	
📁 Uninstall	31/05/2022 9:18 AM	File folder	
760001000.lic	12/10/2022 9:26 AM	LIC File	1 KB
AdminTool.exe	9/08/2019 2:31 PM	Application	909 KB
Archive.dat	27/07/2020 11:39 AM	DAT File	1 KB
AutoUpdateBE.dat	4/02/2010 6:45 PM	DAT File	1 KB
AutoUpdateBE.exe	14/08/2019 11:52 AM	Application	237 KB
AutoUpdateBE.exe.manifest	4/02/2010 6:08 PM	MANIFEST File	1 KB
AutoUpdateBE.ini	12/10/2022 9:26 AM	Configuration sett…	1 KB
AutoUpdateBE.log	11/10/2022 10:53 AM	Text Document	3 KB
Client.ini	12/10/2022 9:26 AM	Configuration sett…	2 KB
Crystal Reports XI Runtimes.exe	28/01/2009 5:40 PM	Application	78,762 KB
e-PayDay BE.exe	30/05/2022 5:55 PM	Application	34,074 KB
e-PayDay BE.exe.manifest	4/02/2010 6:09 PM	MANIFEST File	1 KB
e-PayDay BE.ini	31/05/2022 9:18 AM	Configuration sett…	1 KB
e-PayDay BE.lic	7/05/2020 11:46 AM	LIC File	1 KB
Links.ini	12/10/2022 9:26 AM	Configuration sett…	6 KB
PayDayError.Log	5/10/2022 3:19 PM	Text Document	21 KB
PayDaySTP.Log	4/07/2022 5:55 PM	Text Document	2 KB
Register.txt	1/07/2022 4:04 PM	Text Document	3 KB
Support.exe	27/04/2020 9:34 AM	Application	573 KB
Support.exe.manifest	4/02/2010 4:12 PM	MANIFEST File	1 KB

Client Server Installation

e-PayDay® is being run on multiple computers and the data will be obtained from a Server (UNC Path).

Applications Path

Name	Date modified	Type	Size
SOAP 3.0 Toolkit	28/10/2020 11:04 AM	File folder	
Uninstall	28/10/2020 11:05 AM	File folder	
AdminTool.exe	9/08/2019 2:31 PM	Application	909 KB
AutoUpdateBE.dat	4/02/2010 6:45 PM	DAT File	1 KB
AutoUpdateBE.exe	14/08/2019 11:52 AM	Application	237 KB
AutoUpdateBE.exe.manifest	4/02/2010 6:08 PM	MANIFEST File	1 KB
Crystal Reports XI Runtimes.exe	28/01/2009 5:40 PM	Application	78,762 KB
e-PayDay BE.exe	15/10/2020 4:44 PM	Application	34,077 KB
e-PayDay BE.exe.manifest	4/02/2010 6:09 PM	MANIFEST File	1 KB
e-PayDay BE.ini	28/10/2020 11:05 AM	Configuration sett...	1 KB
e-PayDay BE.lic	28/10/2020 11:02 AM	LIC File	1 KB
Support.exe	27/04/2020 9:34 AM	Application	573 KB
Support.exe.manifest	4/02/2010 4:12 PM	MANIFEST File	1 KB

Data Path

Name	Date modified	Type	Size
Archive	28/10/2020 10:56 AM	File folder	
Backup	28/10/2020 10:56 AM	File folder	
Data	28/10/2020 10:57 AM	File folder	
EPD	28/10/2020 10:56 AM	File folder	
PDF	28/10/2020 10:56 AM	File folder	
Reports	28/10/2020 10:56 AM	File folder	
SBR2	28/10/2020 10:57 AM	File folder	
Sounds	28/10/2020 10:57 AM	File folder	
Temp	28/10/2020 10:57 AM	File folder	
Archive.dat	27/07/2020 11:39 AM	DAT File	1 KB
Client.ini	28/10/2020 10:57 AM	Configuration sett...	1 KB
Links.ini	3/06/2020 2:55 PM	Configuration sett...	6 KB

Revision: 2 — Last modified: Oct 21, 2022

4.3. Licencing

Revision: 1 — Last modified: Nov 26, 2019

4.3.1. Locate your Software Serial Number (SSN)

1. Click **Help** > **e-PayDay Support**
2. The Software Serial Number will be displayed in the bottom right-hand corner

Your Software Serial Number (SSN) can also be located;

1. Click **Help** > **About e-PayDay® VXX.XX**
2. Your Software Serial Number (SSN) will be displayed next to **Serial No.**

Revision: 3 — Last modified: May 29, 2020

4.3.2. Locate your Software Client Number (SCN)

1. Click **Help** > **e-PayDay Support**
2. The Software Client Number will be displayed in the top right-hand corner.

Your Software Client Number (SC\N) can also be located;

1. Click **Help** > **About e-PayDay® VXX.XX**
2. Your Software Client Number (SCN) will be displayed next to **Software Client Number (SCN)**.

Revision: 4 — Last modified: May 29, 2020

4.3.3. Software Licence is expiring shortly

✳ A current Software Licence is required to use e-PayDay® and a new Software Licence is provided to you upon renewal (either monthly or annually). The Software Licence file will be automatically downloaded every time e-PayDay® is opened.

If you have already renewed your subscription, please read **here**

If you need to renew your subscription, please read **here**

Revision: 7 — Last modified: Feb 15, 2021

4.3.4. Check your Software Licence Renewal Date

✳ Before renewing, please read **here**

Either

1. Click **Help** > **e-PayDay Support**
2. Select **Shop**, then click **Click here to continue**.

OR

1. Click **Licence Information** (directly underneath the **General** Menu).
2. Select **Renew your Subscription through our Online Shop**, then click **Click here to continue**.

4.3.5. Confirm what e-PayDay® Product you are using

1. Click **Help** > **About e-PayDay® BE VXX.XX**
2. Your e-PayDay® product name will be displayed next to **Product**, similar to below.

4.3.6. Check Employee Count in e-PayDay® to confirm which product is most suitable for your renewal

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Status**.
3. Select **Employed** and **Inactive**.
4. Deselect **Ceased**.

5. Navigate to the top left-hand corner of the **Employee / Payee List** window and locate the Employee count which will be displayed in **(X)**

Revision: 4 — Last modified: May 29, 2020

4.3.7. Check Companies Count to confirm which product is most suitable for your renewal

1. Click **File** > **Open**.
2. To confirm how many Companies that are currently in your e-PayDay® product, how many **Company.EPD**'s you have (excluding the Practice Company).

Revision: 3 — Last modified: May 29, 2020

4.3.8. Update your Subscription Software Serial Number and Company Keys

> ❗ We strongly recommend **ceasing** any employees no longer employed by your Company as they may affect your ability to use your software.

1. **Update your Software Serial Number**
2. **Load your new Software Licence File** if not automatically downloaded when completing Step 1.
3. **Re-register** your Company / Companies.
4. **Enter** your new Company Key/s.

Revision: 26 — Last modified: Apr 14, 2023

4.3.8.1. Re-register your Company / Companies now you have updated your Software Serial Number

1. Click **File** > **Open**.
2. Select the Company you wish to access.
3. Click **Open**
4. Click **File**
5. Click **Edit**
6. Click **Register** > **Print Registration Form** *or* **e-Mail Registration Form**
   a. If **Print Registration Form** is selected, please save the file and attach to an e-Mail *or* copy and paste the complete Registration Form into an email. Our e-Mail Address is listed on the Company Registration Form.
   b. If **e-Mail Registration Form** is selected, the Registration Form will be e-Mailed directly from e-PayDay®. If your e-Mail settings are not yet entered, please follow **Where do I set up my**

Company e-Mail Settings in e-PayDay®?

7. Click **Exit**

4.3.9. The Company Limit has been exceeded

There could be multiple reasons causing this to display;

1. **Installed on a NEW Computer?** Your Software Serial Number may be missing from your client PC. Read **here** to resolve.
2. Your Company Database contains more companies than what the licence allows
   a. Please contact e-PayDay Support **here** for assistance
3. Your Company Data Folder contains more companies than what the licence allows
   a. Please contact e-PayDay Support **here** for assistance
4. Your Company ID (eg. 7) is in order and not exceeding what the licence allows\
   a. Please contact e-PayDay Support **here** for assistance

4.3.10. The Employee Limit has been exceeded

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Status**.
3. Deselect **Employed** (and **Ceased** if previously selected).
4. Select **Inactive**
   If no employees are displaying, request a Support Call here.
5. If there are employees displaying once **Inactive** is selected, click **Search**.
6. Navigate to **Search In**.
7. Select **Termination Date**.
8. Navigate to **Replace selected item/s with…** and enter a **Termination Date**.
9. Click **Replace**.
10. An alert will display **You need to Select Records to be Replaced**.
11. Click **Select all Employees** to replace the previously completed Termination Date to all inactive Employees *or*
    Click **Go back and select Records** to replace the Termination Date individually.

4.3.11. Software Licence File Is Invalid or Corrupted

Cause 1 and 2: The PC has any language other than English as the default OR This PC has any language other than English as the 'non-uni-code program language' setting.
Cause 3: This PC has not uploaded the e-PayDay BE.lic file correctly.

Resolution for Causes 1 & 2;

1. Open **Start Menu**
2. Select **Settings**
3. Select **Time & language**
4. Select **Region & language**
5. Ensure **Country or region** is set to **Australia**
6. Ensure **Languages** is set to **English (Australia)** as default.
7. Select **Administrative**
8. Ensure Language for non-Unicode programs is set to **English (Australia)** as default.
9. Click Change system locale… and clear the tick box for Beta: Use **Unicode UTF-8 for worldwide language support**
10. If required, restart your PC.

Resolution for Cause 3: Update your Software Licence, read **here**

Revision: 6 — Last modified: Feb 15, 2021

4.3.12. Check for the latest Version Update

> **!** This feature will only download the latest available UPDATE for the current version you are running (eg. Version 21 will download the latest update being Version 21.10)

1. Click **Help** > **Check for the latest version**. If an update is available, e-PayDay® will download and prompt for installation the next time it is opened.

Alternatively, please access **WHAT'S NEW?** to download the latest FULL COMMERCIAL INSTALL.

Revision: 6 — Last modified: Jul 29, 2020

4.3.13. Downgrade from e-PayDay® X Legacy to e-PayDay FREEPAY®

> **!** Before attempting the below procedure, please
> 1. Contact Administration and Sales to advise us that you intend to downgrade your subscription.

> 2. Ensure you have **2 or fewer ACTIVE Employees**.
> 3. Ensure you have only **1 Company/ABN** added to the system (excluding the Practice Company)
>
> if you have more than 1 Company and/or 2 ACTIVE Employees, then you will be **unable** to downgrade to e-PayDay FREEPAY®.

1. Click **File** > **Company** > **Go to Folder**
2. Minimise the Company Folder.
3. Close **e-PayDay® X Legacy**
4. Remaximise the Company Folder.
5. Navigate back to the **e-PayDay BE** Folder.
6. Open the **Client.ini** to update the following
   a. **SerialNumber=**: enter **FREEPAY**
   b. Save and close the **Client.ini**
7. Download and Install **e-PayDay®**, read **here**

> ❗ **e-PayDay FREEPAY®** does not include Support, however, upgrades and updates are still provided for Taxation and Legkliative requirement changes. If Support is required, assistance can be obtained through the Online Help (this) or by purchasing once-off assistance by contacting Administration and Sales

Revision: 4 — Last modified: Jun 01, 2022

4.3.14. Manually load your Software Licence File (SLF)

After you have lodged a Support Request here and received your Software Licence File (SLF) via email:

1. Ensure **e-PayDay®** is closed.
2. Save the SCN.LIC attached to the e-mail received from **e-PayDay®**.
3. Once the SCN.LIC has been downloaded, copy the file.
4. Navigate to **C:\e-PayDay BE** **Please note that although by default the e-PayDay Client (application) files are installed to C:\e-PayDay BE, this path MAY be different if you have elected to install the Client (application) files to a different location.**
5. Paste the copied **SCN.LIC** into this location
6. Close the **e-PayDay BE** Folder.
7. Reopen **e-PayDay®**

Revision: 4 — Last modified: Nov 09, 2022

4.4. Company / Companies

Revision: 1 — Last modified: Nov 26, 2019

4.4.1. Update your Legal Entity Name (Company Name)

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Select **File** > **Edit** *or*
   Select **File** > **Company** > **Company Details**.
2. Select **Edit**
3. Update the **Legal Entity Name (Company Name)** as required.
4. Navigate to **Company Registration Key**.
5. Delete the current **Company Registration Key**.
6. Select **Government**.
   a. Select **Copy Company Details** to update the Supplier/Contact Legal Entity Name (Company Name).
7. Select **Save**.
8. Select **STP Info** > **Click here to Add/Edit STP Reporting Information**
   a. Select **Edit**.
   b. Select **Copy Company Details** to update the Supplier/Contact Legal Entity Name (Company Name).
   c. Select **Save** then **Exit**
9. Select **Company**
10. Select **Register** > **Print Registration Form** *or* **e-Mail Registration Form**
    a. If **Print Registration Form** is selected, please save the file and attach to an e-Mail *or* copy and paste the complete Registration Form into an email. Our e-Mail Address is listed on the Company Registration Form.
    b. If **e-Mail Registration Form** is selected, the Registration Form will be e-Mailed directly from e-PayDay®. If your e-Mail settings are not yet entered, please follow **Where do I set up my Company e-Mail Settings in e-PayDay®?**
11. Select **Exit**

Once the Company Registration Key is provided, please follow **Where do I enter my Company Registration Key?**

Revision: 9 — Last modified: Apr 13, 2023

4.4.2. Open a Company

1. Click **File** > **Open**.
2. Select the Company you wish to access.
3. Click **Open**.

Revision: 5 — Last modified: May 29, 2020

4.4.3. Edit a Company

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** *or*
   Click **File** > **Company** > **Company Details**
2. Change any details as necessary.
3. Click **Save** then **Exit**.

Revision: 5 — Last modified: Mar 20, 2020

4.4.4. Delete a Company

If the Company you wish to delete is not already open, **Open your Company**

Once the required Company is open;

1. Click **File** > **Delete**
2. An alert will display: **You are about to delete the company 'Example Company'. Are you sure ?**
3. Click **Yes**.
4. An alert will display: **You are about to delete the company 'Example Company', ALL company data will be deleted. If you have not backed up the company data it will be deleted forever. Are you sure ?**
5. Click **Yes**.

Revision: 5 — Last modified: May 29, 2020

4.4.5. Close a Company

Once your Company is open;

1. Click **File** > **Close**.

Revision: 4 — Last modified: May 29, 2020

4.4.6. Duplicate a Company

If the Company you wish to duplicate is not already open, **Open your Company**

Once the Company you wish to duplicate is open;

1. Click **File** > **Duplicate**.
2. An alert will display: **You are about to duplicate THIS company.. Do you want to continue?**
3. Click **Yes** to continue.

4. In File Name, enter the **Trading Name** OR **Full Company Name**.
5. Click **Save**.
6. An alert will display: **The process is about to start. This process may take a few minutes**.
7. Click **Click here to Continue**.
8. Once the Company has been successfully duplicated/created, click **Click here to Continue**.

Revision: 4 — Last modified: May 29, 2020

4.4.7. Access Company Information

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** *or*
   Click **File** > **Company** > **Company Details**

Revision: 3 — Last modified: May 29, 2020

4.4.8. Access Company Users / Passwords

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Preferences** > **User Access**
   or
   Click **File** > **Company** > **Company Details**

Revision: 4 — Last modified: May 29, 2020

4.4.9. Access Company Banking Information / FAST-Bank™ details

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Banking**
   or
   Click **File** > **Company** > **Banking Information / FAST-Bank™**

Revision: 3 — Last modified: May 29, 2020

4.4.10. Access Company Pay Run Preferences

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Pay Run**
   or
   Click **File** > **Company** > **Pay Run Preferences**

Revision: 4 — Last modified: May 29, 2020

4.4.11. Access Company Government details

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Government**
   or
   Click **File** > **Company** > **Government**

Revision: 4 — Last modified: May 29, 2020

4.4.12. Access Company Location details

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Location**
   or
   Click **File** > **Company** > **Location**

Revision: 3 — Last modified: May 29, 2020

4.4.13. Access Company Pay Messages

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Pay Messages**
   or

Click **File** > **Company** > **Pay Slip Messages**

4.4.14. Access Company Preferences

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Preferences**
   or
   Click **File** > **Company** > **Company Preferences**

4.4.15. Open a Company Archive

Once the Archive is open, you are able to access the information that was entered within the Financial Year that you selected and also produce an STP EOFY File and Print/Preview Payment Summaries. You CANNOT produce a pay run or backup while you are in your Archived data. If you attempt to edit/change any data or backup in the archived data, you will receive a message advising you that the function is NOT available in Archived companies. Any changes made to the data WILL NOT be saved.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Open Company Archive**.
2. Select the Financial Year Ending you wish to view from the drop-down menu.
3. Click **Open**.
4. Once the Archive has been opened, the Title Bar will display **(20XX Archive)** after your ABN.

4.4.16. Close an Open Company Archive

1. Click **File** > **Open**.
2. Select the Company you wish to access.
3. Click **Open**.
4. Once the Archive has been closed, the Title Bar will **NO LONGER** display **(20XX Archive)** after your ABN.

4.4.17. Add a Reminder / Note

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Reminders / Notes**.
3. Click **New**.
4. Set the **Due Date** as required.
5. Add **Details** of the Reminder / Note as Required.
6. Enter the **User** Name (who set up the Reminder).
7. Click **Save**.
8. Click **Exit**.

Revision: 9 — Last modified: May 29, 2020

4.4.18. Edit an existing Reminder / Note

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Reminders / Notes**.
3. Select the Reminder / Note you wish to edit.
4. Click **Edit**.
5. Change any details as necessary.
6. Click **Save**.
7. Click **Exit**.

Revision: 7 — Last modified: Mar 20, 2020

4.4.19. Delete a Reminder / Note

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Reminders / Notes**.
3. Select the Reminder / Note you wish to delete.
4. Click **Delete**.
5. An alert will display: **Do you want to delete the current record ?**
6. Click **Yes**.
7. Click **Exit**.

4.4.20. View ONLY Actioned Reminders / Notes

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Reminders / Notes**.
3. Navigate to **Sort By…**
4. Select **Actioned**.

4.4.21. Confirm e-PayDay® Data Path

The Data Folder will be automatically selected by e-PayDay® when you install the program, however, this location can be changed at any stage.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > navigate to **Company System Information**. The Company's Data Path location will be displayed next to **This Company's Data folder is:** *or*
   Click **File** > **Company** > **Go To Folder** to open your Company Data Folder.

4.4.22. Practice Company Explained

! With the release of **Single Touch Payroll (STP)** in Version 18, the Practice Company has now been updated with the new requirements. You are still able to process pay runs in the Practice Company, but you will be unable to create and submit any **Single Touch Payroll (STP)** Files.

The Practice Company is LIMITED to 2 Active employees and includes example Awards, Superannuation Funds, Pay Types and Employees. It has been designed to allow data entry, dummy pay run processing and report generation which will allow you to familiarize yourself with the program before establishing your own Company. The data within this Company is constantly updated and if used for testing purposes, can be reset at any point.

How do I update the Practice Company for FYE 30 June 20XX?

1. Click **File** then **Open**.
2. Select **Practice Company**.
3. Click **Open**.
4. Click **Utilities** > **Reset Practice Data**

How do I open the Practice Company?

1. Click **File** then **Open**.
2. Select **Practice Company**.
3. Click **Open**.

Can I add my own Awards & Agreements and Super Funds in the Practice Company?
Yes, New Awards & Agreements can be added in the Practice Company

How do I run a Pay Run in the Practice Company?
Follow Pay Run Procedure

Revision: 8 — Last modified: Feb 11, 2021

4.4.23. Delete Previous Financial Year data

You will be unable to delete any data less than 8 years old as the ATO requires payroll information to be kept for a minimum of 7 years. If you decide to continue with deleting any data, please ensure the appropriate reports are printed and back ups created for storage. Regardless of the data being deleted, you will be able to view this historical information by Opening an Archive.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Delete old Financial Year**.
2. An alert will display: **There are several important things you need to consider before deleting old financial year data, To assist is a check list below of actions you may need to perform**.
3. If you have **Printed and Paid June's Superannuation and WorkCover Reports**, tick the checkbox.
4. Click Create Backup Now.
5. Choose the location to create the backup File to (e.g. USB STICK or EXTERNAL HARD DRIVE).
6. Click **Open**.
7. Click **Save**.
8. Tick **Backed up the data?**
9. Select the old Financial Year to delete from the drop-down menu.
10. Click **Start**.
11. Once the Archive has been deleted, click **Exit**.

Revision: 3 — Last modified: Apr 17, 2020

4.4.24. Sort Reminders / Notes in

Descending order

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Reminders / Notes**.
3. Navigate to **Sort By…**
4. Select **Show in Descending Date Order**.

Revision: 4 — Last modified: Feb 15, 2021

4.4.25. How do I view Reminders / Notes that have not yet been actioned?

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File**.
2. Click **Reminders / Notes**.
3. Navigate to **Sort By…**
4. Select **Not Actioned**.

Revision: 3 — Last modified: Apr 23, 2019

4.4.26. How do I view who is currently using e-PayDay®?

1. Click **File**.
2. Click **Show All Users**.

Revision: 4 — Last modified: Apr 23, 2019

4.4.27. How do I add my Company Logo so it will print on the Pay Slips?

The maximum size for the Company Logo is 290px x 110px.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** *or*

Click **File** > **Company** > **Company Details**.

2. Navigate to the Company Logo.
3. Click **Add**.
4. Choose the location of the Company Logo (e.g. USB STICK or EXTERNAL HARD DRIVE) OR Select the Company Logo.
5. Click **Open**.
6. Click **Save** then **Exit**.

Revision: 4 — Last modified: Apr 23, 2019

4.4.28. Where do I change the Company Payment Method from Cash to Cheque, ListPay, Deposit or FAST-Bank™?

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Banking** *or*
   Click **File** > **Company** > **Banking Information** / **FAST-Bank™**
2. Change the Payment Method to **Cheque**, **ListPay**, **Deposit** or **FAST-Bank™** and fill in the required fields.
   a. **Cheque**: If chosen, there are no additional fields to complete.
   b. **ListPay**: Payment of wages from your nominated bank account(s) electronically without the need for any special software.
      i. **Bank Title**: Select the Bank that account is with.
      ii. **BSB**: Enter the **BSB** (Bank, State, Branch) for the Bank Account.
      iii. **Account Number**: Enter the **Bank Account Number**.
      iv. **Account Name**: Enter the name on the Bank Account.
      v. **Contact Name**: Enter the name of the Company Contact Person if there are issues with the ListPay File.
      vi. **Phone Number**: Enter the Phone Number if there are issues with the ListPay File.
   c. **Deposit**: Payment of wages processed by accessing your Online Banking and manually entering information.
      i. **Bank Title**: Select the Bank that account is with.
      ii. **BSB**: Enter the **BSB** (Bank, State, Branch) for the Bank Account.
      iii. **Account Number**: Enter the **Bank Account Number**.
      iv. **Account Name**: Enter the name on the Bank Account.
   d. **FAST-Bank™**: Payment of wages processed by accessing your Online Banking and uploading an ABA (FAST-Bank™) File.
      i. **Bank Title**: Select the Bank that account is with.
      ii. **BSB**: Enter the **BSB** (Bank, State, Branch) for the Bank Account.
      iii. **Account Number**: Enter the **Bank Account Number**.
      iv. **Account Name**: Enter the name on the Bank Account.
      v. **Name of Remitter**: Enter the name of the Person or Company creating the FAST-Bank™ file.

      vi. **APCA ID Number**: Enter the APCA (Australian Payments Clearing Association) ID as provided by your Bank.

     vii. **Lodgement Reference Number**: Enter the Reference as provided by your Bank.

    viii. **Balancing File**: Select if a Self-balancing transaction batch is required within the FAST-Bank™ file (as provided by your Bank).

      ix. **Select where you want your FAST-Bank™ file sent to by clicking the 'Browse…' button**

         i. Click **Browse**.

        ii. Select the location you wish to save your **FAST-Bank™** file to each pay run.

       iii. Click **Open**

3. Click **Save** then **Exit**.

Revision: 8 — Last modified: Apr 23, 2019

4.4.29. Enter Dates in the Pay Envelope for each Pay Rate, Allowance and/or Deduction

This feature has been specifically designed for any industry where an employee works multiple jobs (e.g. Picking, Pruning, Cleaning, Packing) or within multiple locations (e.g. Cherry Orchard, Orange Orchard, Lime Orchard) during the working week and employers wish to display a date on the payslip for each location or job.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Pay Run** *or*
   Click **File** > **Company** > **Pay Run Preferences**
   a. Select **Show Dates for each row in the Pay Run?** to allow entry of specific dates during the pay run for each Pay Rate, Allowance and/or Deduction used.
   b. Select **Autofill Dates ?** if required. e-PayDay® will automatically prefill the specific dates during the pay run for each Pay Rate, Allowance and/or Deduction used.
   c. Select **Include Weekends ?** if required. e-PayDay® will automatically prefill the specific dates including weekends during the pay run for each Pay Rate, Allowance and/or Deduction used.
2. Click **Save** then **Exit**.

Revision: 8 — Last modified: Jun 01, 2020

4.4.30. Where do I set the FAST-Pay™ File options?

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Pay Run** *or*
   Click **File** > **Company** > **Pay Run Preferences**
2. Navigate to **FAST-Pay™ File Options** and select as required;
   a. **Allowances**: Use Allowances as pre-set in the employee file in addition to Pay Rates, Allowances and Deductions processed from FAST-Pay™ File.
   b. **Deductions**: Use Deductions as pre-set in the employee file in addition to Pay Rates, Allowances and Deductions processed from FAST-Pay™ File.
   c. **Pay Rates**: Use Pay Rates as pre-set in the employee file in addition to Pay Rates, Allowances and Deductions processed from FAST-Pay™ File.
   d. **Delete FAST-Pay® File when Finalising a Pay Run?**: When the Pay Run is finalised, the FAST-Pay™ File will be deleted.
   e. **Group FAST-Pay® Pay Types?**: Groups all Pay Types when importing the FAST-Pay™ File.
   f. **Use External References**: Allows use of External References within the FAST-Pay™ File. When ticked, External Reference is available in each Pay Rate, Allowance and Deduction for entry.
3. Click **Save** then **Exit**.

Revision: 8 — Last modified: Feb 15, 2021

4.4.31. How do I change the look of the Pay Envelope in the Pay Run?

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** then **Pay Run** *or*
   Click **File** > **Company** > **Pay Run Preferences**
2. Select **Classic Look?** to revert the Pay Envelope to the Version 13 format.
3. Click **Save** then **Exit**.

Revision: 6 — Last modified: Apr 23, 2019

4.4.32. What is the Floating Pay Day Button?

The Floating Pay Day Button has been included in e-PayDay® since we first designed the software. This button is a quick link to the Pay Run window, enabling quick and easy access.

To turn on the Floating Pay Day Button, If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** then **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Navigate to **OPTIONS**.
3. Click **Floating Pay Day Button**.

4. Set the **PAY DAY Button Move Speed**.
5. Click **Save** then **Exit**.

Revision: 4 — Last modified: Aug 14, 2018

4.4.33. How do I set a reminder to back up my data each time e-PayDay® is closed?

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** then **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Navigate to **OPTIONS**.
3. Select **Display Back Up Prompt**.
4. Click **Save** then **Exit**.

Revision: 6 — Last modified: Apr 23, 2019

4.4.34. How do I set a reminder to create the FAST-Bank™ file before Posting every Pay Run?

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** then **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Navigate to **OPTIONS**.
3. Select **FAST-Bank™ Prompt before posting every Pay Run**.
4. Click **Save** then **Exit**.

Revision: 6 — Last modified: Apr 23, 2019

4.4.35. e-Time™ Import Configuration

1. Read **here** to set up your ACTATek Bio-Clock installation and configuration
2. **Install SOAP 3.0 Toolkit**
3. Click **File** > **Timecards (e-Time™)** > **Import Configuration**.
4. Navigate to **Source**
5. Select **Bio-Clock** or **Generic Text Format**.
   a. **Bio-Clock**
      i. **Number**: If you have multiple Bio-Clocks, choose the Number of the Bio-Clock you will be using for this Company.
      ii. **Location**: If you have multiple Bio-Clocks, select the Location this Bio-Clock is for.
      iii. **Company**: Select the Company this Bio-Clock is for.
      iv. **IP Address**: Enter the IP Address of the Bio-Clock.
      v. **Username**: Enter the Username for the Bio-Clock.
      vi. **Password**: Enter the Password for the Bio-Clock.
      vii. **Display Password Characters**: Display the hidden password.
      viii. **Daylight Savings Time**: Select if you would like the imported times to be automatically adjusted by -1 hour from 2am on the first Sunday in October until 2am on the first Sunday in April.
            i. **Daylight savings is only observed in New South Wales, Victoria, South Australia, Tasmania, and the Australian Capital Territory.**
      ix. **Hrs Adjust**: If required, enter the number hours you would like you Employees Times adjusted by.
      x. **Mins Adjust**: If required, enter the number hours you would like you Employees Times adjusted by.

        i. **Hrs Adjust** and **Minds Adjust** can be used when your Bio-Clock stored times as UTC+0 *or* to remain in control of your Daylight savings setting.

   b. **Generic Text Format**

      i. **Employee ID**: The times will be matched against the below option to import to the correct Employee.

        i. **EmpDBID**: Employee Database ID which is predefined by e-PayDay®

        ii. **EmpClock ID**: Established by the user in Employees.

        iii. **EmpCode**: Predefined and can be located in Employees.

      ii. **Delimiter**

        i. All Fields

        ii. None

        iii. Strings

      iii. **Character**

        i. Quotes

        ii. Custom

      iv. **Separator**

        i. Comma

        ii. Vertical Bar

        iii. Semicolon

        iv. Space

        v. Tab

        vi. Custom

      v. **Date Format**

        i. DD/MM/YYYY

        ii. MM/DD/YYYY

        iii. YYYY/MM/DD

      vi. If required, select **Header Record**

      vii. Click **Load File**

      viii. Locate the Generic Text Import File

      ix. Click **Open**

      x. Click **Don't Save**.

      xi. Next to each line of Data, select the appropriate settings.

6. Click **Save** then **Exit**

Example Generic Text Import File

- **Employee ID**: EmpClockID
- **Delimiter**: None
- **Separator**: Comma
- **Date Format**: DD/MM/YYYY
- **Header Record**: Ticked.

Employee ID, Date of Clocking Time, Time Clocked In or Out
1000, 29/06/2017, 10:30:00
1000, 29/06/2017, 13:45:00
1000, 29/06/2017, 14:15:00
1000, 29/06/2017, 17:25:00

1000, 30/06/2017, 10:30:00
1000, 30/06/2017, 13:45:00
1000, 30/06/2017, 14:15:00
1000, 30/06/2017, 17:25:00
1000, 03/07/2017, 10:30:00
1000, 03/07/2017, 13:45:00
1000, 03/07/2017, 14:15:00
1000, 03/07/2017, 17:25:00
1000, 04/07/2017, 10:30:00
1000, 04/07/2017, 13:45:00
1000, 04/07/2017, 14:15:00
1000, 04/07/2017, 17:25:00
1000, 05/07/2017, 10:30:00
1000, 05/07/2017, 13:45:00
1000, 05/07/2017, 14:15:00
1000, 05/07/2017, 17:25:00

Revision: 21 — Last modified: May 19, 2022

4.4.36. Partially display or completely hide the Employees Bank Details on the Pay Slip

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** then **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Navigate to **PAY SLIP PRINT OPTIONS**.
   a. To partially hide account details, select **Partially Hide Account Details**.
   b. To completely hide account details, select **Fully Hide Account Details**.
3. Click **Save** then **Exit**

Revision: 6 — Last modified: Jun 01, 2020

4.4.37. Where do I set a reminder to display when an Employees Birthday falls during a pay run?

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Navigate to **Pay Run Warning Messages**.

3.   Select **Birthday Message**.
4.   Click **Save** then **Exit**

4.4.38. Where do I set my e-Time™ Preferences?

1.   Click **File** > **Edit** > **Preferences** *or*
     Click **File** > **Company** > **Company Preferences**
2.   Navigate to **e-Time™**
3.   Select **Highlight In/Out Columns?**
4.   Set the number of groups of In/Out columns to highlight
5.   Select the colour to define the In/Out columns
6.   Click **Save** then **Exit**

4.4.39. How do I turn my e-Cost™ alert on or off?

If your Company is not already open, **Open your Company**

Once your Company is open;

1.   Click **File** > **Edit** > **Preferences** *or*
     Click **File** > **Company** > **Company Preferences**
2.   Navigate to **e-Cost™**
     a.   To turn the e-Cost™ alert on, untick **Hide e-Cost™ Extension Key missing Message?**.
     b.   To turn the e-Cost™ alert off, select **Hide e-Cost™ Extension Key missing Message?**.
3.   Click **Save** then **Exit**

4.4.40. Display the Employee Accrual Balances on the Pay Slip

If your Company is not already open, **Open your Company**

Once your Company is open;

1.   Click **File** > **Edit** > **Preferences** *or*
     Click **File** > **Company** > **Company Preferences**
2.   Navigate to **PAY SLIP PRINT OPTIONS** and select from the following options;
     a.   **Annual Leave Balance**

b. **Personal Leave Balance**
c. **Long Service Balance**
d. **Banked Hours / RDO Balance**
e. **TIL Balance**

3. Click **Save** then **Exit**

4.4.41. Hide the Employees YTD Taxation Balances on the Pay Slip

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Navigate to **PAY SLIP PRINT OPTIONS**.
3. Deselect **Show YTD Taxation Balances**.
4. Click **Save** then **Exit**

4.4.42. Hide the Employees YTD Super Balances on the Pay Slip

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Navigate to **PAY SLIP PRINT OPTIONS**.
3. Deselect **Show YTD Super Balances**.
4. Click **Save** then **Exit**

4.4.43. How do I record my Employees Leave Dates during the Pay Run?

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Preferences** *or*

Click **File** > **Company** > **Company Preferences**

2. Navigate to **e-Leave™ – Allow entry/Edit of Leave dates when processing a Pay Run** and select from the following options;
    a. **RDO'S**.
    b. **Personal Leave**.
    c. **Termination Leave**.
    d. **Annual Leave**.
    e. **Public Holidays**.
    f. **TIL**.
    g. **Long Service Leave**.
3. Click **Save** then **Exit**

Revision: 6 — Last modified: Apr 23, 2019

4.4.44. Hide the Employee Accrual Balances on the Pay Slip

> **!** This is a Global Setting which will affect all Employees Pay Slips

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Navigate to **PAY SLIP PRINT OPTIONS** and deselect the Accruals that should not be displayed from the following options,
    a. **Annual Leave Balance**
    b. **Personal Leave Balance**
    c. **Long Service Balance**
    d. **Banked Hours / RDO Balance**
    e. **TIL Balance**
3. Click **Save** then **Exit**

Revision: 5 — Last modified: Jun 01, 2020

4.4.45. Where do I change the Round Net Pays Option?

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Pay Run** *or*
   Click **File** > **Company** > **Pay Run Preferences**

2. Navigate to **Round Net Pays**.
3. Click the drop-down menu and select the required option
   a. **NO ROUNDING**: The net pay will not be adjusted (Cents will not be deducted from the Net Pay and added to Total Tax).
   b. **ROUND TO THE NEAREST LOWER WHOLE DOLLAR**: The net pay is adjusted automatically by cents being deducted from the Net Pay and added to Total Tax.
   c. **ROUND TO THE NEAREST LOWER WHOLE DOLLAR IF PAY IS TAXED**: If the Pay is taxed, the net pay is adjusted automatically by cents being deducted from the Net Pay and added to Total Tax.
4. Click **Save then *Exit**.

Revision: 5 — Last modified: Apr 23, 2019

4.4.46. How do I stop my Employees Base Rate being calculated on their Advanced Pay Set Up?

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Navigate to **Options**.
3. Deselect **Calculate Base Rate on Advanced Pay Settings**.
4. Click **Save** then **Exit**

Revision: 5 — Last modified: Apr 23, 2019

4.4.47. How do I delete my Company Logo?

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** *or*
   Click **File** > **Company** > **Company Details**.
2. Navigate to the Company Logo.
3. Click **Delete**.

Revision: 3 — Last modified: Apr 23, 2019

4.4.48. Where do I set my Enter Hours in Decimal or HH:MM setting?

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Pay Run** *or*
   Click **File** > **Company** > **Pay Run Preferences**
2. Navigate to **Enter Hours In**.
3. Select either **hh.mm** (e.g. 1 hour 30 mins = 1.3 OR 1.30; 1 hour 3 min = 1.03) *or* **Decimal** (e.g. 1 hour 30 mins = 1.5 hours; 1 hour 3 min = 1.05).
4. Click **Save** then **Exit**.

Revision: 3 — Last modified: Aug 14, 2018

4.4.49. Where do I change my Leave Loading Report Value?

By default, e-PayDay® will display 17.50% in all Leave Liability reports unless set otherwise. This setting will not update any Pay Rates so ensure that the Leave Loading Percentage is correctly entered.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Pay Run** *or*
   Click **File** > **Company** > **Pay Run Preferences**
2. Navigate to **Leave Loading Report Value**
3. Enter the Report Value.
4. Click **Save** then **Exit**.

Revision: 5 — Last modified: Apr 23, 2019

4.4.50. Add a Global Pay Message

! Global Pay Slip Messages need to be added before Pay Day processing commences, otherwise, the message will not be available to select.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Pay Slip Messages** *or*
    Click **File** > **Company** > **Pay Messages**
2. Click **New**.
3. Enter the Message ID Order in **#**.
4. Enter the Message to display in **Message**.
5. Enter the **Start Date** if required.
6. Enter the **End Date** if required.
7. Click **Save**.

Revision: 6 — Last modified: Jun 01, 2020

4.4.51. Edit an existing Global Pay Message

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Pay Slip Messages** *or*
    Click **File** > **Company** > **Pay Messages**
2. Select the Message to amend (click once to highlight).
3. Click **Edit**.
4. Make any changes as necessary.
5. Click **Save**.

Revision: 6 — Last modified: Jun 01, 2020

4.4.52. Delete a Global Pay Message

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Pay Slip Messages** *or*
    Click **File** > **Company** > **Pay Messages**
2. Select the Message to delete (click once to highlight).
3. Click **Delete**.
4. An alert will display: **Are you sure you wish to delete this record ?**.
5. Click **Yes**.

Revision: 4 — Last modified: Jun 01, 2020

4.4.53. Display an alert when an Employees Annual Leave accrual is more than their Yearly Entitlement

1. Click **File** > **Edit** > **Preferences** *or*

Click **File** > **Company** > **Company Preferences**

2. Navigate to **Pay Run Warning Messages**.
3. Select **Annual Leave accrual more than Yearly Entitlement message**.
4. Click **Save** then **Exit**

Revision: 5 — Last modified: Jun 01, 2020

4.4.54. Display an alert when an Employees Accruals are in Negative

1. Click **File** > **Edit** > **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Navigate to **Pay Run Warning Messages**.
3. Select **Negative Accruals message**.
4. Click **Save** then **Exit**

Revision: 5 — Last modified: Jun 01, 2020

4.4.55. Display alert if an Employee has fixed $ amounts in FAST-Bank™ and is being paid leave

1. Click **File** > **Edit** > **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Navigate to **Pay Run Warning Messages**.
3. Select **Employee has fixed $ amounts and is being paid leave**.
4. Click **Save** then **Exit**

Revision: 5 — Last modified: Jun 01, 2020

4.4.56. Where do I set an alert to display if the Super Guarantee Cap is reached?

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** > **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Navigate to **Pay Run Warning Messages**.
3. Select **Super Guarantee Cap is reached**.
4. Click **Save** then **Exit**

Revision: 4 — Last modified: Apr 23, 2019

4.4.57. Establish Employee Defaults

✱ Each time an Employee is added, the Employee Defaults will be loaded automatically.

1. Click **File** > **Edit** > **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Click **Default Settings**.
3. Select the **Payee Type**.
   - **Employee (individual non-business)**
   - **Sole Trader (Individual)**
   - **Corporation**
   - **Partnership**
   - **Trust**
   - **Superannuation Fund**
   - **Government Organisation**
   - **Other non-individual**
   - **Foreign Employee Foreign Employees are payees that are not are a resident of Australia for Taxation purposes (the payee has answered no to the question 'Are you an Australian resident for tax purposes?' on their Tax file number Declaration)**.
   - **J.P.D.A Employee J.P.D.A Employees are payees that earn income for performing work or services in the Joint Petroleum Development Area (JPDA) as defined in the Timor Sea Treaty (the treaty)**.
4. Select the **Pay Period**
   - **Fortnightly**.
   - **Monthly**.
   - **Weekly**.
5. Select the **Award #**.
6. Select the Employment **Status**.
   - **Casual**.
   - **Commission**.
   - **Full Time**.
   - **Part Time**.
   - **Salary**
7. Select the **Superannuation Fund**.
8. Enter the **SG (% or $)**
9. Select the **TAX Type**
   - **PAYG Voluntary Agreement**.
   - **PAYG Labour Hire & Other Specified Payments**.
   - **Personal Services Attributed Income**.
   - **FLAT Personal Services Attributed Income**.
   - **PAYG Non Business employee**.
   - **FLAT Non Business employee**.
10. Click **Save** then **Exit**.

Revision: 9 — Last modified: Feb 15, 2021

4.4.58. Clear Employee Defaults

1. Click **File** > **Edit** > **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Click **Default Settings**.
3. Click **Clear**.

Revision: 6 — Last modified: Feb 15, 2021

4.4.59. Edit a User Access Account (Username and Password)

1. Click **File** > **Edit** *or*
   Click **File** > **Company** > **Users / Passwords**.
2. Click **Preferences**.
3. Click **User Access**.
4. Select the User Account to amend (click once to highlight).
5. Click **Edit**.
6. Make any changes as necessary (eg. Select which **Companies** the User can access by ticking the checkbox next to each Company or Trading Name).
7. Click **Save** then **Exit**.

Revision: 7 — Last modified: Jun 01, 2020

4.4.60. Delete a User Access Account (Username and Password)

1. Click **File** > **Edit** *or*
   Click **File** > **Company** > **Users / Passwords**.
2. Click **Preferences**.
3. Click **User Access**.
4. Select the User Account to delete (click once to highlight).
5. Click **Delete**.
6. An alert will display: **Are you sure you wish to delete this record ?**.
7. Click **Yes**.

Revision: 4 — Last modified: Jun 01, 2020

4.4.61. Set Exempt from FBT under section 57A of the FBTAA 1986

> ⚠ This setting will only be displayed (yes selected on the Payment Summary) IF the Employees yearly entitlement exceeds the **FBT threshold**.

1. Click **File** > **Edit** then **Government** *or*
   Click **File** > **Company** > **Government**.
2. Click **Is this employer exempt from FBT under section 57A of the FBTAA 1986?**.
3. Click **Save** then **Exit**.

Revision: 5 — Last modified: Jun 01, 2020

4.4.62. Add Company SuperStream Details

If you're using the e-PayDay® Gateway, please follow **Where do I set my Company SuperStream Details for the e-PayDay® Gateway?** *or*

If you're using a Superannuation Fund or Clearing House, please follow **Where do I set my Company SuperStream Details for my Superannuation Fund or Clearing House?**

Revision: 6 — Last modified: Jun 01, 2020

4.4.63. Add a Global Pay Message to display for ALL Employees

> **!** Global Pay Slip Messages need to be added before Pay Day processing commences, otherwise, the message will not be available to select.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** then **Pay Slip Messages** *or*
   Click **File** > **Company** > **Pay Messages**
2. Navigate to **Global Pay Slip Message**
3. Select **Automatically use this pay slip message for ALL Employees**.
4. Type the new Global Pay Slip Message.
5. Click **Save** then **Exit**.

Revision: 6 — Last modified: Jun 01, 2020

4.4.64. Resync your Accounting Export Data if you're missing some Pay Runs from your Accounting Software

Each time a pay run is completed (posted), the Pay Run Information will be automatically exported.

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Accounting Export (e-Port™)** > **Configure Accounting Data Export File**.
2. Click **Resync**.
3. Select the date of the first Pay Period you would like to re-export from the drop-down menu.
4. Click **Proceed >**
5. An alert will display: **Finished Exporting XX Pays. Export File Path: File Location**.
6. Click **Click here to continue**.
7. Click **Exit**.
8. Click **Exit** again.

Revision: 6 — Last modified: Mar 20, 2020

4.4.65. Display QTY for Leave Payments for Salaried Employees

1. Click **File** > **Edit** then **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Navigate to **PAY SLIP PRINT OPTIONS**.
3. Select **Show QTY for Leave Payments for Salaried Employees**.
4. Click **Save** then **Exit**

Revision: 4 — Last modified: Jun 01, 2020

4.4.66. Display the maximum number of Pay lines in a Pay Envelope

1. Click **File** > **Edit** then **Pay Run** *or*
   Click **File** > **Company** > **Pay Run Preferences**
2. Select **Show Maximum number of Pay lines?** to display more Pay Rate Lines than Allowance and Deductions on the Pay Envelope.
3. Click **Save** then **Exit**.

Revision: 5 — Last modified: Jun 01, 2020

4.4.67. Set Use _____ for yearly calculations

❗ This setting has an effect on the employees' Annual Salary, so please ensure this is reviewed with their Award/Agreement if this option is changed.

1. Click **File** > **Edit** then **Pay Run** *or*
   Click **File** > **Company** > **Pay Run Preferences**
2. Navigate to **Use _____ for yearly calculations**.
3. Select from the following options;
   a. **47 Weeks/Year**.

b. **48 Weeks/Year**.
c. **52 Weeks/Year**.
d. **52.1785714 Weeks/Year**.
e. **User Defined**.

4. Click **Save** then **Exit**.

Revision: 6 — Last modified: Jan 17, 2023

4.4.68. Change Display Week Number

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** then **Pay Run** *or*
   Click **File** > **Company** > **Pay Run Preferences**
2. Navigate to **Display Week Number using (Week starts on Sunday)**.
3. Select from the following options;
   a. **Calendar**: Week One for 2019 is 30/12/2018 to 5/01/2019.
   b. **Fiscal Year**: Week One for 2018/19 is 1/07/2018 to 1/07/2018.
4. Click **Save** then **Exit**.

Revision: 5 — Last modified: Jun 01, 2020

4.4.69. Display a Pay Message on Pay Slips send via e-mail

> ! Global Pay Slip Messages need to be added before Pay Day processing commences, otherwise, the message will not be available to select.

1. Click **File** > **Edit** then **Pay Slip Messages** *or*
   Click **File** > **Company** > **Pay Messages**
2. Navigate to **Email Messages**
3. Select **Display Pay Advice Message in Email**
4. Click **Save** then **Exit**

Revision: 5 — Last modified: Jun 01, 2020

4.4.70. Disable reminder to create the FAST-Bank™ file before Posting every Pay Run

1. Click **File** > **Edit** then **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**
2. Navigate to **OPTIONS**.
3. Deselect **FAST-Bank™ Prompt before posting every Pay Run**.

4. Click **Save** then **Exit**.

4.4.71. Disable recording Leave Dates in a Cessation / Termination Pay Run

1. Click **File** > **Edit** > **Preferences** *or*
    Click **File** > **Company** > **Company Preferences**
2. Navigate to **e-Leave™** – **Allow entry/Edit of Leave dates when processing a Pay Run** and deselect **Termination Leave**.
3. Click **Save** then **Exit**

4.4.72. Suppress (hide) Tax File Number's (TFN) in all Superannuation Reports

1. Click **File** > **Edit** then **Preferences** *or*
    Click **File** > **Company** > **Company Preferences**
2. Navigate to **Superannuation Reports**.
3. Deselect **Display Employee Tax File Number?**.
4. Click **Save** then **Exit**

4.4.73. Change Financial Year Ending Date

1. Click **File** > **Company** > **Government**.
2. Navigate to **Financial Year Ending** and select the relevant Financial Year (eg. 2023)
3. Click **Save** then **Exit**.

4.4.74. Locate your BMS ID allocated in e-PayDay® Legacy

1. Click **File** > **Company** > **Government**
2. Click **STP Info** then **Click here to Add/Edit STP Reporting Information**
3. Click **Edit**.
4. Your **BMS ID** will be displayed here.
5. Click **Exit**.

4.4.75. Set that your registered as an Employer for Working Holiday Makers

If your Company is not already open, **Open your Company**

Once your Company is open;

1. Click **File** > **Edit** then **Government** *or*
   Click **File** > **Company** > **Government**.
2. Click **Registered as an Employer of WHM's**.
3. Click **Save** then **Exit**.

Revision: 5 — Last modified: Mar 06, 2020

4.4.76. Add a Company (no recoverable back ups, re-entering pay runs)

> ✽ When a New Company is created, the Templates Databases are used to create example Awards & Agreements, Pay Types and a Superannuation Fund to help you get started. The information used to create a new Company is the name information used in the Practice Company (eg. Pay Types are identical).

1. Click **File** > **New**.
2. In **File Name**, enter the **Legal Entity Name (Company Name)**.
3. Click **Save**.
4. The **Company Information** Window will display.
   a. Enter the **Legal Entity Name (Company Name)**.
   b. Enter the Physical or Postal **Address** of the organization.
   c. Enter the **City/Suburb**.
   d. Select the **State**.
   e. Enter the **Postcode**.
   f. Select the **Country**.

g. Enter the main **Phone Number**.

h. Enter the Company **e-Mail Address**.

i. Enter the **ABN** *or* **WPN**. **WPN (Withholding payer number), enter begin with 00 (eg. 00-123-456-789)**.

j. Enter the **Branch Number** if you process payroll for multiple <u>**GST branches**</u> under the ONE (1) ABN.

5. Click **Banking**.

   a. Select the appropriate **Payment Method** for wages/salaries and complete all displayed fields.

      i. **Cheque** and **Cash**: If chosen, there are no additional fields to complete. **Skip to Step 7**.

      ii. **ListPay**: Payment of wages from your nominated bank account(s) electronically without the need for any special software.

         i. **Bank Title**: Select the Bank that account is with.

         ii. **BSB**: Enter the **BSB** (Bank, State, Branch) for the Bank Account.

         iii. **Account Number**: Enter the **Bank Account Number**.

         iv. **Account Name**: Enter the name on the Bank Account.

         v. **Contact Name**: Enter the name of the Company Contact Person if there are issues with the ListPay File.

         vi. **Phone Number**: Enter the Phone Number if there are issues with the ListPay File.

      iii. **Deposit**: Payment of wages processed by accessing your Online Banking and manually entering information.

         i. **Bank Title**: Select the Bank that account is with.

         ii. **BSB**: Enter the **BSB** (Bank, State, Branch) for the Bank Account.

         iii. **Account Number**: Enter the **Bank Account Number**.

         iv. **Account Name**: Enter the name on the Bank Account.

      iv. **FAST-Bank™**: Payment of wages processed by accessing your Online Banking and uploading an .ABA (**FAST-Bank™**) File.

         i. **Bank Title**: Select the Bank that account is with.

         ii. **BSB**: Enter the **BSB** (Bank, State, Branch) for the Bank Account.

         iii. **Account Number**: Enter the **Bank Account Number**.

         iv. **Account Name**: Enter the **Account Name**.

         v. **Name of Remitter**: Enter the name of the Person or Company creating the **FAST-Bank™** file.

         vi. **APCA ID Number**: Enter the APCA (Australian Payments Clearing Association) ID as provided by your Bank.

         vii. **Lodgement Reference Number**: Enter the **Lodgement Reference Number** as provided by your Bank.

         viii. **Balancing File**: Select if a Self-balancing transaction batch is required within the **FAST-Bank™** file (as advised by your Bank).

         ix. **Select where you want your FAST-Bank™ file sent to by clicking the 'Browse…' button**

         x. You also have the ability to add **Holding Accounts for Gross PAYG and SG** if **FAST-Bank™** is chosen as your Primary Payment Method. HOWEVER, skip this step until the Company is added.

6. Click **Government**.

   a. Change **Electronic Transfer Option** to **PSAR**

b. Tick **Registered as an Employer of WHM's** if you are an Employer of Working Holiday Makers.

c. Tick **Is this employer exempt from FBT under section 57A of the FBTAA 1986?** if you are exempt from FBT under section 57A of the FBTAA 1986.

d. Enter the name of your Company Representative in **Taxation Department Authorised Officer** and **Supplier/Contact Name**.

e. Click **Copy Company Details** to copy the e-Mail, Supplier/Contact Company, Supplier ABN, Street Address, City/Suburb, State, Postcode, Country, Phone Number and Fax Number from Company details.

7. Click **Save** then **Exit** to close the Company window.

Revision: 2 — Last modified: Jan 14, 2022

4.4.77. Remove your Company e-Mail Settings

1. Select **File** > **Edit** then **Preferences** *or*
   Select **File** > **Company** > **Company Preferences**.
2. Select **e-Mail Settings**.
3. Select **Clear Settings**.
4. Select **Exit**.

Revision: 1 — Last modified: Aug 24, 2022

4.4.78. Update Company SMTP e-Mail Settings

✱ There are two windows the e-mail settings can be stored in, being **GLOBAL SMTP e-Mail Settings** and **Company SMTP e-Mail Settings**.
We recommend establishing **GLOBAL SMTP e-Mail Settings** UNLESS you require unique **Company SMTP e-Mail Settings**

1. Click **File** > **Edit** then **Preferences** *or*
   Click **File** > **Company** > **Company Preferences**.
2. Click **e-Mail Settings**.
3. Update the following fields as required,
   a. **SMTP server** name
   b. **Port** ID
   c. **This server requires an encrypted connection (TLS/SSL)**
   d. **Username** and **Password**
   e. **Log on using Secure Password Authentication (SPA)**
   f. Tick **Log e-Mail after processing ?** so all emails are logged to a text document once they have been sent.
   g. To add a delay between each email being sent, enter the number of seconds delay in **Delay Period**.

h. To send multiple emails sent at once with a set delay between each batch, select **Send e-Mails in a Batch?**

i. Enter the number of emails to be sent in one batch in **After Sending X e-Mails** and the number of minutes delay between in batch in **Wait X Minutes**.

4. Select **Save** then **Exit**.

Revision: 1 — Last modified: Oct 21, 2022

4.4.79. Change your Full Company Name (Payer name)

1. Click **File** > **Company** > **Go To Folder** to open your Company Data Folder.
2. Minimize the windows browser window and close e-PayDay.
3. Maximize the windows browser window and select **e-PayDay BE** in the Navigation Bar.
4. Open the **EPD** Folder.
5. Open the required. EPD
6. Update **FullCompany=** as required (eg. FullCompany=Practice Company)
7. Save and close the **Company.EPD**

```
Practice Company.EPD - Notepad
File  Edit  Format  View  Help
[Company]
FullCompany=Practice Company
Employees=0
CompanyPhone=(07) 3284-2477
CompanyFax=(07) 3284-2016
TFNValidation=1
PayrunExport=AM-Win
ACNARBN=ACN 123-456-789
CompanyABN=
SetupDate=20/06/2000
AddressBusiness=123 Practice Street
Suburb/City=BRISBANE
State=QLD
Postcode=4000
Country=au
DataDirectory=C:\e-PayDay BE\Data\Practice Company
CompanyPosition=0
EstablishedDate=31/05/2007
EmailAddress=name@address.com.au
BranchNumber=001
```

Revision: 3 — Last modified: Nov 16, 2022

4.5. Awards & Agreements (Rates, Rules and Employment Conditions)

4.5.1. How do I use Search in Awards & Agreements?

1. Click **Awards & Agreements** > **Search Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar then click **Search**
2. Navigate to *Enter your search details. . . *
3. Select the setting you wish to change in **Search in**.
4. If required, change **Search By** and enter **Search For**.
5. Click **Search**.
6. Depending on your selection, the information you require will be detailed in **Your Requested Search Results. . .**
7. Navigate to **Replace selected item/s with. . .**
8. Complete **Replace with** as required.
9. Click **Replace**

4.5.2. Edit an Award & Agreement

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Change any details as necessary.
5. Click **Save** then **Exit**.

4.5.3. How do I mark an Award or Agreement as Inactive?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Navigate to **Active** and click once to deselect.
5. Click **Save** then **Exit**.

4.5.4. How do I mark a previously Inactive Award or Agreement as Active?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Navigate to **Status**.
3. Deselect **Active**.
4. Select **Inactive**.
5. Select the Award or Agreement to edit (click once to highlight).
6. Click **Edit**.
7. Navigate to **Active** and click once to select.
8. Click **Save** then **Exit**.

Revision: 3 — Last modified: Apr 23, 2019

4.5.5. How do I add a new Award Description / Classification?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Next to **Award**, click **Edit** (Pencil Icon).
5. Click **New**.
6. Enter the name of the Award or Agreement in **Description**.
   eg. Clerks Private Sector Award 2010.
7. Click **Save** then **Exit**.
8. Click **Exit** again to close the Awards & Agreements Window.

✱ If you are also following **How do I complete the Payroll Awards Table Import File?**, the Award Classification Database ID (DBID) is the order in which these descriptions are displayed, eg. Unspecified is AwardClassDBID 1.

Revision: 6 — Last modified: Feb 15, 2021

4.5.6. How do I delete an Award Description?

An Award Description cannot be deleted if it currently linked to any Award (regardless or Status).

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).

3. Click **Edit**.

4. Next to **Award**, click **Edit** (Pencil Icon).

5. Select the Award Description to delete (click once to highlight).

6. Click **Delete** (Trash Can Icon).

7. Click **Exit**.

8. Click **Exit** again to close the Awards & Agreements Window.

4.5.7. Where do I set a reminder to change the Award or Agreement?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.

2. Select the Award or Agreement to edit (click once to highlight).

3. Click **Edit**.

4. Navigate to **'Reminder to Change Award' Setting**.

5. Select **Prompt on**;
   a. Anniversary of Birth.
   b. Anniversary of Date Hired.
   c. None.
   d. Specific Age: Enter the Years, Months and Days.
   e. Specific Years of Employment: Enter the Years, Months and Days.

6. Click **Save** then **Exit**.

4.5.8. Where do I set an automatic Annual Increase for an Award or Agreement?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.

2. Select the Award or Agreement to edit (click once to highlight).

3. Click **Edit**.

4. Navigate to **'Hours paid at' Annual Increase Setting**.

5. Enter the **Date** of the Annual Increase.

6. Enter the **$ or % Increase by** amount.

7. If required, tick **Add to message – Is this pay period the first full pay period on or after the xxth (that only includes dates in XXXX)?**

8. Click **Save** then **Exit**.

4.5.9. Where do I set that Superannuation will only calculate on Applicable Pay Rates?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Navigate to **Details**.
6. Select **Calculated on Applicable Pay Rate**.
   By selecting this setting, Superannuation will only calculate on any Pay Type which has Superannuation (OTE) ticked.
7. Click **Save** then **Exit**.

Revision: 3 — Last modified: Apr 23, 2019

4.5.10. Where do I set that Superannuation will only calculate on the Base Award Rate?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Navigate to **Details**.
6. Select **Calculated on Base Award Rate**.
   By selecting this setting, Superannuation will only calculate on the Base award rate as set in Award or Special Award Rate.
7. Click **Save** then **Exit**.

Revision: 3 — Last modified: Apr 23, 2019

4.5.11. Where do I set Superannuation to only calculate on the Higher Pay Rate?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Navigate to **Details**.
6. Select **Calculated on Higher Pay Rate**.
   By selecting this setting, Superannuation will only calculate on the highest rate of pay during the pay run.

7. Click **Save** then **Exit**.

Revision: 4 — Last modified: Apr 23, 2019

4.5.12. Where do I set Superannuation to only calculate on the Lower Pay Rate?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Navigate to **Details**.
6. Select **Calculated on Lower Pay Rate**.
   By selecting this setting, Superannuation will only calculate on the lowest rate of pay during the pay run.
7. Click **Save** then **Exit**.

Revision: 3 — Last modified: Apr 23, 2019

4.5.13. Where do I set Superannuation Contribution Limits?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Navigate to **Preset Contribution Limits**.
6. In **Guaranteed Minimum Contribution per Week**, enter the minimum Superannuation Contribution even if the calculated amount is less.
7. In **Capped Maximum Contribution per Week**, enter the maximum Superannuation Contribution even if the calculated amount is more.
8. Click **Save** then **Exit**.

Revision: 4 — Last modified: Apr 23, 2019

4.5.14. Where do I set the Maximum Employer Superannuation Contribution Limit?

> ! We recommend entering the amount for the Quarter rather than the year, and reviewing the rule every quarter to ensure it is correct.

For example, for FYE 30 June 2023,
QTR 1 Gross is $60,220
QTR 2 Gross is $120,440 ($60,220 multiplied by 2)
QTR 3 Gross is 180,660 ($60,220 multiplied by 3) and
QTR 4 Gross is 240,880 ($60,220 multiplied by 4)

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Navigate to **Maximum Super Contribution Base (Annualised)**.
6. In **Gross**, enter the Gross Salary before Super ceases calculating for the relevant period.
7. In **SG %**, set the Superannuation %.
8. **Maximum SG** will be calculated automatically once Gross and SG % are completed.
9. Click **Save** then **Exit**.

Revision: 15 — Last modified: Mar 07, 2023

4.5.15. Ensure Employer SG will apply to Salary Sacrifice (Before Tax) Contributions

! From 1 January 2020, salary sacrificed super contributions can't be used to reduce your super guarantee obligations, regardless of the amount your employee elects to salary sacrifice. Read more **here**

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Click **SG on Salary Sacrifice?**
6. Click **Save** then **Exit**.
7. Read **here** if you need to manually adjust the Employer SG (Superannuation Guarantee) Contribution during your Pay Run to resolve any miscalculations.

Revision: 17 — Last modified: Jun 22, 2022

4.5.16. Ensure Employer SG (Superannuation Guarantee) will apply to Annual Leave Loading

> **!** For further information, please visit the ATO's documentation – **Superannuation on annual leave loading**

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Click **SG on Annual Leave Loading?**
   By selecting this setting, Superannuation will calculate on the additional 17.50% that some Employees receive when taking Annual Leave.
6. Click **Save** then **Exit**.
7. Read **here** if you need to manually adjust the Employer SG (Superannuaton Guarantee) Contribution during your Pay Run to resolve any miscalculations.

Revision: 12 — Last modified: Apr 27, 2022

4.5.17. Ensure Employer SG (Superannuation Guarantee) will not accumulate unless the Employee meets certain criteria

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Super Rules**.
   a. Enter the applicable **Employer SG** rule/s in **Rules – Weekly** and/or **Rules – Calendar Month** as required.
5. Click **Save** then **Exit**.

Revision: 9 — Last modified: Aug 18, 2020

4.5.18. How do I sort my Awards & Agreements in alphabetical order?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*

Click **Award & Agreements** from the Side Bar.

2. Navigate to **Sort by…**.
3. Select **A . . . Z**

Revision: 3 — Last modified: Apr 23, 2019

4.5.19. How do I limit what Awards & Agreements I see?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
    Click **Award & Agreements** from the Side Bar.
2. Navigate to **Type**.
3. Change **Type** from **All** to
    a. Casual.
    b. Commission.
    c. Full Time.
    d. Part Time.
    e. Salary.

Revision: 3 — Last modified: Apr 23, 2019

4.5.20. How do I duplicate an Award or Agreement?

By selecting this setting, Superannuation will calculate on the gross income (for applicable pay types) BEFORE the Salary Sacrifice is deducted. This means the the Employer Superannuation Contribution is not reduced due to the Salary Sacrifice.

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
    Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to duplicate (click once to highlight).
3. Click **Duplicate**.
4. An alert will display: **Do you want to duplicate the Award 'Award Name' ?**
5. Click **Yes**.
6. The duplicate award will display in the Awards & Agreements List.

Revision: 3 — Last modified: Apr 23, 2019

4.5.21. How do I sort my Awards & Agreements by Type?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
    Click **Award & Agreements** from the Side Bar.
2. Navigate to **Sort by…**.
3. Select **Type**.

4. The Awards & Agreements will then be sorted in the following order
    a. Casual.
    b. Commission.
    c. Full Time.
    d. Part Time.
    e. Salary.

Revision: 3 — Last modified: Apr 23, 2019

4.5.22. How do I view only Active Awards & Agreements?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Navigate to **Status**.
3. Deselect **Inactive**.
4. Select **Active**.

Revision: 2 — Last modified: Apr 23, 2019

4.5.23. How do I change an Award Description?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Next to **Award**, click **Edit** (Pencil Icon).
5. Select the Award Description to edit (click once to highlight).
6. Click **Edit**.
7. Change any details as necessary.
8. Click **Save** then **Exit**.
9. Click **Exit** again to close the Awards & Agreements Window.

Revision: 3 — Last modified: Apr 23, 2019

4.5.24. How do I view only Inactive Awards & Agreements?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Navigate to **Status**.
3. Deselect **Active**.
4. Select **Inactive**.

4.5.25. How do I sort my Awards & Agreements in ID order?

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Navigate to **Sort by…**.
3. Select **Number**

4.5.26. Some or all of my Awards & Agreements are missing

Awards & Agreements may not be displayed in the Awards & Agreements List window due to a number of settings which require to be changed.

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Navigate to **Type** and ensure the drop-down menu is set to **All**.
3. Navigate to **Sort by…**. and ensure **Active** is selected.
   a. If you still cannot locate your Awards & Agreements, **Request a Support Call here**.

4.5.27. Can multiple Employees be linked to the same Award & Agreement?

Yes, multiple Employees CAN be linked to the same Award & Agreement if their Employment Conditions are the same, with exception to their rate of pay. Simply define the base rate in the Award & agreement, then edit the Employee to pay them more.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Employment**.
5. Navigate to **Award #**.
6. Click on the drop-down arrow and select the new Award.
7. Navigate to and edit **Nominal Base Gross Wages / Salary @ XX Wks/Yr**.
8. Once the amount has calculated, click **Use $XX.XX as Special Award Rate**.
9. Click **Save** then **Exit**.

4.5.28. How do I locate my Employees Award Rate (Base Pay Rate) from their Award & Agreement?

1. Locate the **Award & Agreement (ID)** the Employee is linked to.
2. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
3. Select the Award or Agreement to view (click once to highlight).
4. Scroll across to locate and make note of the **Rate**.

Revision: 3 — Last modified: Apr 23, 2019

4.5.29. Update a Casual Award to Permanent (Salary, Full-Time or Part-Time)

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. In **Type**, select **Salary**, **Full Time** or **Part Time**.
   a. If **Salary**, In **Nominal Base Gross Wages / Salary**. and enter the Employees Annual Salary **(excluding Super)**. **Hours**,**Per Hour** and **Days** will then autocomplete.
      i. If your Employees Salary is based on 40 hours p/w (instead of 38.00 as coded in *e-PayDay®),
         i. Navigate to **Type**
         ii. Select **Full Time**.
         iii. Once you have changed **Hours**, simply change this setting back to **Salary**.
   b. If **Part Time** or **Full Time**, in **Hours**, enter the maximum WEEKLY working hours.
      i. Enter the Hourly Rate in **Per Hour**.
5. Click **Superannuation**.
   a. Enter the **Employer SG** percentage in **SG (% or $)**.
   b. Select **SG on Salary Sacrifice** as employees are entitled to earn Superannuation on their **Concessional (Before Tax) Superannuation Contributions**.
   c. Select **SG on Annual Leave Loading** if employees are entitled to accumulate **Employer SG** on the loading percentage (17.50%) when paid **Annual Leave & Loading**.
      i. Please see **Ordinary time earnings – annual leave loading**
6. Click **Super Rules**.
   a. Enter the applicable **Employer SG** rule/s in **Rules – Weekly** and/or **Rules – Calendar Month** as required.
7. Click **Accruals**.
   a. **Annual Leave**
      i. Enter the Number of **(Weeks)** entitlement (eg. 4 Weeks as per the **NES**)
      ii. If required, change the **Accrual Method**
   b. **Personal Leave**.
      i. Enter the **(Days)** entitlement for the **First** year of employment (eg. 10 Days as per the

NES)

    ii. Due to **The Mondelez Decision**, change the **Accrual Method** to **Per Pay Period (Lump Sum)**

    iii. Enter the **(Days)** entitlement for the **Thereafter** years of employment (eg. 10 Days as per the **NES**)

    iv. Due to **The Mondelez Decision**, change the **Accrual Method** to **Per Pay Period (Lump Sum)**

  c. **Long Service Leave**

    i. Enter both the **Years** and **= Weeks** entitlement of **Long Service Leave**.

    ii. If required, change the **Accrual Method**

8. Click **Save** then **Exit**.

4.5.30. Update a Permanent (Salary, Full-Time or Part-Time) Award to Casual

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. In **Type**, select **Casual**.
5. In **Hours**, enter the maximum WEEKLY working hours.
6. Enter the Hourly Rate in **Per Hour Paid**.
7. Click **Superannuation**.
   a. Enter the **Employer SG** percentage in **SG (% or $)**.
   b. Select **SG on Salary Sacrifice** as employees are entitled to earn Superannuation on their **Concessional (Before Tax) Superannuation Contributions**.
   c. Select **SG on Annual Leave Loading** if employees are entitled to accumulate **Employer SG** on the loading percentage (17.50%) when paid **Annual Leave & Loading**.
      i. Please see **Ordinary time earnings – annual leave loading**
8. Click **Super Rules**.
   a. Enter the applicable **Employer SG** rule/s in **Rules – Weekly** and/or **Rules – Calendar Month** as required.
9. Click **Accruals**.
   a. **Annual Leave**
      i. Ensure **(Weeks)** is set to **00.00**.
   b. **Personal Leave**.
      i. ensure **Days** is set to **00.00**.
   c. **Long Service Leave**
      i. Enter both the **Years** and **= Weeks** entitlement of **Long Service Leave**.
      ii. If required, change the **Accrual Method**
10. Click **Save** then **Exit**.

4.5.31. Locate the Accrual Method for each

Leave Accrual

1. Select **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Select **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Select **Edit**.
4. Select **Accruals**.
5. Select the relevant Leave Type to view the Accrual Method
   a. **Annual Leave**
   b. **Personal Leave**
   c. **Long Service Leave**
6. Select **Exit**.

Revision: 1 — Last modified: Jul 22, 2022

4.5.32. View the Employees Accrual Entitlements

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click "**Annual Leave**":#annual-leave, "**Personal Leave**":#personal-leave," **Long Service Leave**":#long-service-leave or "**RDO/TIL**.":#rdo-til

Revision: 1 — Last modified: Aug 05, 2022

4.5.33. Change a Full Time Award to Salary

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Change **Hours** as required
5. In **Nominal Base Gross Wages / Salary**. and enter the Employees Annual Salary **(excluding Super)**. **Per Hour** will then autocomplete.
6. In **Type**, select **Salary**
7. Click **Superannuation**.
8. Ensure **SG (% or $)** contains the relevant **Employer SG** percentage
9. Ensure **SG on Salary Sacrifice** is selected
10. Ensure **SG on Annual Leave Loading** if the employee is entitled to accumulate **Employer SG** on the loading percentage (17.50%) when paid **Annual Leave & Loading**.
    a. Please see **Ordinary time earnings – annual leave loading**
11. Click **Super Rules**.
12. Ensure the applicable **Employer SG** rule/s in **Rules – Weekly** and/or **Rules – Calendar Month**

exist.

13. Click **Accruals**.
   a. **Annual Leave**
      i. Ensure the Number of **(Weeks)** entitlement exists (eg. 4 Weeks as per the **NES**)
      ii. If required, change the **Accrual Method**
   b. **Personal Leave**.
      i. Ensure the **(Days)** entitlement for the **First** year of employment exists (eg. 10 Days as per the **NES**)
      ii. Due to **The Mondelez Decision**, change the **Accrual Method** to **Per Pay Period (Lump Sum)**
      iii. Ensure the **(Days)** entitlement for the **Thereafter** years of employment exists (eg. 10 Days as per the **NES**)
      iv. Due to **The Mondelez Decision**, change the **Accrual Method** to **Per Pay Period (Lump Sum)**
   c. **Long Service Leave**
      i. Ensure both the **Years** and **= Weeks** entitlement of **Long Service Leave** exist.
      ii. If required, change the **Accrual Method**
14. Click **Save** then **Exit**.

Revision: 1 — Last modified: Aug 31, 2022

4.5.34. Edit / Change / Update an Employees Base Award Rate

1. Locate the **Award & Agreement (ID)** the Employee is linked to.
2. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
3. Select the Award or Agreement to view (click once to highlight).
4. Amend the **Rate** as nessecary.
5. Click **Save** then **Exit**.

Revision: 1 — Last modified: Feb 28, 2023

4.5.35. Edit / Change / Update an Employees Annual Salary in their Award

1. Select **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Select **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Select **Edit**.
4. Navigate to **Nominal Base Gross Wages / Salary**. and enter the Employees Annual Salary **(excluding Super)**.and update as required.
5. Click **Save** then **Exit**.

Revision: 2 — Last modified: Mar 23, 2023

4.6. Pay Types (Rates, Allowances and Deductions)

4.6.1. Add a Back Payment, Bonus, Commission or Similar Payment (Schedule 5) Pay Rate

> ❗ Refer to the ATO's documentation **here** for further guidance.

- Add a Schedule 5, Method A Pay Rate
  - ◦ Method A: Used for any additional payments made regardless of the financial year the additional payment applies to. This includes all back payments, commissions, bonuses or similar payments.
- Add a Schedule 5, Method B (i) Pay Rate
  - ◦ Method B (i): Used for any back payments applied to specific periods in the current financial year.
- Add a Schedule 5, Method B (ii) Pay Rate
  - ◦ Method B (ii): Used for back payments that relate to a prior financial year and any additional payments (including commissions, bonuses or similar payments) that don't relate to a single pay period regardless of the financial year the additional payment applies to.
- Add a Schedule 5, Method B (ii) Lump Sum E Pay Rate
  - ◦ Method B (ii): Used for back payments that relate to a prior financial year (more than 12 months overdue) and is equal to more more than $1,200.00

> ❗ e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents (members of the **Tax Practitioners Board (TPB)**) and therefore are unable to provide payroll advice. We can assist you in the use of the software in obtaining your desired outcome based on advice provided to you by your Accountant or Bookkeeper.
>
> Additional to your Account or Bookkeeper, payroll assistance may be obtained from the following sources;
> - **Fair Work Ombudsman**
> - **Business Queensland**
> - **NSW Industrial Relations**
> - **Business Victoria**
> - **Business ACT**
> - **Business South Australia**
> - **Northern Territory Government**
> - **Western Australia Government**
> - **Business Tasmania**

4.6.1.1. Add a Schedule 5, Method A Pay Rate

THE INSTRUCTIONS BELOW ARE AN EXAMPLE ONLY AND ARE NOT A SUBSTITUTE FOR OBTAINING ADVICE. WE RECOMMEND TO CONTACT YOUR TAX PROFESSIONAL BEFORE SETTING UP ANY PAY RATES, ALLOWANCES OR DEDUCTIONS.

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Pay Rate** then click **New**.
2. Enter the **Description**.
3. Select **Paid by**
   a. Per Day
   b. Per Hour
   c. Per Kilometre
   d. Per Lump Sum
   e. Per Month
   f. Per Pay Period

     g. Per Unit

     h. Per Unit – Punnet

     i. Per Week

4. Enter the **Amount ($ or %)**.

5. If the employee is entitled to earn more super on this pay rate, enter the Superannuation % in **Using Super as set in the employees' file instead of X.XX%**.

6. Select **Back Payment, Commission, Bonus or similar payment (Schedule 5 – Method A)** in **Tax Treatment**.

7. If required, change the following fields

    a. **Tax**

       i. Payroll Tax

    b. **Reporting**

       i. Report to

    c. **Accruals**

       i. Long Service Leave

       ii. Annual Leave

       iii. Superannuation (OTE)

       iv. RDO's

       v. Personal Leave

       vi. Union/Professional association

       vii. Super Deducted before tax is calculated

       Before ticking Super Deducted before tax is calculated, please refer to your accountant or bookkeeper for advice.

8. Click **Save** then **Exit**.

Revision: 6 — Last modified: May 29, 2020

4.6.1.2. Add a Schedule 5, Method B (i) Pay Rate

THE INSTRUCTIONS BELOW ARE AN EXAMPLE ONLY AND ARE NOT A SUBSTITUTE FOR OBTAINING ADVICE. WE RECOMMEND TO CONTACT YOUR TAX PROFESSIONAL BEFORE SETTING UP ANY PAY RATES, ALLOWANCES OR DEDUCTIONS.

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Pay Rate** then click **New**.
2. Enter the **Description**.
3. Select **Paid by**
   a. Per Day
   b. Per Hour
   c. Per Kilometre
   d. Per Lump Sum
   e. Per Month
   f. Per Pay Period
   g. Per Unit
   h. Per Unit – Punnet
   i. Per Week
4. Enter the **Amount ($ or %)**.
5. If the employee is entitled to earn more super on this pay rate, enter the Superannuation %
   in **Using Supr as set in the employees' file instead of X.XX%**.
6. Select **Back Payment, Commission, Bonus or similar payment (Schedule 5 – Method B (i))** in
   Tax Treatment.

7. If required, change the following fields
    a. **Tax**
        i. Payroll Tax
    b. **Reporting**
        i. Report to
    c. **Accruals**
        i. Long Service Leave
        ii. Annual Leave
        iii. Superannuation (OTE)
        iv. RDO's
        v. Personal Leave
        vi. Union/Professional association
        vii. Super Deducted before tax is calculated

        Before ticking Super Deducted before tax is calculated, please refer to your accountant or bookkeeper for advice.

8. Click **Save** then **Exit**.

Revision: 4 — Last modified: May 29, 2020

4.6.1.3. Add a Schedule 5, Method B (ii) Pay Rate

THE INSTRUCTIONS BELOW ARE AN EXAMPLE ONLY AND ARE NOT A SUBSTITUTE FOR OBTAINING ADVICE. WE RECOMMEND TO CONTACT YOUR TAX PROFESSIONAL BEFORE SETTING UP ANY PAY RATES, ALLOWANCES OR DEDUCTIONS.

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Pay Rate** then click **New**.
2. Enter the **Description**.
3. Select **Paid by**
   a. Per Day
   b. Per Hour
   c. Per Kilometre
   d. Per Lump Sum
   e. Per Month
   f. Per Pay Period
   g. Per Unit
   h. Per Unit – Punnet
   i. Per Week
4. Enter the **Amount ($ or %)**.
5. If the employee is entitled to earn more super on this pay rate, enter the Superannuation % in **Using Supr as set in the employees' file instead of X.XX%**.
6. Select **Back Payment, Commission, Bonus or similar payment (Schedule 5 – Method B (ii))** in **Tax Treatment**.

7. If required, change the following fields
    a. **Tax**
        i. Payroll Tax
    b. **Reporting**
        i. Report to
    c. **Accruals**
        i. Long Service Leave
        ii. Annual Leave
        iii. Superannuation (OTE)
        iv. RDO's
        v. Personal Leave
        vi. Union/Professional association
        vii. Super Deducted before tax is calculated
        Before ticking Super Deducted before tax is calculated, please refer to your accountant or bookkeeper for advice.
8. Click **Save** then **Exit**.

Revision: 4 — Last modified: May 29, 2020

4.6.1.4. Add a Schedule 5, Method B (ii) Lump Sum E Pay Rate

1. Click **Pay Types** > **New Pay Rate** *or*
2. In **Description**, enter **Back Pay**.
3. In **Paid by**, select **Per Hour** or **Per Lump Sum**
4. In **Amount**, enter either 100% or the applicable rate required.
5. In **Tax Treatment**, select **Back Payment for a Prior Financial Year, Over $1200 (Schedule 5 – Method B (ii) – Lump Sum E)**
6. If required, change the required settings in **Tax** and **Accruals**
7. Click **Save** then **Exit**.

✱   **Method B (ii) – Lump Sum E** is applicable when the Payment is more than 12 months overdue and is equal to more more than $1,200.00

Refer to the ATO's documentation **here** for further guidance.

Revision: 4 — Last modified: Mar 14, 2023

4.6.1.5. Add a Back Pay Pay Rate

1. Click **Pay Types** > **New Pay Rate** *or*
2. In **Description**, enter **Back Pay**.
3. In **Paid by**, select **Per Hour** or **Per Lump Sum**
4. In **Amount**, enter either 100% or the applicable rate required.
5. In **Tax Treatment**, select from the following options
    a. **Back Payment, Commission, Bonus or similar payment (Schedule 5 – Method B (i))**

     b. **Back Payment, Commission, Bonus or similar payment (Schedule 5 – Method B (iI))**

     c. **Back Payment for a Prior Financial Year, Over $1200 (Schedule 5 – Method B (ii) – Lump Sum E)**

6. If required, change the required settings in **Tax** and **Accruals**
7. Click **Save** then **Exit**.
8. Use this Pay Rate n a pay run by following **here**

> ✳ Select **Method B (i)** if the Payment is less than 12 months overdue and relates to the **Current Financial Year**
> Select **Method B (ii)** if the Payment is than than 12 months overdue and relates to a **Prior Financial Year or more than 12 months overdue and is less than $1,200.00**
> Select **(Method B (ii) – Lump Sum E** if the Payment is more than 12 months overdue and is equal to ore more than $1,200.00
>
> Refer to the ATO's documentation **here** for further guidance.

Revision: 23 — Last modified: Jul 12, 2022

4.6.2. Ordinary Time Earnings (OTE) Explained

Ordinary time earnings are generally what your employees earn for their ordinary hours of work, including:

- over-award payments
- certain bonuses
- commissions
- shift-loading
- certain allowances.

> ✳ Cessation (Termination) payments for unused Personal (Sick), Annual or Long Service Leave are excluded from OTE.

For more information on which Pay Types, Allowances are Deductions are considered Ordinary time earnings (OTE) for Superannuation, please read **Checklist: Salary or wages and ordinary time earnings**

Ordinary Time Earnings (OTE) is used to calculate the minimum **Employer SG** contribution that you are required to pay to your Employees Superannuation Fund of choice. This helps ensure all employees who are eligible for super are treated the same way for Super Guarantee purposes.

1. An 'employee's ordinary hours of work' are the hours specified as their ordinary hours of work under the relevant award or agreement, or under the combination of documents, that governs the employee's conditions of employment.
2. If the ordinary hours of work are not specified in a relevant award or agreement, the 'ordinary

hours of work' are the normal, regular, usual or customary hours worked by the employee, as determined by all the circumstances of the case. This is not necessarily the minimum or the maximum number of hours worked or required to be worked.

3. Where it is not possible or practicable to determine the normal, regular, usual or customary hours of work of an employee, the actual hours worked by the employee are taken to be their ordinary hours of work.

Revision: 8 — Last modified: May 27, 2022

4.6.3. Add a Pay Rate

> ✱ For a complete explanation of each of the accrual options, please read **here**.
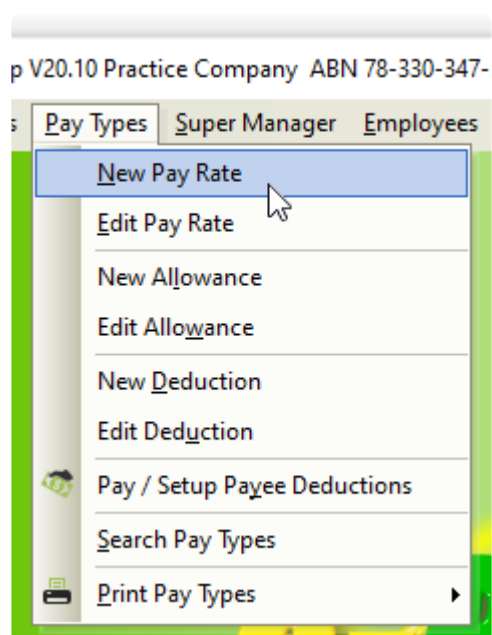
During a pay run, e-PayDay® will review the award the employee is linked to for the rate of pay and accruals. If there is a tick next to Annual Leave, when this pay rate is used in the pay run, e-PayDay® will confirm the selected items and accrue as necessary. If there was NO tick next to Annual Leave, the accrual could not accrue, even if the rule is established.

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Pay Rate** then click **New**.
2. Enter the **Description**.
3. Select **Paid by**.
   A unit pay rate allows employees to be paid on a unit basis and the total number of units should be entered during the pay run. However if a Per Unit Pay Rate is used during a Pay Run and the accrual method (set within the employees' award) is set to Per Hour Pro-Rata, the accruals will NOT calculate on this Pay Rate.
   a. Per Day
   b. Per Hour
   c. Per Kilometre

    d. Per Lump Sum

    e. Per Month

    f. Per Pay Period

    g. Per Unit

    h. Per Unit – Punnet

    i. Per Week

4. Enter the **Amount ($ or %)**.

5. If the employee is entitled to earn more super on this pay rate, enter the Superannuation % in **Using Super as set in the employees' file instead of X.XX%**.

    a. Once a valus is entred into this field, the label will change to **Using Special Super Rule of XX.XX%**.

6. Select the **Tax Treatment**. **Please obtain advice from your Accountant/Bookkeeper or the ATO to select the apprpriate Tax Treatment**.

    a. Annual Leave

    b. Annual Leave Cashed Out – Schedule 5, Method A

    c. Annual Leave Cashed Out – Schedule 5, Method B (ii)

    d. Back Payment for a Prior Financial Year, Over $1200 (Schedule 5 – Method B (ii) – Lump Sum E)

    e. Back Payment, Commission, Bonus or similar payment (Schedule 5 – Method A)

    f. Back Payment, Commission, Bonus or similar payment (Schedule 5 – Method B (i))

    g. Back Payment, Commission, Bonus or similar payment (Schedule 5 – Method B (ii))

    h. CDEP Annual Leave (Taxed at 0% for 100% CDEP) (CDEP)

    i. CDEP Long Service Leave (Taxed at 0% for 100% CDEP) (CDEP)

    j. CDEP Public Holidays (Taxed at 0% for 100% CDEP) (CDEP)

    k. CDEP Sick Leave (Taxed at 0% for 100% CDEP) (CDEP)

    l. Community Development Employment Program Scheme Participant Supplement (Taxed at 0% for 100% CDEP) (CDEP)

    m. Community Development Employment Program Wages (Taxed at 0% for 100% CDEP) (CDEP)

    n. Education

    o. Employment Termination Payment, Death benefit dependants ETP (Taxed at 0%) (ETP)

    p. Employment Termination Payment, Death benefit dependants ETP (Taxed at 47%) (ETP)

    q. Employment Termination Payment, Death benefit non-dependants ETP (Taxed at 32%) (ETP)

    r. Employment Termination Payment, Death benefit non-dependants ETP (Taxed at 47%) (ETP)

    s. Employment Termination Payment, Foreign resident No TFN (Taxed at 45%) (ETP)

    t. Employment Termination Payment, Post-June 94 Invalidity (Taxed at 0%) (ETP)

    u. Employment Termination Payment, Pre-July 83 Invalidity (Taxed at 0%) (ETP)

    v. Employment Termination Payment, Life benefit (Taxed at 17%) (ETP)

    w. Employment Termination Payment, Life benefit (Taxed at 32%) (ETP)

    x. Employment Termination Payment, Life benefit (Taxed at 47%) (ETP)

    y. Employment Termination Payment, No TFN (Taxed at 47%) (ETP)

    z. Employment Termination Payment, Rolled over (Taxed at 0%) (ETP)

    aa. Exempt foreign employment income (Not Taxed, Reportable to ATO)

    ab. GST (Taxed at 0%)

    ac. Long Service Leave

    ad. Long Service Leave Cashed Out – Schedule 5, Method A

    ae. Long Service Leave Cashed Out – Schedule 5, Method B (ii)

    af. Ordinary Pay

    ag. Overtime

    ah. Paid Parental Leave

    ai. Personal Leave

    aj. Public Holidays

    ak. RDO's

    al. Return to Work Payments (Taxed at 34.5%)

    am. Redundancy / Invalidity / Retirement payments (Taxed at 0%) (Lump Sum D)

    an. Unused Annual Leave accrued before 18/8/1993 (Taxed at 32% – Lump Sum A)

    ao. Unused Annual Leave accrued after 17/8/1993 (Taxed at Marginal rates)

    ap. Unused Annual Leave, Genuine Redundancy (Taxed at 32% – Lump Sum A)

    aq. Unused Long Service accrued before 16/8/78 (5% of the total taxed at marginal rates – Lump Sum B)

    ar. Unused Long Service accrued between 16/8/78 and 17/8/93 (Taxed at 32% – Lump Sum A)

    as. Unused Long Service accrued after 17/8/1993 (Taxed at Marginal rates)

    at. Unused Long Service, Genuine Redundancy (Taxed at 32% – Lump Sum A)

    au. TIL

    av. Variable Tax

7. If required, change the following fields,

    a. **Tax**

        i. Payroll Tax

    b. **Reporting**

        i. Report to

    c. **Accruals**

        i. Long Service Leave

        ii. Annual Leave

        iii. Superannuation (OTE)

        iv. RDO's

        v. Personal Leave

        vi. Union/Professional association

        vii. Super Deducted before tax is calculated **Before ticking Super Deducted before tax is calculated, please obtain advice from your Accountant/Bookkeeper or the ATO**.

8. Click **Save** then **Exit**.

Revision: 26 — Last modified: Feb 15, 2022

4.6.4. Add a Piece (per Unit) Pay Rate

✳ For a complete explanation of each of the accrual options, please read **here**.
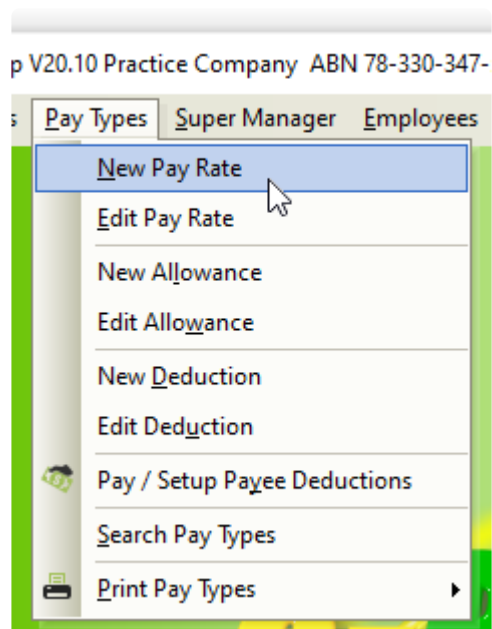
A unit pay rate allows employees to be paid on a unit basis and the total number of units should be entered during the pay run. However if a Per Unit Pay Rate is used during a Pay Run and the accrual method (set within the employees' award) is set to Per Hour Pro-Rata, the accruals will NOT calculate on this Pay Rate.

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Pay Rate** then click **New**.
2. Enter the **Description**.
3. Select **Per Unit** or **Per Unit – Punnet** in **Paid by**.
4. Enter the **Amount ($ or %)**.
5. Select **Ordinary Pay** in **Pay Rate Type**.
6. If required, change the following fields,
   a. **Tax**
      i. Payroll Tax
   b. **Reporting**
      i. Report to
   c. **Accruals**
      i. Long Service Leave
      ii. Annual Leave
      iii. Superannuation (OTE)
      iv. RDO's
      v. Personal Leave
      vi. Union/Professional association
      vii. Super Deducted before tax is calculated **Before ticking Super Deducted before tax is calculated, please obtain advice from your Accountant/Bookkeeper or the ATO**.
7. Click **Save** then **Exit**.

Revision: 8 — Last modified: Nov 21, 2019

4.6.5. Add a Pay Rate that doesn't accrue Leave Entitlements

✱ Generally, a Pay Rate like this would be used in a situation where an Employee has changed from Casual to Permanent (Salary, Full-Time or Part-Time) partway through a pay period (eg. you pay fortnightly and the employee changed from the second week of that period).

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Pay Rate** then click **New**.
2. In **Description**, enter **Casual Award Rate**.
3. Enter the Casual Award Rate Dollar Value in **Amount ($ or %)**
4. In **Tax Treatment**, select **Ordinary Pay**
5. Leave **Report to** set to **Normal**.
6. Ensure you deselect the following fields,

   a. **Accruals**
        i. Annual Leave
        ii. RDO's
        iii. Personal Leave
7. Click **Save** then **Exit**.

Revision: 4 — Last modified: Mar 05, 2020

4.6.6. Add a Leave without Pay Pay Rate

> ! At this stage, this Pay Rate will NOT report into e-Leave, so please ensure you also add a manual record by reading **here**

> ! Based on information available on Fair Work Australia **here**, Leave Accruals (Annual, Sick and Long Service Leave) are ONLY applicable on **Unpaid Pandemic Leave**.

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and
   change to **Pay Rate** then click **New**.
2. In **Description**, enter **Leave without Pay**.
3. In **Paid by**, select **Per Hour**
4. In **Rate** set $0.00001
5. In **Tax Treatment**, select **Ordinary Pay**
6. In **Report to** enter **Leave without Pay**.
7. Deselect **Payroll Tax**, **Long Service Leave**, **Annual Leave**, **Personal Leave**, **Superannuation
   (OTE)** and **RDO's** unless the employee is entitled to these when on Leave Without Pay.
8. Click **Save** then **Exit**.

Revision: 3 — Last modified: Mar 14, 2022

4.6.7. Add a Compassionate & Bereavement Leave Pay Rate

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and
   change to **Pay Rate** then click **New**.
2. In **Description**, enter **Bereavement Leave**.
3. In **Paid by**, select **Per Hour**, **Per Lump Sum** *or* **Per Pay Period**.
   a. If accruals (Annual, Personal or Long Service) are applicable, please ensure the **Paid By** is
      set to the same as the **Accruals Method** set in the Employees award & Agreement.
4. In **Tax Treatment**, select **Ordinary Time**
5. In **Report to** enter **Bereavement**.
6. If required, change the following fields,
   a. **Tax**
      i. Payroll Tax
   b. **Accruals**
      i. Long Service Leave
      ii. Annual Leave
      iii. Superannuation (OTE)
      iv. RDO's
      v. Personal Leave
      vi. Union/Professional association
      vii. Super Deducted before tax is calculated
         **Before ticking Super Deducted before tax is calculated, please refer to your
         Accountant / Bokkkeeper / Financial Advisor / Work Cover for advice**.
7. Click **Save** then **Exit**.

Revision: 3 — Last modified: May 29, 2020

4.6.8. Add a WorkCover / Workers Compensation Pay Rate

> ❗ e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents (members of the **Tax Practitioners Board (TPB)**) and, therefore, cannot provide payroll advice. We can assist you in using the software to obtain the desired outcome based on guidance provided by your Accountant or other qualified 3rd parties.

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu, change to **Pay Rate** then click **New**.
2. In **Description**, enter **WorkCover** or **Workers Compensation**
3. In **Paid by**, select **Per Hour**, **Per Lump Sum** *or* **Per Pay Period**.
   a. If accruals (Annual, Personal or Long Service) are applicable, please ensure the **Paid By** is set to the same as the **Accruals Method** set in the Employees award & Agreement.
4. In **Tax Treatment**, select as directed by your Accountant, Bookkeeper, Financial Advisor or Work Cover. We have found the following **Tax Treatments** are commonly selected,
   • Ordinary Pay
   • Variable Tax
5. In **Report to** enter **WorkCover**.
6. If required, change the following fields,
   a. **Tax**
      i. Payroll Tax
   b. **Accruals**
      i. Long Service Leave
      ii. Annual Leave
      iii. Superannuation (OTE)
      iv. RDO's
      v. Personal Leave
7. Click **Save** then **Exit**.

Revision: 16 — Last modified: Jan 31, 2023

4.6.9. Add an Exempt Foreign Employment Income Pay Rate

During a pay run, e-PayDay® will review the award the employee is linked to for the rate of pay and accruals. If there is a tick next to Annual Leave, when this pay rate is used in the pay run, e-PayDay® will confirm the selected items and accrue as necessary.

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Pay Rate** then click **New**.
2. In **Description**, enter **Exempt Foreign Employment Income**.
3. Select **Paid by**.
   A unit pay rate allows employees to be paid on a unit basis and the total number of units should be entered during the pay run. However, if a Per Unit Pay Rate is used during a Pay Run and the accrual method (set within the employees' award) is set to Per Hour Pro-Rata, the accruals will NOT calculate on this Pay Rate.
   a. Per Day
   b. Per Hour

  c. Per Kilometre

  d. Per Lump Sum

  e. Per Month

  f. Per Pay Period

  g. Per Unit

  h. Per Unit – Punnet

  i. Per Week

4. Enter the **Amount ($ or %)**.

5. If the employee is entitled to earn more super on this pay rate, enter the Superannuation % in **Using Supr as set in the employees' file instead of X.XX%**.

6. In **Tax Treatment**, select **Exempt Foreign Employment Income (Not Taxed, Reportable to ATO)**

7. If required, change the following fields,

  a. **Tax**

    i. Payroll Tax

  b. **Reporting**

    i. Report to

  c. **Accruals**

    i. Long Service Leave

    ii. Annual Leave

    iii. Superannuation (OTE)

    iv. RDO's

    v. Personal Leave

    vi. Contributes to $450.00 Rule.

8. Click **Save** then **Exit**.

Revision: 3 — Last modified: May 29, 2020

4.6.10. Add a Director's Fees Pay Rate

> ❗ e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents (members of the **Tax Practitioners Board (TPB)**) and therefore are unable to provide payroll advice. We can assist you in the use of the software in obtaining your desired outcome based on advice provided to you by your Accountant or Bookkeeper.

1. Click **Pay Types** > **New Pay Rate** *or*
Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Pay Rate** then click **New**.

2. In **Description**, enter **Director's Fees**.

3. In **Paid by**, select **Per Hour**, **Per Lump Sum** *or* **Per Pay Period**.

4. Enter the Dollar Value in **Amount ($ or %)**

  a. If accruals (Annual, Personal or Long Service) are applicable, please ensure the **Paid By** is set to the same as the **Accruals Method** set in the Employees award & Agreement.

5. In **Tax Treatment**, select as directed by your Accountant, Bookkeeper or Financial Advisor. We have found the following **Tax Treatments** are commonly selected,

  • Ordinary Pay

  • Variable Tax

6. In **Report to** type **Director's Fees**.

7. The following alert will display: **Do you want to add Director`s Fees to the Pay Rate 'Report to' items list?**

8. Click **Yes**.

9. If required, change the following fields,

    a. **Accruals**

        i. Long Service Leave

        ii. Annual Leave

        iii. Superannuation (OTE)

        iv. RDO's

        v. Personal Leave

        vi. Union/Professional association **please contact your Accountant , Bookkeeper or Financial Advisor for advice BEFORE selecting this option**.

        vii. Super Deducted before tax is calculated **please contact your Accountant, Bookkeeper or Financial Advisor for advice BEFORE selecting this option**.

10. Click **Save** then **Exit**.

Revision: 5 — Last modified: May 29, 2020

4.6.11. Add a Termination / Cessation Pay Rate

> ! e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents (members of the **Tax Practitioners Board (TPB)**) and therefore are unable to provide payroll advice. We can assist you in the use of the software in obtaining your desired outcome based on advice provided to you by your Accountant or Bookkeeper.

> ! Before processing any **Cessation Pays**, we strongly advise contacting your Accountant and/or Bookkeeper to confirm your **Superannuation Guarantee (SG)** obligations in regards to **Unused Leave Pay Rates**.

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Pay Rate** then click **New**.

2. Enter the **Description**.

3. Select **Paid by**.

    a. Per Day

    b. Per Hour

    c. Per Lump Sum

    d. Per Month

    e. Per Pay Period

    f. Per Week

4. Enter the **Amount ($ or %)**.

5. If the employee is entitled to earn more super on this pay rate, enter the Superannuation % in **Using Super as set in the employees' file instead of X.XX%**.

6. In **Tax Treatment**, select from the following options;
    a. Employment Termination Payment, Death benefit dependants ETP (Taxed at 0%) (ETP)
    b. Employment Termination Payment, Death benefit dependants ETP (Taxed at 47%) (ETP)
    c. Employment Termination Payment, Death benefit non-dependants ETP (Taxed at 32%) (ETP)
    d. Employment Termination Payment, Death benefit non-dependants ETP (Taxed at 47%) (ETP)
    e. Employment Termination Payment, Life benefit (Taxed at 17%) (ETP)
    f. Employment Termination Payment, Life benefit (Taxed at 32%) (ETP)
    g. Employment Termination Payment, Life benefit (Taxed at 47%) (ETP)
    h. Employment Termination Payment, Post-June 94 Invalidity (Taxed at 0%) (ETP)
    i. Employment Termination Payment, Pre-July 83 Invalidity (Taxed at 0%) (ETP)
    j. Employment Termination Payment, Foreign resident No TFN (Taxed at 45%) (ETP)
    k. Employment Termination Payment, No TFN (Taxed at 47%) (ETP)
    l. Employment Termination Payment, Rolled over (Taxed at 0%) (ETP)
    m. Redundancy / Invalidity / Retirement payments (Taxed at 0%) (Lump Sum D)
    n. Unused Annual Leave accrued before 18/8/1993 (Taxed at 32% – Lump Sum A)
    o. Unused Annual Leave accrued after 17/8/1993 (Taxed at Marginal rates)
    p. Unused Annual Leave, Genuine Redundancy (Taxed at 32% – Lump Sum A)
    q. Unused Long Service accrued before 16/8/78 (5% of the total taxed at marginal rates – Lump Sum B)
    r. Unused Long Service accrued between 16/8/78 and 17/8/93 (Taxed at 32% – Lump Sum A)
    s. Unused Long Service accrued after 17/8/1993 (Taxed at Marginal rates)
    t. Unused Long Service, Genuine Redundancy (Taxed at 32% – Lump Sum A)
7. If required, change the following fields,
    a. **Tax**
        i. Payroll Tax
    b. **Accruals**
        i. Long Service Leave
        ii. Annual Leave
        iii. Superannuation (OTE)
        iv. RDO's
        v. Personal Leave
        vi. Contributes to $450.00 Rule
        vii. Union/Professional association
        viii. Super Deducted before tax is calculated.
8. Click **Save** then **Exit**.

Revision: 20 — Last modified: Apr 12, 2022

4.6.12. Add an Annual Leave (Cashed Out) Pay Rate

❗ e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents (members of the **Tax Practitioners Board (TPB)**) and therefore are unable to provide payroll advice. We can assist you in the use of the software in obtaining your desired

outcome based on advice provided to you by your Accountant or Bookkeeper.

❗ Annual Leave (Cashed Out) is designed for when an employee receives payment for their leave hours and continue working, instead of taking time off. It is NOT designed to be used as part of a **Cessation Pay Run** or when the Employee is actually **taking the leave period**.

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Pay Rate** then click **New**.
2. In **Description**, enter **Annual Leave (Cashed Out)**.
3. In **Paid by**, select **Per Hour**.
4. In **Amount ($ or)**, enter **100**.
5. In **Tax Treatment**, select either **Annual Leave Cashed Out – Schedule 5, Method A** or **Annual Leave Cashed Out – Schedule 5, Method B(ii)**
6. If required, change the following fields,
   a. **Tax**
      i. Payroll Tax
   b. **Accruals**
      i. Superannuation (OTE)
7. Click **Save** then **Exit**.
8. Use this Pay Rate n a pay run by following **How do I process a Pay Run with Annual Leave (Cashed Out)?**

Revision: 11 — Last modified: Apr 12, 2022

4.6.13. Add an Annual Leave and Loading (Cashed Out) Pay Rate

❗ e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents (members of the **Tax Practitioners Board (TPB)**) and therefore are unable to provide payroll advice. We can assist you in the use of the software in obtaining your desired outcome based on advice provided to you by your Accountant or Bookkeeper.

❗ Annual Leave and Loading (Cashed Out) is designed for when an employee receives payment for their leave hours and continue working, instead of taking time off. It is NOT designed to be used as part of a **Cessation Pay Run** or when the Employee is actually **taking the leave period**.

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Pay Rate** then click **New**.

2. In **Description**, enter **Annual Leave and Loading (Cashed Out)**.

3. In **Paid by**, select **Per Hour**.

4. In **Amount ($ or)**, enter **117.50**.

5. In **Tax Treatment**, select either **Annual Leave Cashed Out – Schedule 5 Method A** or **Annual Leave Cashed Out – Schedule 5 Method B(ii)**

6. If required, change the following fields,
    a. **Tax**
        i. Payroll Tax
    b. **Accruals**
        i. Superannuation (OTE)

7. Click **Save** then **Exit**.

8. Use this Pay Rate n a pay run by following **How do I process a Pay Run with Annual Leave and Loading (Cashed Out)?**

Revision: 11 — Last modified: Apr 12, 2022

4.6.14. Add a Long Service Leave (Cashed Out) Pay Rate

> ❗ e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents (members of the **Tax Practitioners Board (TPB)**) and therefore are unable to provide payroll advice. We can assist you in the use of the software in obtaining your desired outcome based on advice provided to you by your Accountant or Bookkeeper.

> ❗ Long Service Leave (Cashed Out) is designed for when an employee receives payment for their leave hours and continue working, instead of taking time off. It is NOT designed to be used as part of a **Cessation Pay Run** or when the Employee is actually taking the leave period.

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Pay Rate** then click **New**.

2. In **Description**, enter **Long Service Leave (Cashed Out)**.

3. In **Paid by**, select **Per Hour**.

4. In **Amount ($ or)**, enter **100.00**.

5. In **Tax Treatment**, select either **Long Service Leave Cashed Out – Schedule 5, Method A** or **Long Service Leave Cashed Out – Schedule 5, Method B(ii)**

6. If required, change the following fields,
    a. **Tax**
        i. Payroll Tax
    b. **Accruals**
        i. Superannuation (OTE)

7. Click **Save** then **Exit**.

8. Use this Pay Rate n a pay run by following **How do I process a Pay Run with Long Service Leave (Cashed Out)?**

4.6.15. Edit a Pay Rate

1. Click **Pay Types** > **Edit Pay Rate** *or*
   Click **Pay Types** from the Side Bar
2. Select the Pay Rate to edit (click once to highlight).
3. Click **Edit**.
4. Change any details as necessary.
5. Click **Save** then **Exit**.

4.6.16. Duplicate a Pay Rate

1. Click **Pay Types** > **Edit Pay Rate** *or*
   Click **Pay Types** from the Side Bar
2. Select the Pay Rate to duplicate (click once to highlight).
3. Click **Duplicate**.
4. An alert will display: **Do you want to duplicate the Pay Type 'Pay Type Name' ?**
5. Click **Yes**.
6. The duplicate Pay Rate will display in the Pay Types List.

4.6.17. Deactivate a Pay Rate

1. Click **Pay Types** > **Edit Pay Rate** *or*
   Click **Pay Types** from the Side Bar
2. Navigate to **Status**.
3. Deselect **Inactive**.
4. Select **Active**.
5. Select the Pay Rate to edit (click once to highlight).
6. Click **Edit**.
7. Navigate to **Active** and click once to deselect.
8. Click **Save** then **Exit**.

4.6.18. Reactivate a Pay Rate

1. Click **Pay Types** > **Edit Pay Rate** *or*
   Click **Pay Types** from the Side Bar
2. Navigate to **Status**.
3. Deselect **Active**.
4. Select **Inactive**.
5. Select the Pay Rate to edit (click once to highlight).

6. Click **Edit**.
7. Navigate to **Active** and click once to select.
8. Click **Save** then **Exit**.

4.6.19. Add an Allowance

✳ For a complete explanation of each of the accrual options, please read **here**.
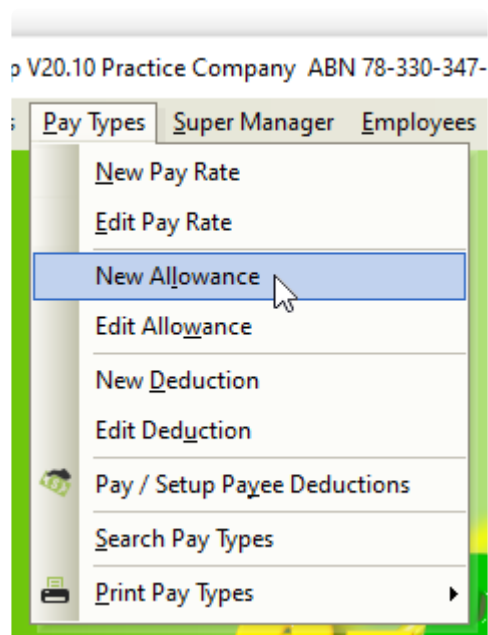
1. Click **Pay Types** > **New Allowance** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Allowance** then click **New**.
2. Enter the **Description**.
3. Select **Paid by**.
   a. Per Day
   b. Per Hour
   c. Per Kilometre
   d. Per Lump Sum
   e. Per Month
   f. Per Pay Period
   g. Per Unit
   h. Per Unit – Punnet
   i. Per Week
4. Enter the **Amount ($ or %)**.
5. Select the **Tax Treatment**. **Please obtain advice from your Accountant/Bookkeeper or the ATO to select the appropriate Tax Treatment**.
   a. Non-Reportable (The ATO publishes an annual Ruling that set out the reasonable allowances amounts)
   b. Show Allowance in Gross Payment box

    c. Show Allowance separately in Allowance box

    d. Show Allowance separately in Allowance box and tax the allowance at the Rate detailed in the Notice of Variation

        i. Please visit **Withholding for allowances** on the ATO's website for assistance with selecting the correct option.

6. Select the **STP Code**.
    a. Car
    b. Transport
    c. Laundry
    d. Meals
    e. Travel
    f. Other
7. If required, change the following fields.
    a. **Tax**
        i. Taxable
        ii. Include in W1
        iii. Payroll Tax
    b. **Reporting**
        i. Report to
    c. **Accruals**
        i. Superannuation (OTE)
        ii. TIL (Time in Lieu)
        iii. Contributes to $450.00 Rule
        iv. Union/Professional association
8. Click **Save** then **Exit**.

Revision: 14 — Last modified: Nov 21, 2019

4.6.20. Edit an Allowance

1. Click **Pay Types** > **Edit Allowance** *or*
   Click **Pay Types** from the Side Bar
2. Select the Allowance to edit (click once to highlight).
3. Click **Edit**.
4. Change any details as necessary.
5. Click **Save** then **Exit**.

Revision: 3 — Last modified: Mar 20, 2020

4.6.21. Duplicate an Allowance

1. Click **Pay Types** > **Edit Allowance** *or*
   Click **Pay Types** from the Side Bar
2. Select the Allowance to duplicate (click once to highlight).
3. Click **Duplicate**.
4. An alert will display: **Do you want to duplicate the Pay Type 'Pay Type Name' ?**
5. Click **Yes**.

6. The duplicate Allowance will display in the Pay Types List.

4.6.22. Deactivate an Allowance

1. Click **Pay Types** > **Edit Allowance**
2. Navigate to **Status**.
3. Deselect **Inactive**.
4. Select **Active**.
5. Select the Allowance to edit (click once to highlight).
6. Click **Edit**.
7. Navigate to **Active** and click once to deselect.
8. Click **Save** then **Exit**.

4.6.23. Reactivate an Allowance

1. Click **Pay Types** > **Edit Allowance** *or*
    Click **Pay Types** from the Side Bar
2. Navigate to **Status**.
3. Deselect **Active**.
4. Select **Inactive**.
5. Select the Allowance to edit (click once to highlight).
6. Click **Edit**.
7. Navigate to **Active** and click once to select.
8. Click **Save** then **Exit**.

4.6.24. Add a Deduction

✽   For a complete explanation of each of the accrual options, please read **here**.
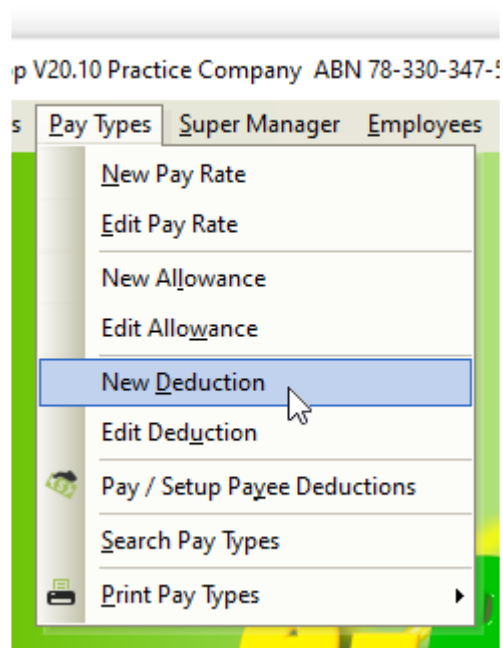
> **!** Under **Single Touch Payroll**, Deductions are only Itemised for reporting to the ATO if it is **Workplace Giving** *or* **Fees**.

1. Click **Pay Types** > **New Deduction** *or*
    Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Deduction** then click **New**.
2. In **Description**, enter your own **Description**.
3. In **Deducted by**, select from the following options;
    a. Per Day
    b. Per Hour
    c. Per Kilometre
    d. Per Lump Sum
    e. Per Month
    f. Per Pay Period
    g. Per Unit
    h. Per Unit – Punnet
    i. Per Week
4. In **Amount ($ or %)**, you have the option to either enter the required dollar value *or* if you pay your wages using **FAST-Bank™**, this field can be left blank with **Variable Deduction Amounts from Employees** being ticked.
5. If you are already reporting through **Single Touch Payroll**, In **Tax Treatment**, select **DO NOT itemise this Deduction for reporting to the ATO** UNLESS the Deducton is **Workplace Giving** *or* **Fees**. Otherwise, contact your Accountant/Bookkeeper or the ATO for advice.
6. If required, change the following fields.
    a. **Tax**
        i. Salary Sacrifice (Deduct BEFORE Tax is calculated)
        ii. Include in W1
        iii. FBT, Factor and Type
    b. **Reporting**
        i. Report to

   c. **Accruals**
      i. Superannuation
      ii. % or OTE
      iii. TIL (Time in Lieu)
      iv. Union/Professional association
      v. Workplace Giving
      vi. Banked Hours

7. Click **Save** then **Exit**.
8. If **Variable Deduction Amounts from Employees** was selected, please follow **Where do I add a new Variable Deduction for my Employee?***

Revision: 18 — Last modified: Nov 21, 2019

4.6.25. Add a Salary Sacrifice (Before Tax) Deduction

1. Click **Pay Types** > **New Deduction** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Deduction** then click **New**.
2. Enter the required name into **Description**.
3. Select **Deducted by**
   a. Per Lump Sum
   b. Per Month
   c. Per Pay Period
   d. Per Week
4. Either enter the **Amount ($ or %)** if this Dedution is for a specific employee *or* select **Variable Deduction Amounts from Employees** and leave **Amount ($ or %)** blank if you wish to use this deduction for muliple employees.
5. Leave **STP Code** as **Not Set**
6. Select **DO NOT Itemise this Deduction for reporting to the ATO** in **Tax Treatment**.
7. Select **Salary Sacrifice (Deduct BEFORE Tax is calculated)**.
8. Click **Save** then **Exit**.
9. If the Employee earns Superannuation BEFORE the Concessional Deduction, you will need to
   a. **Locate the Award & Agreement (ID) the Employee is linked to**
   b. Set that **Superannuation will calculate on Salary Sacrifice Contributions in thier Award and Agreement**.
10. **Add the Deduction to the required Employee to load every pay run**.

Revision: 3 — Last modified: Apr 01, 2020

4.6.26. Add a Child Support Deduction

1. Click **Pay Types** > **New Deduction** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Deduction** then click **New**.
2. In **Description**, enter **Child Support** *or* create your own **Description**.
3. In **Deducted by**, select either **Per Lump Sum** or **Per Pay Period**
4. In **Amount ($ or %)**, you have the option to either enter the required dollar value *or* if you pay your wages using **FAST-Bank™**, this field can be left blank with **Variable Deduction Amounts from Employees** being ticked.
5. In **Tax Treatment**, select **DO NOT itemize this Deduction for reporting to the ATO**.
6. In **Reporting**, enter **Report to** as **Child Support** *or* create your own **Report To**.
7. Click **Save** then **Exit**.
8. Read **here** to allocate the Child Support Deduction to the employee.

Revision: 11 — Last modified: Sep 24, 2020

4.6.27. Add a Workplace Giving Deduction

✳ To learn more about Workplace Giving, please visit **Workplace giving programs**

❗ e-PayDay® Payroll Support Personnel are not registered Taxation or BAS agents (members of the **Tax Practitioners Board (TPB)**) and therefore are unable to provide payroll advice. We can assist you in the use of the software in obtaining your desired outcome based on advice provided to you by your Accountant or Bookkeeper.

1. Click **Pay Types** > **New Deduction** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Deduction** then click **New**.
2. In **Description**, enter **Workplace Giving** *or* create your own **Description**.
3. In **Deducted by**, select either **Per Lump Sum** or **Per Pay Period**
4. In **Amount ($ or %)**, you have the option to either enter the required dollar value *or* if you pay your wages using **FAST-Bank™**, this field can be left blank with **Variable Deduction Amounts**

from Employees being ticked.

5. In **STP Code**, select **Workplace Giving**
6. In **Tax Treatment**, select **itemize this Deduction for reporting to the ATO**.
7. In **Reporting**, enter **Report to** as **Workplace Giving** *or* create your own **Report To**.
8. In **Deductions**, select **Workplace Giving**.
9. Click **Save** then **Exit**.
10. If **Variable Deduction Amounts from Employees** was selected, please follow **Where do I add a new Variable Deduction for my Employee?***

Revision: 4 — Last modified: Apr 12, 2022

4.6.28. Add a FBT (Fringe Benefit Tax) Deduction

1. Click **Pay Types** > **New Deduction** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Deduction** then click **New**.
2. In **Description**, enter your own **Description**.
3. In **Deducted by**, select either **Per Lump Sum** or **Per Pay Period**
4. In **Amount ($ or %)**, you have the option to either enter the required dollar value *or* if you pay your wages using **FAST-Bank™**, this field can be left blank with **Variable Deduction Amounts from Employees** being ticked.
5. Leave **STP Code** as **Not Set**
6. Select **FBT**.
7. Select **Factor** of **1.8868: Benefit provider is not entitled to claim GST credits**
8. Selet **Type**.
   a. Airline transport
   b. Board
   c. Car
   d. Car Parking
   e. Debt waiver
   f. Entertainment
   g. Expense payment
   h. Housing
   i. Living-away-from-home Allowance
   j. Loan
   k. Property
   l. Residual
   m. Tax-exempt body entertainment
9. If required, select **% of OTE**.
10. Click **Save** then **Exit**.

Revision: 7 — Last modified: May 05, 2020

4.6.29. Edit a Deduction

1. Click **Pay Types** > **Edit Deduction** *or*

Click **Pay Types** from the Side Bar

2. Select the Deduction to edit (click once to highlight).
3. Click **Edit**.
4. Change any details as necessary.
5. Click **Save** then **Exit**.

Revision: 3 — Last modified: Mar 20, 2020

4.6.30. Duplicate a Deduction

1. Click **Pay Types** > **Edit Deduction** *or*
   Click **Pay Types** from the Side Bar
2. Select the Deduction to duplicate (click once to highlight).
3. Click **Duplicate**.
4. An alert will display: **Do you want to duplicate the Pay Type 'Pay Type Name' ?**
5. Click **Yes**.
6. The duplicate Deduction will display in the Pay Types List.

Revision: 3 — Last modified: May 29, 2020

4.6.31. Deactivate a Deduction

1. Click **Pay Types** > **Edit Deduction** *or*
2. Navigate to **Status**.
3. Deselect **Inactive**.
4. Select **Active**.
5. Select the Deduction to edit (click once to highlight).
6. Click **Edit**.
7. Navigate to **Active** and click once to deselect.
8. Click **Save** then **Exit**.

Revision: 6 — Last modified: May 29, 2020

4.6.32. Reactivate a Deduction

1. Click **Pay Types** > **Edit Deduction** *or*
   Click **Pay Types** from the Side Bar
2. Navigate to **Status**.
3. Deselect **Active**.
4. Select **Inactive**.
5. Select the Deduction to edit (click once to highlight).
6. Click **Edit**.
7. Navigate to **Active** and click once to select.
8. Click **Save** then **Exit**.

Revision: 4 — Last modified: May 29, 2020

4.6.33. Search in Pay Types

1. Click **Pay Types** > **Search Pay Types** *or*
   Click **Pay Types** from the Side Bar then click **Search**.
2. Navigate to *Enter your search details. . . *
3. Select the setting you wish to change in **Search in**.
4. If required, change **Search By** and enter **Search For**.
5. Click **Search**.
6. Depending on your selection, the information you require will be detailed in **Your Requested Search Results. . .**
7. Navigate to **Replace selected item/s with. . .**
8. Complete **Replace with** as required.
9. Click **Replace**

Revision: 7 — Last modified: May 29, 2020

4.6.34. Limit Pay Types displayed by Type

1. Click **Pay Types** > **Edit Pay Rate** *or*
   Click **Pay Types** from the Side Bar
2. Navigate to **Pay Type**.
3. Change **Pay Type** from **All** to
   a. Pay Rates
   b. Allowances
   c. Deductions

Revision: 3 — Last modified: May 29, 2020

4.6.35. View ONLY Inactive Pay Types

1. Click **Pay Types** > **Edit Pay Rate** *or*
   Click **Pay Types** from the Side Bar
2. Navigate to **Pay Type**.
3. Change **Pay Type** to **All**
4. Navigate to **Status**.
5. Deselect **Active**.
6. Select **Inactive**.

Revision: 3 — Last modified: May 29, 2020

4.6.36. Sort Pay Types in ID order

1. Click **Pay Types** > **Edit Pay Rate** *or*
   Click **Pay Types** from the Side Bar
2. Navigate to **Pay Type**.
3. Change **Pay Type** from **Pay Rates** to **All**.
4. Navigate to **Sort by…**.

5. Select **Number**

4.6.37. Sort Pay Types in Alphabetical order

1. Click **Pay Types** > **Edit Pay Rate** *or*
   Click **Pay Types** from the Side Bar
2. Navigate to **Pay Type**.
3. Change **Pay Type** from **Pay Rates** to **All**.
4. Navigate to **Sort by…**.
5. Select **A . . . Z**

4.6.38. Sort Pay Types by Type

1. Click **Pay Types** > **Edit Pay Rate** *or*
   Click **Pay Types** from the Side Bar
2. Navigate to **Pay Type**.
3. Change **Pay Type** from **Pay Rates** to **All**.
4. Navigate to **Sort by…**.
5. Select **Type**

4.6.39. View ONLY Active Pay Types

1. Click **Pay Types** > **Edit Pay Rate** *or*
   Click **Pay Types** from the Side Bar
2. Navigate to **Pay Type**.
3. Change **Pay Type** to **All**
4. Navigate to **Status**.
5. Deselect **Inactive**.
6. Select **Active**.

4.6.40. Edit a Deduction Payee

1. Click **Pay Types** > **Pay / Setup Payee Deductions**
2. Select the Deduction Payee to edit (click once to highlight).
3. Click **Edit**.
4. Make any changes as necessary.
5. Click **Save** then **Exit**.

4.6.41. Add a Deduction Payee

1. **Add a new Deduction**
2. Click **Pay Types** > **Pay / Setup Payee Deductions**
3. Select the Deduction Payee to edit (click once to highlight).
4. Click **Edit**.
5. Enter the **Deduction Payee Name**.
6. Click **Payment Details**.
7. Select the **Deduction Paid** frequency.
8. Select the **Payment Method**.
9. TEnter or select the **Period Start Date**.
10. Click **Save** then **Exit**.

Revision: 4 — Last modified: Jul 29, 2020

4.6.42. Deactivate a Deduction Payee

1. Click **Pay Types** > **Pay / Setup Payee Deductions**
2. Navigate to **Status**.
3. Deselect **Inactive**.
4. Select **Active**.
5. Select the Deduction Payee to edit (click once to highlight).
6. Click **Edit**.
7. Navigate to **Active** and click once to deselect.
8. Click **Save** then **Exit**.

Revision: 5 — Last modified: May 29, 2020

4.6.43. Reactivate a Deduction Payee

1. Click **Pay Types** > **Pay / Setup Payee Deductions**
2. Navigate to **Status**.
3. Deselect **Active**.
4. Select **Inactive**.
5. Select the Deduction Payee to edit (click once to highlight).
6. Click **Edit**.
7. Navigate to **Active** and click once to select.
8. Click **Save** then **Exit**.

Revision: 3 — Last modified: May 29, 2020

4.6.44. View ONLY Active Deduction Payees

1. Click **Pay Types** > **Pay / Setup Payee Deductions**
2. Navigate to **Status**.
3. Deselect **Inactive**.
4. Select **Active**.

4.6.45. Sort Deduction Payees in ID order

1. Click **Pay Types** > **Pay / Setup Payee Deductions**
2. Navigate to **Sort by…**.
3. Select **Number**

4.6.46. Sort Deduction Payees in Alphabetical Order

1. Click **Pay Types** > **Pay / Setup Payee Deductions**
2. Navigate to **Sort by…**.
3. Select **A . . . Z**

4.6.47. Sort Deduction Payees by Period Start Date

1. Click **Pay Types** > **Pay / Setup Payee Deductions**
2. Navigate to **Sort by…**.
3. Select **Period Start**

4.6.48. Sort Deduction Payees by Payment Frequency

1. Click **Pay Types** > **Pay / Setup Payee Deductions**
2. Navigate to **Sort by…**.
3. Select **Payment Frequency**

4.6.49. View ONLY Inactive Deduction Payees

1. Click **Pay Types** > **Pay / Setup Payee Deductions**
2. Navigate to **Status**.
3. Deselect **Active**.
4. Select **Inactive**.

4.6.50. How do I print my Deduction Payee Reports?

1. Click **Pay Types** > **Pay/Setup Payee Deductions**.
2. Select one Deduction Payee (click once to highlight), Multiple Deduction Payees (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Click **Reports**.
4. Select the Report (or Reports) you wish to generate.
5. Click **Preview**, **Print** or **Export PDF**.
6. Click **Exit** to close the Deduction Payees Reports Selection Window.

4.6.51. How do I record my Deduction Payee Payment/s?

1. Click **Pay Types** > **Pay/Setup Payee Deductions**.
2. Select one Deduction Payee (click once to highlight), Multiple Deduction Payees (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Click **Pay Deduction**.
4. An alert will display: **Deduction Payment for Deduction Name for Finalised Payruns Posted between Period Start Date and Period End Date Payment Amount of $XXX.XX.XX for XXX employees**
5. Click **Click here to continue**.
6. An alert will display: **Have you printed a current Deduction Report for Deduction Name?**
7. Select **MAKE the Deduction Payment**.
8. Click **Click here to continue**.
9. An alert will display: **Deduction Payment for Deduction Name for Finalised Payruns Posted between Period Start Date and Period End Date has been processed. Paid Total Amount of $XXX.XX.XX for XXX employees**
10. Click **Click here to continue**.
11. An alert will display: **Please enter your receipt number for the above payment and click the Continue button. To omit the receipt number enter nothing and click the Continue button**.
12. If required, enter a receipt number then click **Click here to continue**.

4.6.52. Pay Rate is in use elsewhere. It can't be set to inactive.

The Pay Rate you are attempting to mark as inactive is assigned to an Employee, regardless of the Employee status (eg. Archived in a previous financial year).
The Pay Rate needs to be unassigned first before it can be made inactive.

1. Take note of the Pay Rate DBID (Database ID) for the Pay Rate you are attempting to de-activate.
2. Preview the **Employee Masterfile** Report and view the **Pay Rates** within the Report to locate who the Pay Rate is assigned to.
3. Once you have determined which Employee the Pay Rate is assigned to, edit the Employee.

Revision: 4 — Last modified: Jan 20, 2023

4.6.53. Add a Casual Loading Pay Rate

> ! Please be aware that the total hours attributed to the below Pay Rate will be included in Ord+Pub on the Employee Hours Summary Report. Therefore where you may normally see 15 hours, this column will now show 30 hours.

> ✳ Casual Loading is applicable when the Payees Employment Status is Casual. This Pay Type is used in conjunction with Ordinary Time to fulfil the Pay Slip Requirements as outlined by the Fair Work Ombudsman

1. Click **Pay Types** > **New Pay Rate** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Pay Rate** then click **New**.
2. In **Description**, enter **Casual Loading**.
3. Enter the Casual Loading Dollar Value or Percentage in **Amount ($ or %)**
4. In **Tax Treatment**, select **Ordinary Pay**
5. Leave **Report to** set to **Normal**.
6. Ensure you deselect the following fields,
   a. **Accruals**
      i. Long Service Leave
      ii. Annual Leave
      iii. RDO's
      iv. Personal Leave
7. Click **Save** then **Exit**.

4.6.54. Add a Non-Taxable, Non-Reportable

Death Benefit Pay Type

✳ To learn more, please refer to **Payments made after death**

❗ If this Pay Type is used to process payments of Annual Leave and Long Service Leave, the Leave Balances will need to be manually reduced once the pay run is completed. Please follow **Edit existing Accrual Balances**

1. Select **Pay Types** > **New Allowance** *or*
    Select **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Allowance** then click **New**.
2. Enter the **Description**.
3. In **Paid by**, select **Per Hour**
4. in **Amount $ or %**, enter **100%**
5. In **Tax Treatment**, select **Non-Reportable (The ATO publishes an annual Ruling that set out the reasonable allowances amounts)**.
6. Deselect **Taxable**,
7. An Alert will be displayed. Select **No**.
8. Deselect **Include in W1**
9. Deselect **Payroll Tax**
10. Deselect **Contributes to $450.00 Rule**
11. Select **Save**
12. An Alert will be displayed. Select **Yes**.
13. Select **Exit**

Revision: 5 — Last modified: Feb 04, 2022

4.6.55. Add a Payment In Lieu Of Notice Termination Pay Rate

❗ The below guidance is based on **Payments that are ETPs** and **Table A: Withholding rates for ETPs**

1. Click **Pay Types** > **New Pay Rate** *or*
    Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Pay Rate** then click **New**.
2. Enter the **Description**.
3. Select **Paid by**.
    a. Per Day
    b. Per Hour
    c. Per Lump Sum
    d. Per Month

    e. Per Pay Period

    f. Per Week

4. Enter the **Amount ($ or %)**.

5. In **Tax Treatment**, select from the following options;

    a. Employment Termination Payment, Life benefit (Taxed at 17%) (ETP)

    b. Employment Termination Payment, Life benefit (Taxed at 32%) (ETP)

    c. Employment Termination Payment, Life benefit (Taxed at 47%) (ETP)

    d. Employment Termination Payment, Post-June 94 Invalidity (Taxed at 0%) (ETP)

    e. Employment Termination Payment, Pre-July 83 Invalidity (Taxed at 0%) (ETP)

    f. Employment Termination Payment, Foreign resident No TFN (Taxed at 45%) (ETP)

    g. Employment Termination Payment, No TFN (Taxed at 47%) (ETP)

    h. Employment Termination Payment, Rolled over (Taxed at 0%) (ETP)

6. Select **Superannuation (OTE)** and **Contributes to $450.00 Rule**

7. If the employee is entitled to earn more super on this pay rate, enter the Superannuation % in **Using Super as set in the employees' file instead of X.XX%**.

8. Click **Save** then **Exit**.

Revision: 1 — Last modified: Feb 08, 2022

4.6.56. Add a Salary Sacrifice (Other Benefit) Deduction

1. Click **Pay Types** > **New Deduction** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Deduction** then click **New**.

2. Enter **Salary Sacrifice (Other Benefit) * into *Description**.

3. Select **Deducted by**

    a. Per Lump Sum

    b. Per Month

    c. Per Pay Period

    d. Per Week

4. Either enter the **Amount ($ or %)** if this Deduction is for a specific employee *or* select **Variable Deduction Amounts from Employees** and leave **Amount ($ or %)** blank if you wish to use this deduction for multiple employees.

5. Leave **STP Code** as **Not Set**

6. Select **DO NOT Itemise this Deduction for reporting to the ATO** in **Tax Treatment**.

7. Select **Salary Sacrifice (Deduct BEFORE Tax is calculated)**.

8. If required, select **FBT**.

    a. Select the relevant **Factor** and **Type**.

9. Select **Save** then **Exit**.

10. **Add the Deduction to the required Employee to load every pay run**.

Revision: 1 — Last modified: Mar 11, 2022

4.6.57. Add a Non-Taxable, Non-Reportable Allowance

1. Click **Pay Types** > **New Allowance** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Allowance** then click **New**.
2. Enter the **Description**.
3. Select **Paid by**.
   a. Per Day
   b. Per Hour
   c. Per Kilometre
   d. Per Lump Sum
   e. Per Month
   f. Per Pay Period
   g. Per Unit
   h. Per Unit – Punnet
   i. Per Week
4. Enter the **Amount ($ or %)**.
5. Select **Tax Treatment = Non-Reportable (The ATO publishes an annual Ruling that set out the reasonable allowances amounts)**
6. Ensure the following fields have been deselected,
   a. **Tax**
      i. Taxable
      ii. Include in W1
      iii. Payroll Tax
   b. **Reporting**
      i. Report to
   c. **Accruals**
      i. Superannuation (OTE)
      ii. TIL (Time in Lieu)
      iii. Contributes to $450.00 Rule
      iv. Union/Professional association
7. Click **Save** then **Exit**.

Revision: 1 — Last modified: Jul 28, 2022

4.7. Employees

Revision: 1 — Last modified: Nov 26, 2019

4.7.1. Manually Cease / Terminate an Employee (No Pay Run Required)

❗ An Employee can only be ceased through a **Cessation Pay Run** if the value is equal to

> or greater than 1 cent.

> ✳ You also have the option to complete an update all Employees by following Use **Use Search and Replace in Employees to add a Cessation (Termination) Date**

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Cessation**.
5. Enter the **Cessation Date**.
6. Click **Save** then **Exit**.
7. **If required**, **Create and Send** an Update Event to the ATO.

> ❗ We recommend submitting an Update Event to the ATO so that the Employees Cessation Date is reported immediately rather than at EOFY.

Revision: 19 — Last modified: Jan 31, 2022

4.7.2. Foreign Employees Explained

> ✳ A foreign employee is an employee whose earnings have a foreign source as
> – the work was performed offshore and foreign tax was paid,
> – the business paying the person is located offshore, or
> – work was not incidental to work performed in Australia.

Scenario 1: Australian Resident posted overseas and all income is from a 'Foreign Source'

Synopsis: Claudia commenced working for ABC Corporation on 16th July and returned a Tax File Number declaration with **Australian Resident for tax purposes** selected. Since commencing her employment, Claudia has been offered a position with a sister-company in England for a minimum 3 month period which she accepts and leaves Australia on 18 August 2017. She continues employment with the sister-company and returns to Australian permanently on 6 June 2018. During this period, Claudia returned to Australia from 20 April to 27 April 2016.

Result: As Claudia is in England for more than the minimum number of days required and the income earned is non-exempt due to the activity she completed whilst overseas, her Australian employer would be required to report the earnings and amounts withheld on a PAYG payment summary – foreign employment as the employer determined the earnings have a foreign source.

Setup: **How do I add an Australian Resident Employee who works overseas and income is from a 'Foreign Source' using the Employee Wizard?**

Scenario 2: Foreign Resident (lives Overseas) but works in Australia

Synopsis: Louie commenced working for XYZ Corporation on 10th August and returned a Tax File Number declaration with **a Working Holiday Maker** selected.
Result: As Louie has advised he is a Working Holiday Maker, he will be taxed according to whether his employer is **registered as an employer of Working Holiday Makers**

Setup: **How do I add a new Working Holiday Maker Employee using the Employee Wizard?**

Scenario 3: Foreign Resident (lives Overseas) but works in Australia

Synopsis: Sam commenced working for LMN Corporation on 9th September and returned a Tax File Number declaration with **a Foreign Resident for tax purposes** selected.

Result: As Sam has advised he is a foreign resident for tax purposes, he will be taxed based on Tax Scale 3.

Setup: **How do I add a new Employee who is a foreign resident for tax purposes using the Employee Wizard?**

> ❗ Foreign residents for tax purposes are **NOT** included as part of your STP Reporting.

Scenario 4: Australian Resident working both overseas and in Australia

Synopsis: Sally is an accountant who goes to the USA to work with her current company's parent company while she continues to be paid by her Australian employer. Sally works with the parent company from 22 February 2016 to 16 September 2016, and during this time returns to Australia for the period 20 April to 27 April 2016.

Result: As Sally is in the USA for more than 60 days and the income earned is non-exempt, her Australian employer would be required to report the earnings and amounts withheld on a PAYG payment summary – foreign employment as the employer determined the earnings have a foreign source.

Setup: This employee would require 2 employment profiles in e-PayDay® to correctly generate BOTH

an INB & FEI Payment Summary. **How do I add an Australian Resident Employee who works overseas and income is from a 'Foreign Source' using the Employee Wizard?** and **How do I add a new PAYG (Pay As You Go) Employee using the Employee Wizard?**

Scenario 5: Australian Resident working both overseas and in Australia

Synopsis: Eric is an Australian resident motor mechanic employed by a private company contracted by the Department of Foreign Affairs and Trade (DFAT) to provide vocational training in Vanuatu. He is posted to Vanuatu for 180 continuous days. Once this period is complete, Eric is posted to Western Australia with a new project.

Result: Eric's foreign service is directly attributable to the delivery of Australian ODA by his employer. Therefore, his foreign earnings are eligible for an exemption, subject to the non-exemption conditions.

Setup: This employee would require 2 employment profiles in e-PayDay® to correctly generate BOTH an INB & FEI Payment Summary. **How do I add an Australian Resident Employee who works overseas and income is from a 'Foreign Source' using the Employee Wizard?** and **How do I add a new PAYG (Pay As You Go) Employee using the Employee Wizard?**

Revision: 21 — Last modified: Mar 18, 2020

4.7.3. Add a PAYG (Pay As You Go) Employee

> ❗ Before adding the Employee, we recommend
>
> 1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.

> 2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds in **Super Manager** to determine if a suitable Super Fund exists and iIf not Add the required details
>
> 3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

1. Click **Employees** > **New Employee Wizard** *or*
   Click **Employees** from the Side Bar then click **New** (Wand Icon).
2. Click **Next**.
3. In **Payee Type**, select **Employee**.
4. Enter or select the Employees
   a. **Surname**.
   b. **Given Names**.
   c. **Alternate Name** (If the employee is known as any other name)
   d. **Address**.
   e. **Suburb/City**.
   f. **State**.
   g. **Post Code**.
   h. **Country**.
   i. **Birthdate**.
   j. **Gender (Sex)**.
5. Click **Next**.
6. Enter or select the Employees
   a. **Pay Period**.
   b. **Date Hired**
   c. **Job Title**.
   d. **Award #**
   e. **Status**
7. Click **Next**.
8. Enter or select the Employees
   a. **Superannuation Fund**.
   b. **SG (% or $)**
   c. **Additional SG $ Amount** if required.
   d. *RESC Payment % or $ if required.
   e. **SG Start Date**.
   f. **Employee Super Number**.
9. Click **Next**.
   a. Change / update the Employees
      i. **Medicare Levy**
      ii. **Special Tax Table**
      iii. **Tax Free Threshold**
      iv. **Are you an Australian resident for taxation purposes?**

       v.   **HELP Debt**

      vi.   **Financial Supplement Debt**

10. Navigate to **Payee TFN**.

11. Click **Edit** (Pencil Icon).

12. Enter the Employees TFN – If the Employee has not provided you with a TFN, please use a **Unique Tax File Number**.

13. Click **Next**.

14. Navigate to **Pay Location/Department**.

15. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.

16. Navigate to **Payment Method**.

17. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).

    If Cheque or Cash are is chosen, there are no additional fields required therefore skip to Step 46.

    a. Click **Edit** (Pencil Icon).

        i. Click **New**.

       ii. Enter the

           i. **Priority No.** **If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.

          ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.

         iii. **BSB**.

         iv. **Account Number**.

          v. **Reference** to show on the Employees Bank Statement.

         vi. **Account Name**.

        vii. Click **Save**.

    iii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.

           i. Click **Exit**.

18. Click **Next**.

19. Enter the Employees

    a. Contact **Phone Number**.

    b. **e-Mail Address** for e-Mailing Pay Slips and **Single Touch Payroll reporting**.

20. Click **Save**.

    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payroll.**

    b. Select **Close** then click **Click here to continue** to close the alert.

21. If you wish to add another employee, select **Yes** then click **Next to continue**. Repeat the above process until each employee is added *or*

    If you do not wish to add any other employees, select **No** then click **Finished** to Exit.

4.7.4. Add a J.P.D.A Employee

ABN 60-053-962-299 Tuesday 29/10/201'

| Employees | Pay Day | Reports | Tax |

New Employee

New Employee Wizard

Edit Employee

Search Employee

Export Employees (SIF)

e-Roster™

Work Cover Bulk Payment

Print   ▶

❗ Before adding the Employee, we recommend

1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.

2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds in **Super Manager** to determine if a suitable Super Fund exists and iIf not Add the required details

3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

---

1. Click **Employees** > **New Employee Wizard** *or*
   Click **Employees** from the Side Bar then click **New** (Wand Icon).
2. Click **Next**.
3. In **Payee Type**, select **J.P.D.A Employee**.
4. Enter or select the Employees
   a. **Surname**.
   b. **Given Names**.
   c. **Alternate Name** (If the employee is known as any other name)
   d. **Address**.
   e. **Suburb/City**.
   f. **State**.
   g. **Post Code**.
   h. **Country**.
   i. **Birthdate**.
   j. **Gender (Sex)**.

5. Click **Next**.
6. Enter or select the Employees
   a. **Pay Period**.
   b. **Date Hired**
   c. **Job Title**.
   d. **Award #**.
7. Click **Next**.
8. Enter or select the Employees
   a. **Superannuation Fund**.
   b. **SG (% or $)**
   c. **Additional SG $ Amount** if required.
   d. **RESC Payment % or $** if required.
   e. **SG Start Date**.
   f. **Employee Super Number**.
9. Click **Next**.
   a. Change / update the Employees
      i. **TAX Type**,
      ii. **Medicare Levy**
      iii. **Special Tax Table**
      iv. **Tax Free Threshold**
      v. **Are you an Australian resident for taxation purposes?**
      vi. **HELP Debt**
      vii. **Financial Supplement Debt**
10. Navigate to **Payee TFN**.
11. Click **Edit** (Pencil Icon).
12. Enter the Employees TFN – If the Employee has not provided you with a TFN, please use a **Unique Tax File Number**.
13. Click **Next**.
14. Navigate to **Pay Location/Department**.
15. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.
16. Navigate to **Payment Method**.
17. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).
    If Cheque or Cash are is chosen, there are no additional fields required therefore skip to Step 46.
    a. Click **Edit** (Pencil Icon).
       i. Click **New**.
       ii. Enter the
          i. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.
          ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%.**
          iii. **BSB**.
          iv. **Account Number**.
          v. **Reference** to show on the Employees Bank Statement.
          vi. **Account Name**.
          vii. Click **Save**.

           iii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.

                 i. Click **Exit**.

18. Click **Next**.

19. Enter the Employees

    a. Contact **Phone Number**.

    b. **e-Mail Address** for e-Mailing Pay Slips, Payment Summaries and Single Touch Payroll Reporting. **Learn more about Single Touch Payroll here**.

20. Click **Save**.

    a. **If you are Single Touch Payroll Reporting and the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payroll**.

    b. Select **Close** then click **Click here to continue** to close the alert as completing the Tax File Declaration will be part of the final step.

21. If you wish to add another employee, select **Yes** then click **Next to continue**. Repeat the above process until each employee is added *or*

      If you do not wish to add any other employees, select **No** then click **Finished** to Exit.

22. If you have migrated from another payroll solution, read **here** to enter ALL YTD Information that is required for STP reporting, Including the Tax File Declaration AND Leave Accrual Balances.

Revision: 14 — Last modified: Oct 18, 2021

4.7.5. Add a Foreign Resident for Tax Purposes

> ❗ A Foreign Resident Employee is an Employee who has selected that they are **A foreign resident for tax purposes** on their **Tax File Number Declaration**. Due to their Employment status, they cannot be reported under **Single Touch Payroll** and therefore will be automatically removed when your file is created (upon posting a pay run).

> ❗ Before adding the Employee, we recommend
>
>   1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.
>
>   2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds in **Super Manager** to determine if a suitable Super Fund exists and iIf not Add the required details
>
>   3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

1. Click **Employees** > **New Employee Wizard** *or*
   Click **Employees** from the Side Bar then click **New** (Wand Icon).
2. Click **Next**.
3. Select **Foreign Employee** in **Payee Type**.
4. Enter the Employees
     a. **Surname**.
     b. **Given Names**.
     c. **Alternate Name** (If the employee is known as any other name)
     d. **Address**.
     e. **Suburb/City**.
5. Select the **State**.
6. Enter the **Post Code**.
7. Select the **Country**.
8. Enter the **Birthdate**.
9. Select the **Gender (Sex)**.
10. Click **Next**.
11. Select the **Pay Period**.
12. Enter the **Date Hired**
13. Enter or select the **Job Title**.
14. Select the **Award #**.
15. Click **Next**.
16. Select the **Superannuation Fund**.
17. Enter the
     a. **SG (% or $)**.
     b. **SG Start Date**.
     c. **Employee Super Number**.
18. Click **Next**.
19. Change **Medicare Levy**, **Special Tax Table**, **Tax Free Threshold** and **Are you an Australian resident for taxation purposes?** if required.
20. Select **HELP Debt** or **Financial Supplement Debt** if required.
21. Navigate to **Payee TFN**.
22. Click **Edit** (Pencil Icon).
23. Enter the Employees TFN – If the Employee has not provided you with a TFN, please use a

Unique Tax File Number.

24. Click **Next**.
25. Navigate to **Pay Location/Department**.
26. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/Department**.
27. Navigate to **Payment Method**.
28. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).
    If Cheque or Cash are is chosen, there are no additional fields required therefore skip to Step 38.
29. Click **Edit** (Pencil Icon).
30. Click **New**.
31. Enter the
    a. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.
    b. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.
    c. **BSB**.
    d. **Account Number**.
    e. **Reference** to show on the Employees Bank Statement.
    f. **Account Name**.
32. Click **Save**.
33. Repeat **Steps 32 – 35** to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.
34. Click **Exit**.
35. Click **Next**.
36. Enter a Contact **Phone Number**.
37. Enter an **e-Mail Address** for e-Mailing Pay Slips, Payment Summaries and Single Touch Payroll Reporting. **Learn more about Single Touch Payroll here**.
38. Click **Save**.
39. If you wish to add another employee, select **Yes** then click **Next to continue**. Repeat the above process until each employee is added *or*
    If you do not wish to add any other employees, select **No** then click **Finished** to Exit.
40. If applicable, **enter existing Accrual Balances** and **enter existing Taxation Balances**, otherwise skip this step.

Revision: 23 — Last modified: Oct 18, 2021

4.7.6. Add an Employee (FIRST New Icon)

1. Read **here** how to add a PAYG (Pay As You Go) Employee
2. Read **here** how to add a Working Holiday Maker Employee
3. Read **here** how to add a FLAT Tax Employee
4. Read **here** how to add a J.P.D.A Employee
5. Read **here** how to add a Sole Trader / Contractor
    a. Once added, a Recipient Created Tax Invoice can be generated. Read more **here**
6. Read **here** how to add a Employee who is a foreign resident for tax purposes
    a. Before adding an Employee who is a foreign resident for tax purposes, please read **here**

7. Read **here** how to add a Australian Resident Employee who works overseas and income is from a 'Foreign Source'

   a. Before adding an Australian Resident Employee who works overseas and income is from a 'Foreign Source', please read **here**

Revision: 6 — Last modified: Jun 01, 2020

4.7.6.1. Add a PAYG (Pay As You Go) Employee

> ❗ Before adding the Employee, we recommend
>
> 1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.
>
> 2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds to determine if a suitable Super Fund exists and iIf not **Add** to add a new Superannuation Fund.
>
> 3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

1. Click **Employees** > **New Employee** *or*
   Click **Employees** from the Side Bar then click **New** (Plus Icon)
2. Enter or select the Employees
   a. **Employee Code** and **EmpClockID** (if already allocated from your previous system) or simply skip to allow e-PayDay to assign a new ID to this Employee.
   b. **Surname**.
   c. **Given Names**.

     d. **Alternate Name** (If the employee is known as any other name)

     e. **Address**.

     f. **Suburb/City**.

     g. **State**.

     h. **Post Code**.

     i. **Country**.

     j. **Birthdate**.

     k. **Gender (Sex)**.

     l. **No. of Dependent Children**

     m. **Spouse**

3. Click **Employment**. and enter or select the Employees

     a. **Pay Period**.

     b. **Date Hired**

     c. **Job Title**.

     d. **Award #**

     e. Award **State**

     f. **Status**

     g. **Special Award Rate**

     h. **Custom Employee Alert**

4. Click **Accruals**.

     a. Enter the opening accrual balance for **Annual Leave** in **Balance**

     b. Enter the opening accrual balance for **Personal Leave** in **Balance**

     c. Enter the opening accrual balance for **Banked Hours / RDO's** in **Balance**

     d. Enter the opening accrual balance for **TIL** in **Balance**

     e. As the **Balance** for Long Service Leave is a calculated field,

        i. Enter the TOTAL Accrued Long Service Leave in **Accrued**

        ii. Enter the TOTAL Taken Long Service Leave from PRIOR Financial years in **Taken**.

        iii. Enter the TOTAL Taken Long Service Leave for the CURRENT Financial year in **Taken YTD**.

5. Click **Superannuation** and enter or select the Employees

     a. **Superannuation Fund**.

     b. **SG (% or $)**

     c. **Additional SG $ Amount** if required.

     d. **RESC Payment % or $** if required.

     e. **SG Start Date**.

     f. **Employee Super Number**.

     g. **Member Superannuation Fund** for any **Concessional and Non-Concessional Super Contributions**,

     h. **Member Super Number**

     i. Update the following fields will the relevant Year to Date Balances.

        i. **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in the current Financial Year (1/07/XX – 30/06/XX).

        ii. **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX).

        iii. **OTE for SG YTD**: Total Wages / Salary paid in the current Financial Year (1/07/XX – 30/06/XX) that is considered to be **Ordinary Time Earnings** (OTE) and is used as part of your mandatory **Single Touch Payroll (STP)** reporting.

        iv. **Total Employee Contribution**: Total **Non-Concessional (After Tax)** Superannuation

Contribution Deductions Superannuation Contribution Deductions for this Financial Year.

    v. **Superannuation Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

    vi. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.

    vii. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.

6. Click **Taxation**. and change / update the Employees

    a. **FTB Variation from item Y in Section B in Withholding Declaration**

    b. **Zone, Overseas forces or an invalid carer offset (Question 7 Withholding Declaration)**

    c. **Medicare Levy**

    d. **Special Tax Table**

    e. **Tax Free Threshold**

    f. **Are you an Australian resident for taxation purposes?**

    g. **Add Amount to TAX**

    h. **HELP Debt**

    i. **Financial Supplement Debt**

    j. Employee is entitled to Leave Loading?*

    a. Click **Edit** (Pencil Icon) next to **Payee TFN**.

        i. Enter the Employees TFN – If the Employee has not provided you with a TFN, please use a **Temporary TFN**

7. Click **Balances** and enter the opening taxation balance into the appropriate fields.

    a. **Employee Year-To-Date Balances**.

        i. **Gross Income**: Enter the total gross (every amount that has been paid to an employee) for the current financial year, **EXCLUDING Lump sum payments (A, B, ETP, D, E), salary sacrifice/s and Allowances reported separately in the Allowance Box**.

        ii. **Leave Loading YTD**: If available from your previous payroll, enter the total of the 17.50% Loading when taking Annual Leave

        iii. **Total Tax YTD**: Enter the Total Tax Year to Date **Total Tax YTD amount does not include ETP Tax when it is reported on the payment summary**.

        iv. **Lump Sum A**: Enter the total PAID Unused holiday pay and unused long service leave.

        v. **CDEP (Community Development Employment Project)**: Enter the Gross salary or wages paid from a CDEP wages grant.

        vi. **Total Deductions**: Enter the total of ALL BEFORE and AFTER Tax Deductions (excluding Union amounts).

        vii. **Lump Sum B**: Enter the total PAID Unused long service leave that accrued before 16 August 1978.

        viii. **Total GST**: Enter the total PAID Good and Services Tax

        ix. **Total Net Pay**: Enter the Total Net Pay received

        x. **Termination C**: Enter the total ETP value

        xi. **No ABN Gross Income**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Gross Income**.

        xii. **Taxable Allowances**: Enter the Total Taxable Allowances paid to date.**This amount**

is included in the Gross income shown in the Employee's balances but is reported separately as an Allowance on the Payment Summary.

xiii. **Lump Sum D**: Enter the total Redundancy Payments

xiv. **No ABN Total Tax**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Total Tax**:

xv. **Non-Tax Allowances**: Enter the total Non-Taxable Allowances paid to date.

xvi. **Lump Sum E**: Enter the total ETP value

xvii. **Other Income**: Enter the total of all income considered to be from a Foreign Source, Scholarship, Bursaries, Grants, or Awards income. **These payments are generally tax-exempt and are reported on the Payment Summary in the Other Income field**.

xviii. **HELP / SFSS Tax**: Enter the total of all Higher Education Contribution Scheme Tax or Financial Supplement Tax which has been deducted as part of the Tax instalment during each pay run. **This amount is also included in the value in the Total Tax field**.

xix. **Non-Super Salary Sacrifice**: Enter the total Salary sacrifice not attributable to a super fund.

xx. **Allowance in Gross box**: Enter the total of ALL Allowances included in the Gross income. **This amount will not be reported separately as an Allowance, in MyGov**.

xxi. **Additional Tax**: Enter the total additional Tax amount for the employee.

xxii. **Super Salary Sacrifice**: Enter the total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

xxiii. * Non-Reportable Allowance*: Enter the total taxable and non-tax allowances which are not reported to the ATO. **This amount is not included in Gross income shown in the Employee's balances and is also not reported anywhere in MyGov**.

xxiv. **Exempt foreign employment income**: Enter the total Foreign employment income that is exempt from Australian Tax. **This amount is included in the Total Tax field but is subtracted before the total tax amount is reported on the payment summary**.

xxv. **Workplace Giving**: Enter the total Pre-Tax donations

xxvi. **Reportable Superannuation Contributions**: Enter the total **Reportable Employer Superannuation Contributions (RESC)** for this Financial Year.

xxvii. **Union/Professional association**: Enter the total Union fees deducted from the employee's pay

xxviii. **Union/Professional association name**: Enter the name of the Union

xxix. **Additional payments applied over the whole financial year**: Enter the total of all Payments using **Schedule 5 – Method B(ii)**

xxx. **Tax Paid**: Enter the total tax withheld when using **Schedule 5 – Method B(ii)**

xxxi. **Deductible amount of the undeducted purchase price of the annuity**: Enter the total foreign pension or annuity

xxxii. **Foreign Tax Paid**: Enter the total tax paid for Foreign Income

b. **ETP Values**

i. **Payment Date**: If required, enter the date the ETP was paid

ii. **Payment Tax Code**: If required, enter the applicable ETP Tax Code

iii. * Pre-July 1983 Segment*: If required, enter the Pre-July 1983 Segment of the Employment Termination Payment.

iv. **Taxable Component**: If required, enter the total Taxable Component of the employees' Employment Termination Payment.

v. **Invalidity Segment**: If required, enter the total Invalidity Segment of the Employment

Termination Payment.

      vi. **Total Tax Withheld**: If required, enter the total Tax Withheld from the Employment Termination Payment.

      vii. **ETP Rollover Segment**: If required, enter the ETP Rollover Segment of the Employment Termination Payment.

8. Click **Pay Run**
9. Navigate to **Pay Location/Department**.
10. Select the Pay Location/Department from the drop-down menu or <u>**add a new Pay Location/ Department**</u>.
11. Enter or select the **Centrelink CRN** and **Payroll Tax State** as required.
12. Navigate to **Payment Method**.
13. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to <u>**Banking in Company**</u>).
    a. If **FAST-Bank™**, **ListPay** or **Deposit** are chosen, please ensure you follow all below steps as the Employees bank details will be required at a later stage.
14. Click **HR** and enter the Employees
    a. Contact **Phone Number**.
    b. **e-Mail Address** for e-Mailing Pay Slips and <u>**Single Touch Payroll reporting**</u>.
15. Click **Save**
    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payroll**.
    b. Select **Close** then click **Click here to continue** to close the alert as completing the Tax File Declaration will be part of the below steps.
16. If **FAST-Bank™**, **ListPay** or **Deposit** were chosen,
    a. Click **Pay Run**
    b. Click **Edit** (Pencil Icon) next to your selected **Payment Method**.
        i. Click **New**. and enter the
            i. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.
            ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.
            iii. **BSB**.
            iv. **Account Number**.
            v. **Reference** to show on the Employees Bank Statement.
            vi. **Account Name**.
            vii. Click **Save**.
        ii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.
        iii. Click **Exit**.
17. Click **Taxation**.
    a. Click **TFN Declaration**.
        i. An alert will display: **There are no existing TFN Declarations for this employee. Do you want to load existing Employee data ?**.
        ii. Click **Yes**.
        iii. Complete the electronic TFN Declaration identically to the physical form they filled in.
        iv. Click **Save** then **Exit**.

18. Click **Exit** again to close the Employee Window.

4.7.6.2. Add a Working Holiday Maker Employee

ABN 60-053-962-299 Tuesday 29/10/201

Employees Pay Day Reports Tax
New Employee
New Employee Wizard
Edit Employee
Search Employee
Export Employees (SIF)
e-Roster™
Work Cover Bulk Payment
Print ▶

! To employ a working holiday maker in Australia on a visa subclass 417 or 462, **you must**:

– **Register with the ATO** to withhold tax at the working holiday maker tax rate, before making your first payment to the Employee.
– Check your worker's visa status using the **Visa Entitlement Verification Online (VEVO)** service.
– Enable the **Registered as an employer of Working Holiday Makers checkbox** in Company > Taxation Details

! Before adding the Employee, we recommend

1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.

2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds to determine if a suitable Super Fund exists and ilf not **Add** to add a new Superannuation Fund.

3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

1. Click **Employees** > **New Employee** *or*
   Click **Employees** from the Side Bar then click **New** (Plus Icon)
2. Enter or select the Employees
   a. **Payee Type** as **Working Holiday Maker**
   b. **Employee Code** and **EmpClockID** (if already allocated from your previous system) or simply skip to allow e-PayDay to assign a new ID to this Employee.
   c. **Surname**.
   d. **Given Names**.
   e. **Alternate Name** (If the employee is known as any other name)
   f. **Address**.
   g. **Suburb/City**.
   h. **State**.
   i. **Post Code**.
   j. **Country**.
   k. **Birthdate**.
   l. **Gender (Sex)**.
   m. **No. of Dependent Children**
   n. **Spouse**
3. Click **Employment**. and enter or select the Employees
   a. **Pay Period**.
   b. **Date Hired**
   c. **Job Title**.
   d. **Award #**
   e. Award **State**
   f. **Status**
   g. **Special Award Rate**
   h. **Custom Employee Alert**
4. Click **Accruals**.
   a. Enter the opening accrual balance for **Annual Leave** in **Balance**
   b. Enter the opening accrual balance for **Personal Leave** in **Balance**
   c. Enter the opening accrual balance for **Banked Hours / RDO's** in **Balance**
   d. Enter the opening accrual balance for **TIL** in **Balance**
   e. As the **Balance** for Long Service Leave is a calculated field,
      i. Enter the TOTAL Accrued Long Service Leave in **Accrued**
      ii. Enter the TOTAL Taken Long Service Leave from PRIOR Financial years in **Taken**.
      iii. Enter the TOTAL Taken Long Service Leave for the CURRENT Financial year in **Taken YTD**.
5. Click **Superannuation** and enter or select the Employees
   a. **Superannuation Fund**.
   b. **SG (% or $)**
   c. **Additional SG $ Amount** if required.
   d. **RESC Payment % or $** if required.
   e. **SG Start Date**.
   f. **Employee Super Number**.
   g. **Member Superannuation Fund** for any **Concessional and Non-Concessional Super Contributions**,
   h. **Member Super Number**
   i. Update the following fields will the relevant Year to Date Balances.

   i. **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in the current Financial Year (1/07/XX – 30/06/XX).

   ii. **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX).

   iii. **OTE for SG YTD**: Total Wages / Salary paid in the current Financial Year (1/07/XX – 30/06/XX) that is considered to be **Ordinary Time Earnings** (OTE) and is used as part of your mandatory **Single Touch Payroll (STP)** reporting.

   iv. **Total Employee Contribution**: Total **Non-Concessional (After Tax)** Superannuation Contribution Deductions Superannuation Contribution Deductions for this Financial Year.

   v. **Superannuation Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

   vi. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.

   vii. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.

6. Click **Taxation**.
   a. If the employee also wishes to pay a certain dollar amount in addition to the tax deducted, enter the dollar value in **Add Amount to TAX**
   b. Click **Edit** (Pencil Icon) next to **Payee TFN**.
      i. Enter the Employees TFN – If the Employee has not provided you with a TFN, please use a **Temporary TFN**
7. Click **Balances** and enter the opening taxation balance into the appropriate fields.
   a. **Employee Year-To-Date Balances**.
      i. **Gross Income**: Enter the total gross (every amount that has been paid to an employee) for the current financial year, **EXCLUDING Lump sum payments (A, B, ETP, D, E), salary sacrifice/s and Allowances reported separately in the Allowance Box**.
      ii. **Leave Loading YTD**: If available from your previous payroll, enter the total of the 17.50% Loading when taking Annual Leave
      iii. **Total Tax YTD**: Enter the Total Tax Year to Date **Total Tax YTD amount does not include ETP Tax when it is reported on the payment summary**.
      iv. **Lump Sum A**: Enter the total PAID Unused holiday pay and unused long service leave.
      v. **CDEP (Community Development Employment Project)**: Enter the Gross salary or wages paid from a CDEP wages grant.
      vi. **Total Deductions**: Enter the total of ALL BEFORE and AFTER Tax Deductions (excluding Union amounts).
      vii. **Lump Sum B**: Enter the total PAID Unused long service leave that accrued before 16 August 1978.
      viii. **Total GST**: Enter the total PAID Good and Services Tax
      ix. **Total Net Pay**: Enter the Total Net Pay received
      x. **Termination C**: Enter the total ETP value
      xi. **No ABN Gross Income**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Gross Income**.
      xii. **Taxable Allowances**: Enter the Total Taxable Allowances paid to date.**This amount**

is included in the Gross income shown in the Employee's balances but is reported separately as an Allowance on the Payment Summary.

xiii. **Lump Sum D**: Enter the total Redundancy Payments

xiv. **No ABN Total Tax**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Total Tax**:

xv. **Non-Tax Allowances**: Enter the total Non-Taxable Allowances paid to date.

xvi. **Lump Sum E**: Enter the total ETP value

xvii. **Other Income**: Enter the total of all income considered to be from a Foreign Source, Scholarship, Bursaries, Grants, or Awards income. **These payments are generally tax-exempt and are reported on the Payment Summary in the Other Income field**.

xviii. **HELP / SFSS Tax**: Enter the total of all Higher Education Contribution Scheme Tax or Financial Supplement Tax which has been deducted as part of the Tax installment during each pay run. **This amount is also included in the value in the Total Tax field**.

xix. **Non-Super Salary Sacrifice**: Enter the total Salary sacrifice not attributable to a super fund.

xx. **Allowance in Gross box**: Enter the total of ALL Allowances included in the Gross income. **This amount will not be reported separately as an Allowance, in MyGov**.

xxi. **Additional Tax**: Enter the total additional Tax amount for the employee.

xxii. **Super Salary Sacrifice**: Enter the total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

xxiii. * Non-Reportable Allowance*: Enter the total taxable and non-tax allowances which are not reported to the ATO. **This amount is not included in Gross income shown in the Employee's balances and is also not reported anywhere in MyGov**.

xxiv. **Exempt foreign employment income**: Enter the total Foreign employment income that is exempt from Australian Tax. **This amount is included in the Total Tax field but is subtracted before the total tax amount is reported on the payment summary**.

xxv. **Workplace Giving**: Enter the total Pre-Tax donations

xxvi. **Reportable Superannuation Contributions**: Enter the total **Reportable Employer Superannuation Contributions (RESC)** for this Financial Year.

xxvii. **Union/Professional association**: Enter the total Union fees deducted from the employee's pay

xxviii. **Union/Professional association name**: Enter the name of the Union

xxix. **Additional payments applied over the whole financial year**: Enter the total of all Payments using **Schedule 5 – Method B(ii)**

xxx. **Tax Paid**: Enter the total tax withheld when using **Schedule 5 – Method B(ii)**

xxxi. **Deductible amount of the undeducted purchase price of the annuity**: Enter the total foreign pension or annuity

xxxii. **Foreign Tax Paid**: Enter the total tax paid for Foreign Income

b. **ETP Values**

i. **Payment Date**: If required, enter the date the ETP was paid

ii. **Payment Tax Code**: If required, enter the applicable ETP Tax Code

iii. * Pre-July 1983 Segment*: If required, enter the Pre-July 1983 Segment of the Employment Termination Payment.

iv. **Taxable Component**: If required, enter the total Taxable Component of the employees' Employment Termination Payment.

v. **Invalidity Segment**: If required, enter the total Invalidity Segment of the Employment

Termination Payment.

vi. **Total Tax Withheld**: If required, enter the total Tax Withheld from the Employment Termination Payment.

vii. **ETP Rollover Segment**: If required, enter the ETP Rollover Segment of the Employment Termination Payment.

8. Click **Pay Run**
9. Navigate to **Pay Location/Department**.
10. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.
11. Enter or select the **Centrelink CRN** and **Payroll Tax State** as required.
12. Navigate to **Payment Method**.
13. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).
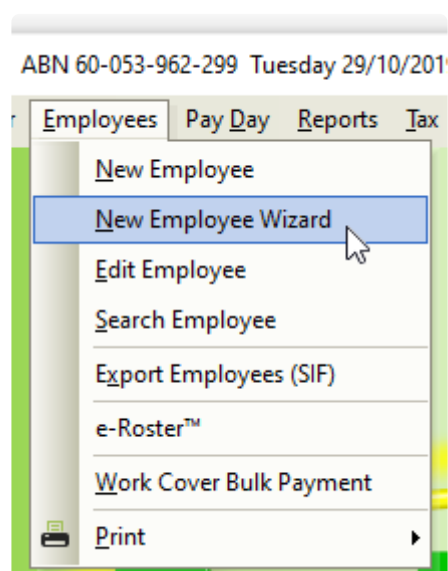   a. If **FAST-Bank™**, **ListPay** or **Deposit** are chosen, please ensure you follow all below steps as the Employees bank details will be required at a later stage.
14. Click **HR** and enter the Employees
    a. Contact **Phone Number**.
    b. **e-Mail Address** for e-Mailing Pay Slips and **Single Touch Payroll reporting**.
15. Click **Save**
    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payrol**.
    b. Select **Close** then click **Click here to continue** to close the alert as completing the Tax File Declartion will be part of the below steps.
16. If **FAST-Bank™**, **ListPay** or **Deposit** were chosen,
    a. Click **Pay Run**
    b. Click **Edit** (Pencil Icon) next to your selected **Payment Method**.
        i. Click **New**. and enter the
            i. **Priority No.** **If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.
            ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.
            iii. **BSB**.
            iv. **Account Number**.
            v. **Reference** to show on the Employees Bank Statement.
            vi. **Account Name**.
            vii. Click **Save**.
        ii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.
        iii. Click **Exit**.
17. Click **Taxation**.
    a. Click **TFN Declaration**.
        i. An alert will display: **There are no existing TFN Declarations for this employee. Do you want to load existing Employee data ?**.
        ii. Click **Yes**.
        iii. Complete the electronic TFN Declaration identically to the physical form they filled in.
        iv. Click **Save** then **Exit**.

18. Click **Exit** again to close the Employee Window.

4.7.6.3. Add a FLAT Tax Employee

ABN 60-053-962-299 Tuesday 29/10/201

Employees   Pay Day   Reports   Tax

New Employee

New Employee Wizard

Edit Employee

Search Employee

Export Employees (SIF)

e-Roster™

Work Cover Bulk Payment

Print

! Before adding the Employee, we recommend

1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.

2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds to determine if a suitable Super Fund exists and iIf not **Add** to add a new Superannuation Fund.

3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

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1. Click **Employees** > **New Employee** *or*
   Click **Employees** from the Side Bar then click **New** (Plus Icon)
2. Enter or select the Employees
   a. **Employee Code** and **EmpClockID** (if already allocated from your previous system) or simply skip to allow e-PayDay to assign a new ID to this Employee.
   b. **Surname**.
   c. **Given Names**.
   d. **Alternate Name** (If the employee is known as any other name)
   e. **Address**.
   f. **Suburb/City**.
   g. **State**.
   h. **Post Code**.

      i. **Country**.

      j. **Birthdate**.

      k. **Gender (Sex)**.

      l. **No. of Dependent Children**

      m. **Spouse**

3. Click **Employment**. and enter or select the Employees

    a. **Pay Period**.

    b. **Date Hired**

    c. **Job Title**.

    d. **Award #**

    e. Award **State**

    f. **Status**

    g. **Special Award Rate**

    h. **Custom Employee Alert**

4. Click **Accruals**.

    a. Enter the opening accrual balance for **Annual Leave** in **Balance**

    b. Enter the opening accrual balance for **Personal Leave** in **Balance**

    c. Enter the opening accrual balance for **Banked Hours / RDO's** in **Balance**

    d. Enter the opening accrual balance for **TIL** in **Balance**

    e. As the **Balance** for Long Service Leave is a calculated field,

      i. Enter the TOTAL Accrued Long Service Leave in **Accrued**

      ii. Enter the TOTAL Taken Long Service Leave from PRIOR Financial years in **Taken**.

      iii. Enter the TOTAL Taken Long Service Leave for the CURRENT Financial year in **Taken YTD**.

5. Click **Superannuation** and enter or select the Employees

    a. **Superannuation Fund**.

    b. **SG (% or $)**

    c. **Additional SG $ Amount** if required.

    d. **RESC Payment % or $** if required.

    e. **SG Start Date**.

    f. **Employee Super Number**.

    g. **Member Superannuation Fund** for any **Concessional and Non-Concessional Super Contributions**,

    h. **Member Super Number**

    i. Update the following fields will the relevant Year to Date Balances.

      i. **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in the current Financial Year (1/07/XX – 30/06/XX).

      ii. **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX).

      iii. **OTE for SG YTD**: Total Wages / Salary paid in the current Financial Year (1/07/XX – 30/06/XX) that is considered to be **Ordinary Time Earnings** (OTE) and is used as part of your mandatory **Single Touch Payroll (STP)** reporting.

      iv. **Total Employee Contribution**: Total **Non-Concessional (After Tax)** Superannuation Contribution Deductions Superannuation Contribution Deductions for this Financial Year.

      v. **Superannuation Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

      vi. **Total RESC Contribution**: Total **Reportable Employer Superannuation**

Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package for this Financial Year.

     vii. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.

6. Click **Taxation**. and change / update the Employees
    a. Change the **Tax Type** to **FLAT Non-Buiness employee**
    b. Enter the tax **Percentage** that applies to payments.
    c. If the employee also wishes to pay a certain dollar amount in addition to the tax deducted, enter the dollar value in **Add Amount to TAX**
    d. Click **Edit** (Pencil Icon) next to **Payee TFN**.
        i. Enter the Employees TFN – If the Employee has not provided you with a TFN, please use a **Temporary TFN**

7. Click **Balances** and enter the opening taxation balance into the appropriate fields.
    a. **Employee Year-To-Date Balances**.
        i. **Gross Income**: Enter the total gross (every amount that has been paid to an employee) for the current financial year, **EXCLUDING Lump sum payments (A, B, ETP, D, E), salary sacrifice/s and Allowances reported separately in the Allowance Box**.
        ii. **Leave Loading YTD**: If available from your previous payroll, enter the total of the 17.50% Loading when taking Annual Leave
        iii. **Total Tax YTD**: Enter the Total Tax Year to Date **Total Tax YTD amount does not include ETP Tax when it is reported on the payment summary**.
        iv. **Lump Sum A**: Enter the total PAID Unused holiday pay and unused long service leave.
        v. **CDEP (Community Development Employment Project)**: Enter the Gross salary or wages paid from a CDEP wages grant.
        vi. **Total Deductions**: Enter the total of ALL BEFORE and AFTER Tax Deductions (excluding Union amounts).
        vii. **Lump Sum B**: Enter the total PAID Unused long service leave that accrued before 16 August 1978.
        viii. **Total GST**: Enter the total PAID Good and Services Tax
        ix. **Total Net Pay**: Enter the Total Net Pay received
        x. **Termination C**: Enter the total ETP value
        xi. **No ABN Gross Income**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Gross Income**.
        xii. **Taxable Allowances**: Enter the Total Taxable Allowances paid to date.**This amount is included in the Gross income shown in the Employee's balances but is reported separately as an Allowance on the Payment Summary**.
        xiii. **Lump Sum D**: Enter the total Redundancy Payments
        xiv. **No ABN Total Tax**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Total Tax**:
        xv. **Non-Tax Allowances**: Enter the total Non-Taxable Allowances paid to date.
        xvi. **Lump Sum E**: Enter the total ETP value
        xvii. **Other Income**: Enter the total of all income considered to be from a Foreign Source, Scholarship, Bursaries, Grants, or Awards income. **These payments are generally tax-exempt and are reported on the Payment Summary in the Other Income field**.
        xviii. **HELP / SFSS Tax**: Enter the total of all Higher Education Contribution Scheme Tax or

Financial Supplement Tax which has been deducted as part of the Tax installment during each pay run. **This amount is also included in the value in the Total Tax field**.

xix. **Non-Super Salary Sacrifice**: Enter the total Salary sacrifice not attributable to a super fund.

xx. **Allowance in Gross box**: Enter the total of ALL Allowances included in the Gross income. **This amount will not be reported separately as an Allowance, in MyGov**.

xxi. **Additional Tax**: Enter the total additional Tax amount for the employee.

xxii. **Super Salary Sacrifice**: Enter the total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

xxiii. * Non-Reportable Allowance*: Enter the total taxable and non-tax allowances which are not reported to the ATO. **This amount is not included in Gross income shown in the Employee's balances and is also not reported anywhere in MyGov**.

xxiv. **Exempt foreign employment income**: Enter the total Foreign employment income that is exempt from Australian Tax. **This amount is included in the Total Tax field but is subtracted before the total tax amount is reported on the payment summary**.

xxv. **Workplace Giving**: Enter the total Pre-Tax donations

xxvi. **Reportable Superannuation Contributions**: Enter the total **Reportable Employer Superannuation Contributions (RESC)** for this Financial Year.

xxvii. **Union/Professional association**: Enter the total Union fees deducted from the employee's pay

xxviii. **Union/Professional association name**: Enter the name of the Union

xxix. **Additional payments applied over the whole financial year**: Enter the total of all Payments using **Schedule 5 – Method B(ii)**

xxx. **Tax Paid**: Enter the total tax withheld when using **Schedule 5 – Method B(ii)**

xxxi. **Deductible amount of the undeducted purchase price of the annuity**: Enter the total foreign pension or annuity

xxxii. **Foreign Tax Paid**: Enter the total tax paid for Foreign Income

b. **ETP Values**

i. **Payment Date**: If required, enter the date the ETP was paid

ii. **Payment Tax Code**: If required, enter the applicable ETP Tax Code

iii. * Pre-July 1983 Segment*: If required, enter the Pre-July 1983 Segment of the Employment Termination Payment.

iv. **Taxable Component**: If required, enter the total Taxable Component of the employees' Employment Termination Payment.

v. **Invalidity Segment**: If required, enter the total Invalidity Segment of the Employment Termination Payment.

vi. **Total Tax Withheld**: If required, enter the total Tax Withheld from the Employment Termination Payment.

vii. **ETP Rollover Segment**: If required, enter the ETP Rollover Segment of the Employment Termination Payment.

8. Click **Pay Run**

9. Navigate to **Pay Location/Department**.

10. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.

11. Enter or select the **Centrelink CRN** and **Payroll Tax State** as required.

12. Navigate to **Payment Method**.

13. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).

    a. If **FAST-Bank™**, **ListPay** or **Deposit** are chosen, please ensure you follow all below steps as the Employees bank details will be required at a later stage.

14. Click **HR** and enter the Employees

    a. Contact **Phone Number**.

    b. **e-Mail Address** for e-Mailing Pay Slips and **Single Touch Payroll reporting**.

15. Click **Save**

    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payroll**.

    b. Select **Close** then click **Click here to continue** to close the alert as completing the Tax File Declaration will be part of the below steps.

16. If **FAST-Bank™**, **ListPay** or **Deposit** were chosen,

    a. Click **Pay Run**

    b. Click **Edit** (Pencil Icon) next to your selected **Payment Method**.

        i. Click **New**. and enter the

            i. Priority No. **If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.

            ii. Amount ($ or %) being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.

            iii. **BSB**.

            iv. **Account Number**.

            v. **Reference** to show on the Employees Bank Statement.

            vi. **Account Name**.

            vii. Click **Save**.

        ii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.

        iii. Click **Exit**.

17. Click **Taxation**.

    a. Click **TFN Declaration**.

        i. An alert will display: **There are no existing TFN Declarations for this employee. Do you want to load existing Employee data ?**.

        ii. Click **Yes**.

        iii. Complete the electronic TFN Declaration identically to the physical form they filled in.

        iv. Click **Save** then **Exit**.

18. Click **Exit** again to close the Employee Window.

Revision: 15 — Last modified: Jul 25, 2022

4.7.6.4. Add a Sole Trader / Contractor

❋ **Sole Trader / Contractor and Recipient Created Tax Invoice**

ABN 60-053-962-299 Tuesday 29/10/201

| Employees | Pay Day | Reports | Tax |

New Employee

New Employee Wizard

Edit Employee

Search Employee

Export Employees (SIF)

e-Roster™

Work Cover Bulk Payment

Print   ▶

❗ Before adding the Employee, we recommend

1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.

2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds to determine if a suitable Super Fund exists and iIf not **Add** to add a new Superannuation Fund.

3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

---

1. Click **Employees** > **New Employee** *or*
   Click **Employees** from the Side Bar then click **New** (Plus Icon)
2. Enter or select the Employees
   a. **Payee Type** as **Sole Trader (Individual)**
   b. **Employee Code** and **EmpClockID** (if already allocated from your previous system) or simply skip to allow e-PayDay to assign a new ID to this Employee.
   c. **Payee Trading Name**
   d. **Surname**.
   e. **Given Names**.
   f. **Alternate Name** (If the employee is known as any other name)
   g. **Address**.
   h. **Suburb/City**.
   i. **State**.
   j. **Post Code**.
   k. **Country**.
   l. **Birthdate**.
   m. **Gender (Sex)**.
   n. **No. of Dependent Children**

    o. **Spouse**

3. Click **Employment**. and enter or select the Employees
    a. **Pay Period**.
    b. **Date Hired**
    c. **Job Title**.
    d. **Award #**
    e. Award **State**
    f. **Status**
    g. **Special Award Rate**
    h. **Custom Employee Alert**

4. Click **Accruals**.
    a. Enter the opening accrual balance for **Annual Leave** in **Balance**
    b. Enter the opening accrual balance for **Personal Leave** in **Balance**
    c. Enter the opening accrual balance for **Banked Hours / RDO's** in **Balance**
    d. Enter the opening accrual balance for **TIL** in **Balance**
    e. As the **Balance** for Long Service Leave is a calculated field,
        i. Enter the TOTAL Accrued Long Service Leave in **Accrued**
        ii. Enter the TOTAL Taken Long Service Leave from PRIOR Financial years in **Taken**.
        iii. Enter the TOTAL Taken Long Service Leave for the CURRENT Financial year in **Taken YTD**.

5. Click **Superannuation** and enter or select the Employees
    a. **Superannuation Fund**. **If this is not applicable to their contract, select any superannuation fund**.
    b. **SG (% or $)** **if this is not applicable to their contract, enter 0.00%**.
    c. **Addtional SG $ Amount** if required.
    d. **RESC Payment % or $** if required.
    e. **SG Start Date**.
    f. **Employee Super Number**. **if this is not applicable to their contract, enter 0**.
    g. **Member Superannuation Fund** for any **Concessional and Non-Concessional Super Contributions**,
    h. **Member Super Number**
    i. Update the following fields with the relevant Year to Date Balances (if required).
        i. **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in the current Financial Year (1/07/XX – 30/06/XX).
        ii. **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX).
        iii. **OTE for SG YTD**: Total Wages / Salary paid in the current Financial Year (1/07/XX – 30/06/XX) that is considered to be **Ordinary Time Earnings** (OTE) and is used as part of your mandatory **Single Touch Payroll (STP)** reporting.
        iv. **Total Employee Contribution**: Total **Non-Concessional (After Tax)** Superannuation Contribution Deductions Superannuation Contribution Deductions for this Financial Year.
        v. **Superannuation Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.
        vi. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.

6. Click **Taxation**. and change / update the Employees

a. Enter the tax **Percentage** that applies to payments.

b. If the employee also wishes to pay a certain dollar amount in addition to the tax deducted, enter the dollar value in **Add Amount to TAX**

c. Enter the Employees ABN.

7. Click **Balances** and enter the opening taxation balance into the appropriate fields.

a. **Employee Year-To-Date Balances**.

   i. **Gross Income**: Enter the total gross (every amount that has been paid to an employee) for the current financial year, **EXCLUDING Lump sum payments (A, B, ETP, D, E), salary sacrifice/s and Allowances reported separately in the Allowance Box**.

   ii. **Leave Loading YTD**: If available from your previous payroll, enter the total of the 17.50% Loading when taking Annual Leave

   iii. **Total Tax YTD**: Enter the Total Tax Year to Date **Total Tax YTD amount does not include ETP Tax when it is reported on the payment summary**.

   iv. **Lump Sum A**: Enter the total PAID Unused holiday pay and unused long service leave.

   v. **CDEP (Community Development Employment Project)**: Enter the Gross salary or wages paid from a CDEP wages grant.

   vi. **Total Deductions**: Enter the total of ALL BEFORE and AFTER Tax Deductions (excluding Union amounts).

   vii. **Lump Sum B**: Enter the total PAID Unused long service leave that accrued before 16 August 1978.

   viii. **Total GST**: Enter the total PAID Good and Services Tax

   ix. **Total Net Pay**: Enter the Total Net Pay received

   x. **Termination C**: Enter the total ETP value

   xi. **No ABN Gross Income**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Gross Income**.

   xii. **Taxable Allowances**: Enter the Total Taxable Allowances paid to date.**This amount is included in the Gross income shown in the Employee's balances but is reported separately as an Allowance on the Payment Summary**.

   xiii. **Lump Sum D**: Enter the total Redundancy Payments

   xiv. **No ABN Total Tax**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Total Tax**:

   xv. **Non-Tax Allowances**: Enter the total Non-Taxable Allowances paid to date.

   xvi. **Lump Sum E**: Enter the total ETP value

   xvii. **Other Income**: Enter the total of all income considered to be from a Foreign Source, Scholarship, Bursaries, Grants, or Awards income. **These payments are generally tax-exempt and are reported on the Payment Summary in the Other Income field**.

   xviii. **HELP / SFSS Tax**: Enter the total of all Higher Education Contribution Scheme Tax or Financial Supplement Tax which has been deducted as part of the Tax instalment during each pay run. **This amount is also included in the value in the Total Tax field**.

   xix. **Non-Super Salary Sacrifice**: Enter the total Salary sacrifice not attributable to a super fund.

   xx. **Allowance in Gross box**: Enter the total of ALL Allowances included in the Gross income. **This amount will not be reported separately as an Allowance, in MyGov**.

   xxi. **Additional Tax**: Enter the total additional Tax amount for the employee.

   xxii. **Super Salary Sacrifice**: Enter the total **Concessional (Before Tax)** Superannuation

Contribution Deductions for this Financial Year.

    xxiii. **Non-Reportable Allowance** : Enter the total taxable and non-tax allowances that are not reported to the ATO. **This amount is not included in Gross income shown in the Employee's balances and is also not reported anywhere in MyGov.**

    xxiv. **Exempt foreign employment income**: Enter the total Foreign employment income that is exempt from Australian Tax. **This amount is included in the Total Tax field but is subtracted before the total tax amount is reported on the payment summary**.

    xxv. **Workplace Giving**: Enter the total Pre-Tax donations

    xxvi. **Reportable Superannuation Contributions**: Enter the total **Reportable Employer Superannuation Contributions (RESC)** for this Financial Year.

    xxvii. **Union/Professional association**: Enter the total Union fees deducted from the employee's pay

    xxviii. **Union/Professional association name**: Enter the name of the Union

    xxix. **Additional payments applied over the whole financial year**: Enter the total of all Payments using **Schedule 5 – Method B(ii)**

    xxx. **Tax Paid**: Enter the total tax withheld when using **Schedule 5 – Method B(ii)**

    xxxi. **Deductible amount of the undeducted purchase price of the annuity**: Enter the total foreign pension or annuity

    xxxii. **Foreign Tax Paid**: Enter the total tax paid for Foreign Income

b. **ETP Values**

    i. **Payment Date**: If required, enter the date the ETP was paid

    ii. **Payment Tax Code**: If required, enter the applicable ETP Tax Code

    iii. * Pre-July 1983 Segment*: If required, enter the Pre-July 1983 Segment of the Employment Termination Payment.

    iv. **Taxable Component**: If required, enter the total Taxable Component of the employees' Employment Termination Payment.

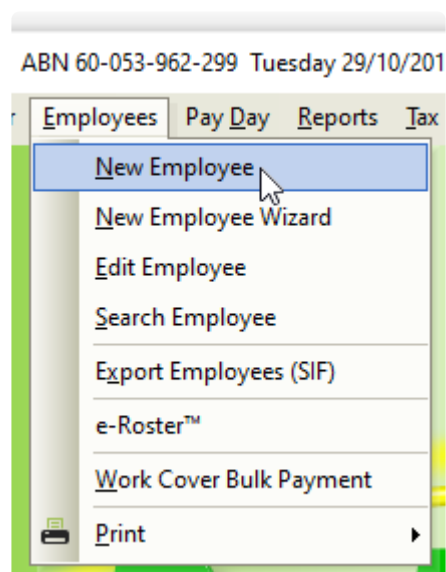   v. **Invalidity Segment**: If required, enter the total Invalidity Segment of the Employment Termination Payment.

    vi. **Total Tax Withheld**: If required, enter the total Tax Withheld from the Employment Termination Payment.

    vii. **ETP Rollover Segment**: If required, enter the ETP Rollover Segment of the Employment Termination Payment.

8. Click **Pay Run**

9. Navigate to **Pay Location/Department**.

10. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.

11. Enter or select the **Centrelink CRN** and **Payroll Tax State** as required.

12. Navigate to **Payment Method**.

13. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).

    a. If **FAST-Bank™**, **ListPay** or **Deposit** are chosen, please ensure you follow all below steps as the Employees bank details will be required at a later stage.

14. Click **HR** and enter the Employees

    a. Contact **Phone Number**.

    b. **e-Mail Address** for e-Mailing Pay Slips and **Single Touch Payroll reporting**.

15. Click **Save**

    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be**

displayed: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payroll**.

    b. Select **Close** then click **Click here to continue** to close the alert as completing the Tax File Declartion will be part of the below steps.

16. If **FAST-Bank™**, **ListPay** or **Deposit** were chosen,

    a. Click **Pay Run**

    b. Click **Edit** (Pencil Icon) next to your selected **Payment Method**.

        i. Click **New**. and enter the

           i. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.

           ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.

           iii. **BSB**.

           iv. **Account Number**.

           v. **Reference** to show on the Employees Bank Statement.

           vi. **Account Name**.

           vii. Click **Save**.

        ii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.

        iii. Click **Exit**.

17. Click **Taxation**.

    a. Click **TFN Declaration**.

        i. An alert will display: **There are no existing TFN Declarations for this employee. Do you want to load existing Employee data ?**.

        ii. Click **Yes**.

        iii. Complete the electronic TFN Declaration identically to the physical form they filled in.

        iv. Click **Save** then **Exit**.

18. Click **Exit** again to close the Employee Window.

Revision: 19 — Last modified: Jul 25, 2022

4.7.6.5. Add a Employee who is a foreign resident for tax purposes

ABN 60-053-962-299 Tuesday 29/10/201

Employees Pay Day Reports Tax

New Employee

New Employee Wizard

Edit Employee

Search Employee

Export Employees (SIF)

e-Roster™

Work Cover Bulk Payment

Print

! A Foreign Resident Employee is an Employee who has selected that they are **A foreign resident for tax purposes** on their **Tax File Number Declaration**. Due to their Employment status, they cannot be reported under **Single Touch Payroll** and therefore will be automatically removed when your file is created (upon posting a pay run).

! Before adding the Employee, we recommend

1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.

2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds to determine if a suitable Super Fund exists and ilf not **Add** to add a new Superannuation Fund.

3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

---

1. Click **Employees** > **New Employee** *or*
   Click **Employees** from the Side Bar then click **New** (Plus Icon)
2. Enter or select the Employees
   a. **Employee Code** and **EmpClockID** (if already allocated from your previous system) or simply skip to allow e-PayDay to assign a new ID to this Employee.
   b. **Surname**.
   c. **Given Names**.
   d. **Alternate Name** (If the employee is known as any other name)

    e. **Address**.

    f. **Suburb/City**.

    g. **State**.

    h. **Post Code**.

    i. **Country**.

    j. **Birthdate**.

    k. **Gender (Sex)**.

    l. **No. of Dependent Children**

    m. **Spouse**

3. Click **Employment**. and enter or select the Employees

    a. **Pay Period**.

    b. **Date Hired**

    c. **Job Title**.

    d. **Award #**

    e. Award **State**

    f. **Status**

    g. **Special Award Rate**

    h. **Custom Employee Alert**

4. Click **Accruals**.

    a. Enter the opening accrual balance for **Annual Leave** in **Balance**

    b. Enter the opening accrual balance for **Personal Leave** in **Balance**

    c. Enter the opening accrual balance for **Banked Hours / RDO's** in **Balance**

    d. Enter the opening accrual balance for **TIL** in **Balance**

    e. As the **Balance** for Long Service Leave is a calculated field,

        i. Enter the TOTAL Accrued Long Service Leave in **Accrued**

        ii. Enter the TOTAL Taken Long Service Leave from PRIOR Financial years in **Taken**.

        iii. Enter the TOTAL Taken Long Service Leave for the CURRENT Financial year in **Taken YTD**.

5. Click **Superannuation** and enter or select the Employees

    a. **Superannuation Fund**.

    b. **SG (% or $)**

    c. **Additional SG $ Amount** if required.

    d. **RESC Payment % or $** if required.

    e. **SG Start Date**.

    f. **Employee Super Number**.

    g. **Member Superannuation Fund** for any **Concessional and Non-Concessional Super Contributions**,

    h. **Member Super Number**

    i. Update the following fields will the relevant Year to Date Balances.

        i. **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in the current Financial Year (1/07/XX – 30/06/XX).

        ii. **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX).

        iii. **OTE for SG YTD**: Total Wages / Salary paid in the current Financial Year (1/07/XX – 30/06/XX) that is considered to be **Ordinary Time Earnings** (OTE) and is used as part of your mandatory **Single Touch Payroll (STP)** reporting.

        iv. **Total Employee Contribution**: Total **Non-Concessional (After Tax)** Superannuation Contribution Deductions Superannuation Contribution Deductions for this Financial

Year.

     v. **Superannuation Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

    vi. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.

   vii. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.

6. Click **Taxation**. and change / update the Employees

   a. **FTB Variation from item Y in Section B in Withholding Declaration**

   b. **Zone, Overseas forces or an invalid carer offset (Question 7 Withholding Declaration)**

   c. **Medicare Levy**

   d. **Special Tax Table**

   e. Deselect **Are you an Australian resident for taxation purposes?**

   f. **Add Amount to TAX**

   g. **HELP Debt**

   h. **Financial Supplement Debt**

   i. Employee is entitled to Leave Loading?*

   a. Click **Edit** (Pencil Icon) next to **Payee TFN**.

     i. Enter the Employees TFN – If the Employee has not provided you with a TFN, please use a **Temporary TFN**

7. Click **Balances** and enter the opening taxation balance into the appropriate fields.

   a. **Employee Year-To-Date Balances**.

     i. **Gross Income**: Enter the total gross (every amount that has been paid to an employee) for the current financial year, **EXCLUDING Lump sum payments (A, B, ETP, D, E), salary sacrifice/s and Allowances reported separately in the Allowance Box**.

    ii. **Leave Loading YTD**: If available from your previous payroll, enter the total of the 17.50% Loading when taking Annual Leave

    iii. **Total Tax YTD**: Enter the Total Tax Year to Date **Total Tax YTD amount does not include ETP Tax when it is reported on the payment summary**.

    iv. **Lump Sum A**: Enter the total PAID Unused holiday pay and unused long service leave.

    v. **CDEP (Community Development Employment Project)**: Enter the Gross salary or wages paid from a CDEP wages grant.

    vi. **Total Deductions**: Enter the total of ALL BEFORE and AFTER Tax Deductions (excluding Union amounts).

    vii. **Lump Sum B**: Enter the total PAID Unused long service leave that accrued before 16 August 1978.

   viii. **Total GST**: Enter the total PAID Good and Services Tax

    ix. **Total Net Pay**: Enter the Total Net Pay received

    x. **Termination C**: Enter the total ETP value

    xi. **No ABN Gross Income**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Gross Income**.

    xii. **Taxable Allowances**: Enter the Total Taxable Allowances paid to date.**This amount is included in the Gross income shown in the Employee's balances but is reported separately as an Allowance on the Payment Summary**.

xiii. **Lump Sum D**: Enter the total Redundancy Payments

xiv. **No ABN Total Tax**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Total Tax**:

xv. **Non-Tax Allowances**: Enter the total Non-Taxable Allowances paid to date.

xvi. **Lump Sum E**: Enter the total ETP value

xvii. **Other Income**: Enter the total of all income considered to be from a Foreign Source, Scholarship, Bursaries, Grants, or Awards income. **These payments are generally tax-exempt and are reported on the Payment Summary in the Other Income field**.

xviii. **HELP / SFSS Tax**: Enter the total of all Higher Education Contribution Scheme Tax or Financial Supplement Tax which has been deducted as part of the Tax installment during each pay run. **This amount is also included in the value in the Total Tax field**.

xix. **Non-Super Salary Sacrifice**: Enter the total Salary sacrifice not attributable to a super fund.

xx. **Allowance in Gross box**: Enter the total of ALL Allowances included in the Gross income. **This amount will not be reported separately as an Allowance, in MyGov**.

xxi. **Additional Tax**: Enter the total additional Tax amount for the employee.

xxii. **Super Salary Sacrifice**: Enter the total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

xxiii. * Non-Reportable Allowance*: Enter the total taxable and non-tax allowances which are not reported to the ATO. **This amount is not included in Gross income shown in the Employee's balances and is also not reported anywhere in MyGov**.

xxiv. **Exempt foreign employment income**: Enter the total Foreign employment income that is exempt from Australian Tax. **This amount is included in the Total Tax field but is subtracted before the total tax amount is reported on the payment summary**.

xxv. **Workplace Giving**: Enter the total Pre-Tax donations

xxvi. **Reportable Superannuation Contributions**: Enter the total **Reportable Employer Superannuation Contributions (RESC)** for this Financial Year.

xxvii. **Union/Professional association**: Enter the total Union fees deducted from the employee's pay

xxviii. **Union/Professional association name**: Enter the name of the Union

xxix. **Additional payments applied over the whole financial year**: Enter the total of all Payments using **Schedule 5 – Method B(ii)**

xxx. **Tax Paid**: Enter the total tax withheld when using **Schedule 5 – Method B(ii)**

xxxi. **Deductible amount of the undeducted purchase price of the annuity**: Enter the total foreign pension or annuity

xxxii. **Foreign Tax Paid**: Enter the total tax paid for Foreign Income

b. **ETP Values**

i. **Payment Date**: If required, enter the date the ETP was paid

ii. **Payment Tax Code**: If required, enter the applicable ETP Tax Code

iii. * Pre-July 1983 Segment*: If required, enter the Pre-July 1983 Segment of the Employment Termination Payment.

iv. **Taxable Component**: If required, enter the total Taxable Component of the employees' Employment Termination Payment.

v. **Invalidity Segment**: If required, enter the total Invalidity Segment of the Employment Termination Payment.

vi. **Total Tax Withheld**: If required, enter the total Tax Withheld from the Employment

Termination Payment.

    vii. **ETP Rollover Segment**: If required, enter the ETP Rollover Segment of the Employment Termination Payment.

8. Click **Pay Run**

9. Navigate to **Pay Location/Department**.

10. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.

11. Enter or select the **Centrelink CRN** and **Payroll Tax State** as required.
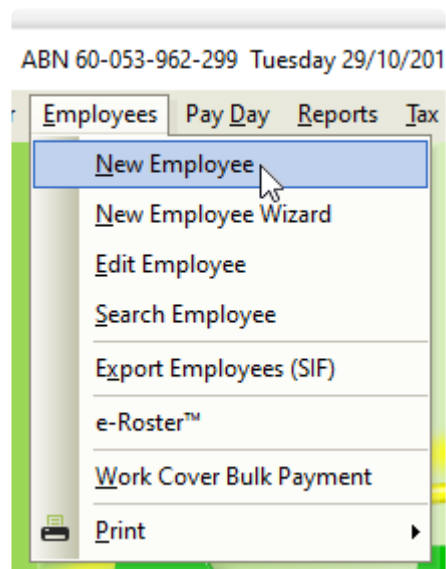
12. Navigate to **Payment Method**.

13. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).

    a. If **FAST-Bank™**, **ListPay** or **Deposit** are chosen, please ensure you follow all below steps as the Employees bank details will be required at a later stage.

14. Click **HR** and enter the Employees

    a. Contact **Phone Number**.

    b. **e-Mail Address** for e-Mailing Pay Slips and **Single Touch Payroll reporting**.

15. Click **Save**

    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payrol**.

    b. Select **Close** then click **Click here to continue** to close the alert as completing the Tax File Declartion will be part of the below steps.

16. If **FAST-Bank™**, **ListPay** or **Deposit** were chosen,

    a. Click **Pay Run**

    b. Click **Edit** (Pencil Icon) next to your selected **Payment Method**.

        i. Click **New**. and enter the

            i. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.

            ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.

            iii. **BSB**.

            iv. **Account Number**.

            v. **Reference** to show on the Employees Bank Statement.

            vi. **Account Name**.

            vii. Click **Save**.

        ii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.

        iii. Click **Exit**.

17. Click **Exit** again to close the Employee Window.

Revision: 18 — Last modified: Jul 25, 2022

4.7.6.6. Add an Australian Resident Employee who works overseas and income is from a 'Foreign Source'

> ❗ Before adding the Employee, we recommend
>
> 1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.
>
> 2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds to determine if a suitable Super Fund exists and iIf not **Add** to add a new Superannuation Fund.
>
> 3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

1. Click **Employees** > **New Employee** *or*
   Click **Employees** from the Side Bar then click **New** (Plus Icon)
2. Enter or select the Employees
   a. **Payee Type** as **Foreign Employee**
   b. **Employee Code** and **EmpClockID** (if already allocated from your previous system) or simply skip to allow e-PayDay to assign a new ID to this Employee.
   c. **Surname**.
   d. **Given Names**.
   e. **Alternate Name** (If the employee is known as any other name)
   f. **Address**.
   g. **Suburb/City**.
   h. **State**.

     i. **Post Code**.

     j. **Country**.

     k. **Birthdate**.

     l. **Gender (Sex)**.

    m. **No. of Dependent Children**

    n. **Spouse**

3. Click **Employment**. and enter or select the Employees

    a. **Pay Period**.

    b. **Date Hired**

    c. **Job Title**.

    d. **Award #**

    e. Award **State**

    f. **Status**

    g. **Special Award Rate**

    h. **Custom Employee Alert**

4. Click **Accruals**.

    a. Enter the opening accrual balance for **Annual Leave** in **Balance**

    b. Enter the opening accrual balance for **Personal Leave** in **Balance**

    c. Enter the opening accrual balance for **Banked Hours / RDO's** in **Balance**

    d. Enter the opening accrual balance for **TIL** in **Balance**

    e. As the **Balance** for Long Service Leave is a calculated field,

       i. Enter the TOTAL Accrued Long Service Leave in **Accrued**

      ii. Enter the TOTAL Taken Long Service Leave from PRIOR Financial years in **Taken**.

     iii. Enter the TOTAL Taken Long Service Leave for the CURRENT Financial year in **Taken YTD**.

5. Click **Superannuation** and enter or select the Employees

    a. **Superannuation Fund**.

    b. **Additional SG $ Amount** if required.

    c. **RESC Payment % or $** if required.

    d. **SG Start Date**.

    e. **Employee Super Number**.

    f. **Member Superannuation Fund** for any **Concessional and Non-Concessional Super Contributions**,

    g. **Member Super Number**

    h. Update the following fields will the relevant Year to Date Balances.

       i. **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in the current Financial Year (1/07/XX – 30/06/XX).

      ii. **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX).

     iii. **OTE for SG YTD**: Total Wages / Salary paid in the current Financial Year (1/07/XX – 30/06/XX) that is considered to be **Ordinary Time Earnings** (OTE) and is used as part of your mandatory **Single Touch Payroll (STP)** reporting.

     iv. **Total Employee Contribution**: Total **Non-Concessional (After Tax)** Superannuation Contribution Deductions Superannuation Contribution Deductions for this Financial Year.

     v. **Superannuation Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

     vi. **Total RESC Contribution**: Total **Reportable Employer Superannuation**

Contribution (RESC) – specifically contributions (over 9.50%) as part of an employee's individual salary package for this Financial Year.

vii. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 9.50%) as part of an employee's individual salary package** for this Financial Year.

6. Click **Taxation**. and change / update the Employees
    a. **FTB Variation from item Y in Section B in Withholding Declaration**
    b. **Zone, Overseas forces or an invalid carer offset (Question 7 Withholding Declaration)**
    c. **Medicare Levy**
    d. **Special Tax Table**
    e. **Tax Free Threshold**
    f. **Are you an Australian resident for taxation purposes?**
    g. **Add Amount to TAX**
    h. **HELP Debt**
    i. **Financial Supplement Debt**
    j. Employee is entitled to Leave Loading?*
    a. Click **Edit** (Pencil Icon) next to **Payee TFN**.
        i. Enter the Employees TFN – If the Employee has not provided you with a TFN, please use a **Temporary TFN**

7. Click **Balances** and enter the opening taxation balance into the appropriate fields.
    a. **Employee Year-To-Date Balances**.
        i. **Gross Income**: Enter the total gross (every amount that has been paid to an employee) for the current financial year, **EXCLUDING Lump sum payments (A, B, ETP, D, E), salary sacrifice/s and Allowances reported separately in the Allowance Box**.
        ii. **Leave Loading YTD**: If available from your previous payroll, enter the total of the 17.50% Loading when taking Annual Leave
        iii. **Total Tax YTD**: Enter the Total Tax Year to Date **Total Tax YTD amount does not include ETP Tax when it is reported on the payment summary**.
        iv. **Lump Sum A**: Enter the total PAID Unused holiday pay and unused long service leave.
        v. **CDEP (Community Development Employment Project)**: Enter the Gross salary or wages paid from a CDEP wages grant.
        vi. **Total Deductions**: Enter the total of ALL BEFORE and AFTER Tax Deductions (excluding Union amounts).
        vii. **Lump Sum B**: Enter the total PAID Unused long service leave that accrued before 16 August 1978.
        viii. **Total GST**: Enter the total PAID Good and Services Tax
        ix. **Total Net Pay**: Enter the Total Net Pay received
        x. **Termination C**: Enter the total ETP value
        xi. **No ABN Gross Income**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Gross Income**.
        xii. **Taxable Allowances**: Enter the Total Taxable Allowances paid to date.**This amount is included in the Gross income shown in the Employee's balances but is reported separately as an Allowance on the Payment Summary**.
        xiii. **Lump Sum D**: Enter the total Redundancy Payments
        xiv. **No ABN Total Tax**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Total Tax**:

xv. **Non-Tax Allowances**: Enter the total Non-Taxable Allowances paid to date.

xvi. **Lump Sum E**: Enter the total ETP value

xvii. **Other Income**: Enter the total of all income considered to be from a Foreign Source, Scholarship, Bursaries, Grants, or Awards income. **These payments are generally tax-exempt and are reported on the Payment Summary in the Other Income field**.

xviii. **HELP / SFSS Tax**: Enter the total of all Higher Education Contribution Scheme Tax or Financial Supplement Tax which has been deducted as part of the Tax installment during each pay run. **This amount is also included in the value in the Total Tax field**.

xix. **Non-Super Salary Sacrifice**: Enter the total Salary sacrifice not attributable to a super fund.

xx. **Allowance in Gross box**: Enter the total of ALL Allowances included in the Gross income. **This amount will not be reported separately as an Allowance, in MyGov**.

xxi. **Additional Tax**: Enter the total additional Tax amount for the employee.

xxii. **Super Salary Sacrifice**: Enter the total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

xxiii. * **Non-Reportable Allowance***: Enter the total taxable and non-tax allowances which are not reported to the ATO. **This amount is not included in Gross income shown in the Employee's balances and is also not reported anywhere in MyGov**.

xxiv. **Exempt foreign employment income**: Enter the total Foreign employment income that is exempt from Australian Tax. **This amount is included in the Total Tax field but is subtracted before the total tax amount is reported on the payment summary**.

xxv. **Workplace Giving**: Enter the total Pre-Tax donations

xxvi. **Reportable Superannuation Contributions**: Enter the total **Reportable Employer Superannuation Contributions (RESC)** for this Financial Year.

xxvii. **Union/Professional association**: Enter the total Union fees deducted from the employee's pay

xxviii. **Union/Professional association name**: Enter the name of the Union

xxix. **Additional payments applied over the whole financial year**: Enter the total of all Payments using **Schedule 5 – Method B(ii)**

xxx. **Tax Paid**: Enter the total tax withheld when using **Schedule 5 – Method B(ii)**

xxxi. **Deductible amount of the undeducted purchase price of the annuity**: Enter the total foreign pension or annuity

xxxii. **Foreign Tax Paid**: Enter the total tax paid for Foreign Income

b. **ETP Values**

i. **Payment Date**: If required, enter the date the ETP was paid

ii. **Payment Tax Code**: If required, enter the applicable ETP Tax Code

iii. * Pre-July 1983 Segment*: If required, enter the Pre-July 1983 Segment of the Employment Termination Payment.

iv. **Taxable Component**: If required, enter the total Taxable Component of the employees' Employment Termination Payment.

v. **Invalidity Segment**: If required, enter the total Invalidity Segment of the Employment Termination Payment.

vi. **Total Tax Withheld**: If required, enter the total Tax Withheld from the Employment Termination Payment.

vii. **ETP Rollover Segment**: If required, enter the ETP Rollover Segment of the Employment Termination Payment.

8. Click **Pay Run**
9. Navigate to **Pay Location/Department**.
10. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.
11. Enter or select the **Centrelink CRN** and **Payroll Tax State** as required.
12. Navigate to **Payment Method**.
13. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).
    a. If **FAST-Bank™**, **ListPay** or **Deposit** are chosen, please ensure you follow all below steps as the Employees bank details will be required at a later stage.
14. Click **HR** and enter the Employees
    a. Contact **Phone Number**.
    b. **e-Mail Address** for e-Mailing Pay Slips and **Single Touch Payroll reporting**.
15. Click **Save**
    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be displayed**: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payrol**.
    b. Select **Close** then click **Click here to continue** to close the alert as completing the Tax File Declartion will be part of the below steps.
16. If **FAST-Bank™**, **ListPay** or **Deposit** were chosen,
    a. Click **Pay Run**
    b. Click **Edit** (Pencil Icon) next to your selected **Payment Method**.
        i. Click **New**. and enter the
            i. Priority No. **If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.
            ii. Amount ($ or %) being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.
            iii. **BSB**.
            iv. **Account Number**.
            v. **Reference** to show on the Employees Bank Statement.
            vi. **Account Name**.
            vii. Click **Save**.
        ii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.
        iii. Click **Exit**.
17. Click **Taxation**.
    a. Click **TFN Declaration**.
        i. An alert will display: **There are no existing TFN Declarations for this employee. Do you want to load existing Employee data ?**.
        ii. Click **Yes**.
        iii. Complete the electronic TFN Declaration identically to the physical form they filled in.
        iv. Click **Save** then **Exit**.
18. Click **Exit** again to close the Employee Window.

Revision: 18 — Last modified: Oct 15, 2021

4.7.6.7. Add a J.P.D.A Employee

> ❗ Before adding the Employee, we recommend
>
> 1. Review your Awards/Agreements to determine if a suitable Award/Agreement exists for this Payee. if not, **Add** a new Award/Agreement.
>
> 2. If the Payee has returned the **Superannuation standard choice form** (or another alternative document which contains the same information), review your existing Super Funds to determine if a suitable Super Fund exists and iIf not **Add** to add a new Superannuation Fund.
>
> 3. If the Payee has not returned the relevant document, we recommend they are assigned to your **Nominated Default Superannuation Fund** until after the Employee has been included in a Submit Event (Posting a Pay Run). After this, the **Stapled Superannuation Fund** can be obtained from the ATO.

1. Click **Employees** > **New Employee** *or*
   Click **Employees** from the Side Bar then click **New** (Plus Icon)
2. Enter or select the Employees
   a. **Payee Type** as *J.P.D.A Employee
   b. **Employee Code** and **EmpClockID** (if already allocated from your previous system) or simply skip to allow e-PayDay to assign a new ID to this Employee.
   c. **Surname**.
   d. **Given Names**.
   e. **Alternate Name** (If the employee is known as any other name)
   f. **Address**.
   g. **Suburb/City**.
   h. **State**.
   i. **Post Code**.
   j. **Country**.
   k. **Birthdate**.
   l. **Gender (Sex)**.
   m. **No. of Dependent Children**
   n. **Spouse**
3. Click **Employment**. and enter or select the Employees
   a. **Pay Period**.
   b. **Date Hired**
   c. **Job Title**.
   d. **Award #**
   e. Award **State**
   f. **Status**
   g. **Special Award Rate**
   h. **Custom Employee Alert**
4. Click **Accruals**.
   a. Enter the opening accrual balance for **Annual Leave** in **Balance**
   b. Enter the opening accrual balance for **Personal Leave** in **Balance**

    c. Enter the opening accrual balance for **Banked Hours / RDO's** in **Balance**

    d. Enter the opening accrual balance for **TIL** in **Balance**

    e. As the **Balance** for Long Service Leave is a calculated field,

        i. Enter the TOTAL Accrued Long Service Leave in **Accrued**

        ii. Enter the TOTAL Taken Long Service Leave from PRIOR Financial years in **Taken**.

        iii. Enter the TOTAL Taken Long Service Leave for the CURRENT Financial year in **Taken YTD**.

5. Click **Superannuation** and enter or select the Employees

    a. **Superannuation Fund**.

    b. **SG (% or $)**

    c. **Additional SG $ Amount** if required.

    d. **"RESC Payment % or $"**:#reportable-employer-superannuation-contributions-resc if required.

    e. **SG Start Date**.

    f. **Employee Super Number**.

    g. **Member Superannuation Fund** for any **Concessional and Non-Concessional Super Contributions**,

    h. **Member Super Number**

    i. Update the following fields will the relevant Year to Date Balances.

        i. **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in the current Financial Year (1/07/XX – 30/06/XX).

        ii. **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX).

        iii. **OTE for SG YTD**: Total Wages / Salary paid in the current Financial Year (1/07/XX – 30/06/XX) that is considered to be **Ordinary Time Earnings** (OTE) and is used as part of your mandatory **Single Touch Payroll (STP)** reporting.

        iv. **Total Employee Contribution**: Total **Non-Concessional (After Tax)** Superannuation Contribution Deductions Superannuation Contribution Deductions for this Financial Year.

        v. **Superannuation Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

        vi. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.

        vii. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.

6. Click **Taxation**.

7. Click **Taxation**. and change / update the Employees

    a. **FTB Variation from item Y in Section B in Withholding Declaration**

    b. **Zone, Overseas forces or an invalid carer offset (Question 7 Withholding Declaration)**

    c. **Medicare Levy**

    d. **Special Tax Table**

    e. **Tax Free Threshold**

    f. **Are you an Australian resident for taxation purposes?**

    g. **Add Amount to TAX**

    h. **HELP Debt**

    i. **Financial Supplement Debt**

      j. Employee is entitled to Leave Loading?*

      a. Click **Edit** (Pencil Icon) next to **Payee TFN**.

          i. Enter the Employees TFN – If the Employee has not provided you with a TFN, please use a **Temporary TFN**

8. Click **Balances** and enter the opening taxation balance into the appropriate fields.

    a. **Employee Year-To-Date Balances**.

       i. **Gross Income**: Enter the total gross (every amount that has been paid to an employee) for the current financial year, **EXCLUDING Lump sum payments (A, B, ETP, D, E), salary sacrifice/s and Allowances reported separately in the Allowance Box**.

       ii. **Leave Loading YTD**: If available from your previous payroll, enter the total of the 17.50% Loading when taking Annual Leave

      iii. **Total Tax YTD**: Enter the Total Tax Year to Date **Total Tax YTD amount does not include ETP Tax when it is reported on the payment summary**.

      iv. **Lump Sum A**: Enter the total PAID Unused holiday pay and unused long service leave.

      v. **CDEP (Community Development Employment Project)**: Enter the Gross salary or wages paid from a CDEP wages grant.

      vi. **Total Deductions**: Enter the total of ALL BEFORE and AFTER Tax Deductions (excluding Union amounts).

      vii. **Lump Sum B**: Enter the total PAID Unused long service leave that accrued before 16 August 1978.

     viii. **Total GST**: Enter the total PAID Good and Services Tax

      ix. **Total Net Pay**: Enter the Total Net Pay received

      x. **Termination C**: Enter the total ETP value

      xi. **No ABN Gross Income**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Gross Income**.

      xii. **Taxable Allowances**: Enter the Total Taxable Allowances paid to date.**This amount is included in the Gross income shown in the Employee's balances but is reported separately as an Allowance on the Payment Summary**.

     xiii. **Lump Sum D**: Enter the total Redundancy Payments

     xiv. **No ABN Total Tax**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Total Tax**:

      xv. **Non-Tax Allowances**: Enter the total Non-Taxable Allowances paid to date.

     xvi. **Lump Sum E**: Enter the total ETP value

     xvii. **Other Income**: Enter the total of all income considered to be from a Foreign Source, Scholarship, Bursaries, Grants, or Awards income. **These payments are generally tax-exempt and are reported on the Payment Summary in the Other Income field**.

    xviii. **HELP / SFSS Tax**: Enter the total of all Higher Education Contribution Scheme Tax or Financial Supplement Tax which has been deducted as part of the Tax installment during each pay run. **This amount is also included in the value in the Total Tax field**.

     xix. **Non-Super Salary Sacrifice**: Enter the total Salary sacrifice not attributable to a super fund.

      xx. **Allowance in Gross box**: Enter the total of ALL Allowances included in the Gross income. **This amount will not be reported separately as an Allowance, in MyGov**.

     xxi. **Additional Tax**: Enter the total additional Tax amount for the employee.

     xxii. **Super Salary Sacrifice**: Enter the total **Concessional (Before Tax)** Superannuation

Contribution Deductions for this Financial Year.

xxiii. *** Non-Reportable Allowance***: Enter the total taxable and non-tax allowances which are not reported to the ATO. **This amount is not included in Gross income shown in the Employee's balances and is also not reported anywhere in MyGov**.

xxiv. **Exempt foreign employment income**: Enter the total Foreign employment income that is exempt from Australian Tax. **This amount is included in the Total Tax field but is subtracted before the total tax amount is reported on the payment summary**.

xxv. **Workplace Giving**: Enter the total Pre-Tax donations

xxvi. **Reportable Superannuation Contributions**: Enter the total **Reportable Employer Superannuation Contributions (RESC)** for this Financial Year.

xxvii. **Union/Professional association**: Enter the total Union fees deducted from the employee's pay

xxviii. **Union/Professional association name**: Enter the name of the Union

xxix. **Additional payments applied over the whole financial year**: Enter the total of all Payments using **Schedule 5 – Method B(ii)**

xxx. **Tax Paid**: Enter the total tax withheld when using **Schedule 5 – Method B(ii)**

xxxi. **Deductible amount of the undeducted purchase price of the annuity**: Enter the total foreign pension or annuity

xxxii. **Foreign Tax Paid**: Enter the total tax paid for Foreign Income

b. **ETP Values**

i. **Payment Date**: If required, enter the date the ETP was paid

ii. **Payment Tax Code**: If required, enter the applicable ETP Tax Code

iii. *** Pre-July 1983 Segment***: If required, enter the Pre-July 1983 Segment of the Employment Termination Payment.

iv. **Taxable Component**: If required, enter the total Taxable Component of the employees' Employment Termination Payment.

v. **Invalidity Segment**: If required, enter the total Invalidity Segment of the Employment Termination Payment.

vi. **Total Tax Withheld**: If required, enter the total Tax Withheld from the Employment Termination Payment.

vii. **ETP Rollover Segment**: If required, enter the ETP Rollover Segment of the Employment Termination Payment.

9. Click **Pay Run**
10. Navigate to **Pay Location/Department**.
11. Select the Pay Location/Department from the drop-down menu or **add a new Pay Location/ Department**.
12. Enter or select the **Centrelink CRN** and **Payroll Tax State** as required.
13. Navigate to **Payment Method**.
14. Select **FAST-Bank™**, **ListPay**, **Deposit**, **Cheque** or Cash. This setting will be identical to **Banking in Company**).
    a. If **FAST-Bank™**, **ListPay** or **Deposit** are chosen, please ensure you follow all below steps as the Employees bank details will be required at a later stage.
15. Click **HR** and enter the Employees
    a. Contact **Phone Number**.
    b. **e-Mail Address** for e-Mailing Pay Slips and **Single Touch Payroll reporting**.
16. Click **Save**
    a. **If the Employees Date Hired is less than 30 days in the past, the following alert will be**

        displayed: **You have just added a new Employee. Before a pay run can be processed for this employee, their completed Tax File Number Declaration must be replicated in and sent from e-PayDay®, as required when reporting using Single Touch Payrol**.

    b. Select **Close** then click **Click here to continue** to close the alert as completing the Tax File Declartion will be part of the below steps.

17. If **FAST-Bank™**, **ListPay** or **Deposit** were chosen,

    a. Click **Pay Run**

    b. Click **Edit** (Pencil Icon) next to your selected **Payment Method**.

        i. Click **New**. and enter the

            i. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.

            ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.

            iii. **BSB**.

            iv. **Account Number**.

            v. **Reference** to show on the Employees Bank Statement.

            vi. **Account Name**.

            vii. Click **Save**.

        ii. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.

        iii. Click **Exit**.

18. Click **Taxation**.

    a. Click **TFN Declaration**.

        i. An alert will display: **There are no existing TFN Declarations for this employee. Do you want to load existing Employee data ?**.

        ii. Click **Yes**.

        iii. Complete the electronic TFN Declaration identically to the physical form they filled in.

        iv. Click **Save** then **Exit**.

19. Click **Exit** again to close the Employee Window.

Revision: 12 — Last modified: Jul 25, 2022

4.7.7. Edit an Employee

1. Click **Employees** > **Edit Employees** *or*
Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Change any details as necessary.
5. Click **Save** then **Exit**.

Revision: 6 — Last modified: Mar 20, 2020

4.7.8. Deactivate an Employee

Due to **Single Touch Payroll** reporting requirements, the ability to mark employees as 'inactive' has been removed from Version 19.62.

Therefore we ALWAYS recommend that they are ceased through a **Cessation Pay Run** or by processing a **manual cessation**

Revision: 12 — Last modified: Jun 10, 2020

4.7.9. Reactivate an Employee

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Status**.
3. Deselect **Employed** (and **Terminated** if previously selected)
4. Select **Inactive**
5. Select the employee to edit (click once to highlight).
6. Click **Edit**.
7. Navigate to **Active** and click once to select.
8. Click **Save** then **Exit**.

Revision: 4 — Last modified: Jun 10, 2020

4.7.10. Establish Advanced Pay Set Up

When using Advanced Pay, any Pay Types with a % value will base the calculation on the rate as set in the Ordinary Pay Pay Rate (eg. Award Rate).

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Pay Run**.
5. Click **Pay Setup**.
6. Select **Advanced**.
7. Select the **Pay Rates**, **Allowances** and **Deductions** you require.
8. Enter the **QTY** for each **Pay Rate**, **Allowance** and **Deduction**.
9. Enter the **Rate** for each **Pay Rate**, **Allowance** and **Deduction**.
10. Click **Save** then **Exit**.

Revision: 5 — Last modified: Jun 10, 2020

4.7.11. Update an Employee from Permanent (Salary, Full-Time or Part-Time) to Casual

1. If required (based on advice from your Accountant, Bookkeeper or Financial Advisor) read **here** to process a Cessation (Termination) Pay Run.
   a. IIf the Employee has changed from Permanent (Salary, Full-Time or Part-Time) to Casual partway through a pay period (eg. you pay fortnightly and the employee changed from the second week of that period), read **here** to add a Pay Rate that doesn't accrue Leave Entitlements. This pay rate can then be used in the pay period to effectively 'spilt' the casual

and permanent hours.

2. If the Employee is linked to thier 'own' Award/Agreement, read **here** to update it accordingly
   a. If you are unsure, you can read **here** to verify which award the Employee is linked to
   b. Otherwise if you would prefer to add a new Award or Agreement for this Employee, read **here**.
3. Read **here** to reinstate the required Employee.
4. **If you added a NEW Award**, read **here** to assign the Employee to the new Award or Agreement
5. Read **here** to add comments to the Employees File regarding their Employment Status change.

Revision: 11 — Last modified: Oct 29, 2020

4.7.12. Update an Employee from Casual to Permanent (Salary, Full-Time or Part-Time)

1. If the Employee is linked to thier 'own' Award/Agreement, read **here** to update it accordingly
   a. If you are unsure, you can read **here** to verify which award the Employee is linked to
   b. Otherwise if you would prefer to add a new Award or Agreement for this Employee, read **here**.
2. **If you added a NEW Award**, read **here** to assign the Employee to the new Award or Agreement
3. Read **here** to add comments to the Employees File regarding their Employment Status change,
4. Read **here** to update the Accruals Commencement Date.
5. If the Employee changed statuses a little while ago, you may also wish to use the **Accrual Calculator to recalculate your Employees Accrual Balances**.

> ❗ If the Employee has changed from Casual to Permanent (Salary, Full-Time or Part-Time) partway through a pay period (eg. you pay fortnightly and the employee changed from the second week of that period), read **here** to add a Pay Rate that doesn't accrue Leave Entitlements. This pay rate can then be used in the pay period to effectively 'spilt' the casual and permanent hours.

Revision: 14 — Last modified: Nov 22, 2022

4.7.12.1. Assign a new Award & Agreement to an Employee

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Employment**.
5. Navigate to **Award #**.
6. Click on the drop-down arrow and select the new Award.
7. Click **Save** then **Exit**.

Revision: 5 — Last modified: Jun 10, 2020

4.7.12.2. Add comments to an Employee

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Employment**.
5. Navigate to **Comments (Additional Information)**.
6. Click **Date Stamp** .
7. Add the required comments.
8. Click **Save** then **Exit**.

Revision: 4 — Last modified: Jun 10, 2020

4.7.12.3. Update the Employees Accruals Commencement Date

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Navigate to **Accruals Commence**.
6. Adjust the **Accruals Commence** Date accordingly.
7. Click **Save** then **Exit**.

Revision: 4 — Last modified: Jun 10, 2020

4.7.12.4. Update The Employees Employment Status (Salary, Full Time, Part Time or Casual)

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Employment**.
5. Navigate to **Status**. and update as required.
6. Click **Save** then **Exit**.

Revision: 1 — Last modified: Jan 14, 2022

4.7.13. Search in Employees

1. Click **Employees** > **Search Employees** *or*
   Click **Employees** from the Side Bar then click **Search**.
2. Navigate to *Enter your search details. . . *
3. Select the setting you wish to change in **Search in**.
4. If required, change **Search By** and enter **Search For**.
5. Click **Search**.
6. Depending on your selection, the information you require will be detailed in **Your Requested Search Results. . .**
7. Navigate to **Replace selected item/s with. . .**
8. Complete **Replace with** as required.
9. Click **Replace**

Revision: 5 — Last modified: Jun 10, 2020

4.7.14. Update an Employees Superannuation Fund and move any unpaid Contributions to their new Fund

> ❗ The Period Start Date of each Superannuation Fund must be identical otherwise employees cannot be transferred to the new fund. If required, please follow **Edit / Change / Update a Superannuation Funds Period Start Date**

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Navigate to **Superannuation Fund** *or* **Member Super Fund** as required.
6. Click on the drop-down arrow and select a new Super Fund.
7. Change any other details, including the Employee Super Number, as required.
8. Click **Save**.
9. If there are any unpaid contributions, an alert will display: **Superannuation details for the employee have been changed. Do you wish to update any Superannuation details for any unpaid contributions?**
10. Click **Yes** if you wish to transfer any unpaid super contributions to the new Superannuation Fund *OR* Click **No** to leave any unpaid super contributions within the old Superannuation Fund.
11. Click **Exit**.

Revision: 14 — Last modified: Jun 10, 2020

4.7.15. Enter an Additional Tax $ or % for an

Employee

> ✻ **From Version 19.50**, this field will also enable you to enter a set % amount to add to the calculated tax in each pay period.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**.
5. Navigate to **Add Amount to TAX**.
6. Enter the set dollar or percentage amount to add to the calculated tax in each pay period.
7. Click **Save** then **Exit**.

Revision: 11 — Last modified: Feb 15, 2021

4.7.16. Edit existing Accrual Balances

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. If required, Edit the **Balance** for
   a. **Annual Leave**
   b. **Personal Leave**
   c. **Banked Hours / RDO's**
   d. **TIL**
6. As the **Balance** for Long Service Leave is a calculated field,
   a. Edit the TOTAL Accrued Long Service Leave in **Accrued**
   b. Edit the TOTAL Taken Long Service Leave from PRIOR Financial years in **Taken**.
   c. Edit the TOTAL Taken Long Service Leave for the CURRENT Financial year in **Taken YTD**.
7. Click **Save** then **Exit**.

> ✻ If your Employee has recently changed Employment Status from Casual to Permanent (Salary, Full-Time or Part-Time) and they have been employed the whole time you've been using e-PayDay® Legacy, you may find it easier to follow What do I do if my Employee changes from Casual to Permanent (Salary, Full-Time or Part-Time)? **here**

Revision: 9 — Last modified: May 06, 2022

4.7.17. Allocate Cost Centre/s to an Employee

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee you wish to allocate Cost Centres to (click once to highlight).
3. Click **Edit**.
4. Click **Pay Setup** and select **Basic**.
5. Navigate to **Available Cost Centres**.
6. Click on the drop down arrow and select which Cost Centres you wish to be automatically displayed when running a pay run for this employee.
7. Click **Save** then **Exit**.

Revision: 4 — Last modified: Jun 10, 2020

4.7.18. Update the Employees' Payment Method and add Banking Details

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Pay Run**.
5. Navigate to **Payment Method**.
6. Select **FAST-Bank™**, **ListPay**, **Deposit** or **Cheque**. This setting will be identical to **Banking in Company**
   If Cheque is chosen, there are no additional fields required therefore skip to Step 19 after saving.
7. Click **Save**.
8. Click **Edit** (Pencil Icon).
   a. Click **New**.
   b. Enter the
      i. **Priority No. If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1**.
      ii. **Amount ($ or %)** being paid to this bank account. **If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%**.
      iii. **BSB**.
      iv. **Account Number**.
      v. **Reference** to show on the Employees Bank Statement.
      vi. **Account Name**.
   c. Click **Save**.
      i. Repeat the above steps to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.
   d. Click **Exit** then **Exit** again to close the Employee Window.

4.7.19. Allocate a Pay Rate, Allowance or Deduction to an Employee

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click Pay Run.
5. Click **Pay Setup**.
6. Select **Basic**.
7. Navigate to **Available Pay Rates**, **Available Allowances** or **Available Deductions**.
8. Click on the drop-down arrow next to the option you require and select which Pay Rates, Allowances or Deductions you wish to be automatically displayed when running a pay run for this employee. If you have selected a Variable Deduction,
   a. Click **Setup Variable Deduction**.
   b. Click **New**.
   c. Select the **Deduction** from the drop-down menu.
   d. Enter the **Amount per Pay** to be deducted.
   e. If required Enter the **Total Amount** to be deducted. Once the **Total Amount** has been reached, no future deductions will be debited.
   f. If required, enter the **Total Paid**.
   g. Click **Save** then **Exit**.
9. Click **Save** then **Exit**.

4.7.20. Add a Pay Location/Department

> **!** If an **Account No** & **Acc. Job/Cost Code** are required for exporting to your **Accounting Export (e-Port™)**, please ensure they are established BEFORE the location is saved as you will be unable to change these settings at any later stage.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Pay Run**.
5. Navigate to **Pay Location/Department**.
6. Click **Edit** (Pencil Icon).
7. Click **New**.
8. Enter the **Pay Location**, **Account No**, **Acc. Job/Cost Code** and **Abbreviation** as required.
9. Click **Save** then **Exit**.
10. Click **Exit** again to close the Employee Window.

4.7.21. Schedule Leave within an Employee

1. Click **Employees** > **Edit Employees** *or*
    Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here fore e-Leave™ Extension**
6. Click **New**.
7. Enter the **Start Date**, **End Date**, **Type of Leave**, **Status** and **Details**.
8. Click **Save** then **Exit**.
9. Click **Exit** again to close the Employee Window.

> ✱ If **Status** is **Scheduled**, an alert will be displayed within the required pay run and you will need to adjust the pay types as required
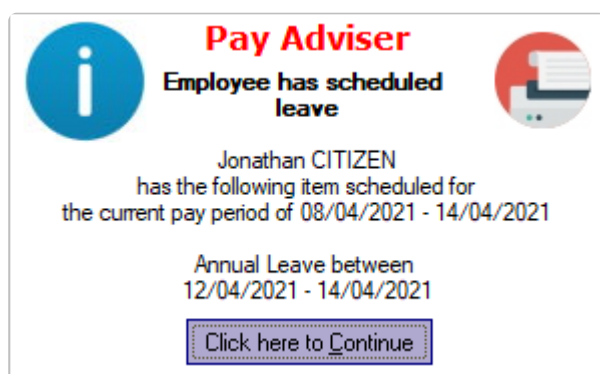
4.7.22. Add a Custom Employee Alert

1. Click **Employees** > **Edit Employees** *or*
    Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Employment**.
5. Navigate to **Custom Employee Alert**.
6. Select the **Alert Date**.
7. Select the **Alert Message** from the options below *OR* enter your own alert description.
    a. Visa Expires
    b. Probation Period Ends
    c. Change Award
    d. Update Award
    e. Last Day
    f. Retires

8. Click **Save** then **Exit**.

Revision: 4 — Last modified: Jul 29, 2020

4.7.23. Update an Employees TAX Type

The ability to change an Employees TAX Type is only available if they have never been used in a Pay Run (Transactions recorded) or contain Year-To-Date Balances.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**.
5. Navigate to **TAX Type**.
6. Click the drop-down menu to change the **TAX Type**.
7. Click **Save** then **Exit**.

Revision: 5 — Last modified: Jun 10, 2020

4.7.24. Update an Employees Payee Type

The ability to change an Employees Payee Type is only available if they have never been used in a Pay Run (Transactions recorded) or contain Year-To-Date Balances.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Navigate to **Payee Type**.
5. Click the drop-down menu to change the **Payee Type**.
6. Click **Save** then **Exit**.

Revision: 4 — Last modified: Jun 10, 2020

4.7.25. Allocate an Employee Personal Superannuation Fund

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Navigate to **Employee Superannuation Personal Contribution Details**.
6. If required, change these details as necessary.
   a. Select the **Member Superannuation Fund**.
   b. Enter the **Member Super Number**.

7. Click **Save** then **Exit**.

4.7.26. Exemption Tax File Numbers

> ! An Exemption Tax File Number is required when adding a new employee if they have not provided you with their actual TFN.

> ✳ For further information please view the ATO's documentation <u>here</u>

000-000-000

1. The Payee has not completed a Tax File Number Declaration (NAT 3092)
2. The Payee has completed a Tax File Number Declaration (NAT 3092) and chooses not to quote a valid TFN.
3. The Payee previously completed a Tax File Number Declaration (NAT 3092) and selected I have made a separate application/enquiry to the ATO for a new or existing TFN, however failed to provide a TFN within 14 days.

111-111-111

1. The Payee has completed a Tax File Number Declaration (NAT 3092) and selected I have made a separate application/enquiry to the ATO for a new or existing TFN.
    a. This Tax File Number is valid for 28 days from the date of Commencement. After this period, the Payee is automatically updated to TFN 000-000-000 (if a VALID TFN has not been supplied) and will be taxed at the highest marginal tax rate.

333-333-333

1. The Payee has completed a Tax File Number Declaration (NAT 3092) and selected I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.
    a. This Tax File Number is valid until this Payee turns 18 years of age. After this period, the Payee is automatically updated to TFN 000-000-000 (if a VALID TFN has not been supplied) and will be taxed at the highest marginal tax rate.

444-444-444

1. The Payee has completed a Tax File Number Declaration (NAT 3092) and selected I am claiming an exemption because I am in receipt of a pension, benefit or allowance.

4.7.27. Where do I enter the Employees

Member Contribution Details?

1. Click **Employees** > **Edit Employees** *or*
    Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Navigate to **Employee Superannuation Personal Contribution Details**.
6. Select a Superannuation Fund in **Member Superannuation Fund**.
7. Enter the **Member Super Number** – generally, this is the same as the **Employee Super Number** above.
8. If required, change these details as necessary.
9. Click **Save** then **Exit**.

Revision: 2 — Last modified: Apr 24, 2019

4.7.28. Add a photo of your Employee

1. Click **Employees** > **Edit Employees** *or*
    Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Navigate to **Photo**.
5. Click **Add**.
6. Choose the location of the Employees photo (e.g. USB STICK or EXTERNAL HARD DRIVE) OR Select the Employees photott.
7. Click **Open**.
8. Click **Save** then **Exit**.

Revision: 3 — Last modified: Jul 29, 2020

4.7.29. Delete the photo of your Employee

1. Click **Employees** > **Edit Employees** *or*
    Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Navigate to **Photo**.
5. Click **Delete**.

Revision: 3 — Last modified: Jul 29, 2020

4.7.30. Add a new Job Title

Job Title is currently limited to 30 characters.

1. Click **Employees** > **Edit Employees** *or*

Click **Employees** from the Side Bar.

2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Employment**.
5. Navigate to **Job Title**
6. To add a new Job Title, simply type into this field.

Revision: 4 — Last modified: May 09, 2022

4.7.31. Record Employee Leave Dates

Employee Leave Dates are automatically recorded when Leave is processing during a pay run (unless this setting is turned off). However, if you would like to enter leave dates outside of the pay run;

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here for e-Leave™ Extension**.
6. Click **New**
7. Enter or select the Leave Period **Start Date**.
8. Enter or select the Leave Period **End Date**.
9. If required, enter the Leave Period **Start Time**.
10. If required, enter the Leave Period **End Time**.
11. Select the **Type of Leave**.
    a. Annual Leave
    b. Leave with Pay
    c. Leave without Pay
    d. Long Service Leave
    e. Other
    f. Personal Leave
    g. Public Holiday
    h. RDO
    i. TIL
12. Add any additional Information about the Leave being taken in **Details**.
13. Click **Save** then **Exit**.

Revision: 3 — Last modified: Jul 29, 2020

4.7.32. Edit existing Leave records

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here for e-Leave™ Extension**.

6. Select the Leave Period to edit (click once to highlight).
7. Click **Edit**
8. Make any changes as necessary.
9. Click **Save** then **Exit**.

Revision: 3 — Last modified: Mar 20, 2020

4.7.33. Delete an incorrect Leave record

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here for e-Leave™ Extension**.
6. Select the Leave Period to delete (click once to highlight).
7. Click **Delete**.
8. An alert will display: **Do you want to delete the record?**
   a. If you do not wish to be prompted each time you wish to delete a Leave record, select **Do NOT display this message again**.
9. Click **Yes**

Revision: 3 — Last modified: Jul 29, 2020

4.7.34. How do I view only Scheduled Leave records?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here for e-Leave™ Extension**.
6. Navigate to **Status**.
7. Tick **Scheduled** and untick **Taken**.

Revision: 2 — Last modified: Apr 24, 2019

4.7.35. How do I view only Taken Leave records?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.

5. Click **Click here for e-Leave™ Extension**.
6. Navigate to **Status**.
7. Tick **Taken** and untick **Scheduled**.

Revision: 2 — Last modified: Apr 24, 2019

4.7.36. How do I view my Employees recorded periods of Annual Leave?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here for e-Leave™ Extension**.
6. Navigate to **Leave Type**.
7. Select **Annual Leave**.

Revision: 2 — Last modified: Apr 24, 2019

4.7.37. How do I view my Employees recorded periods of Personal Leave?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here for e-Leave™ Extension**.
6. Navigate to **Leave Type**.
7. Select **Personal Leave**.

Revision: 2 — Last modified: Apr 24, 2019

4.7.38. Enter Employee FBT (Fringe Benefit Tax) information

> ❗ Regardless of whether the benefits provided are type 1 or type 2, only the lower gross-up rate is used for reporting on employees' payment summaries.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
   a. If the required employee is not displayed, navigate to **Pay Status** and select **Ceased** or

Inactive to locate them.

3. Click **Edit**.
4. Click **Taxation**.
5. Click **FBT Info**.
6. Click **New**.
7. Enter the **Date** the FBT Payment was processed.
8. Select the **FBT Type**.
9. Enter the **Taxable Amount**.
10. Select the **Factor**.
11. Click **Save**.
12. Repeat **Steps 6 to 11** for each FBT payment required then click **Exit**.
13. Click **Exit** again to close the Employee Window.

Revision: 7 — Last modified: Jun 11, 2020

4.7.39. How do I view my Employees recorded periods of TIL?

1. Click **Employees** > **Edit Employees** *or*
    Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here for e-Leave™ Extension**.
6. Navigate to **Leave Type**.
7. Select **TIL**.

Revision: 2 — Last modified: Apr 24, 2019

4.7.40. How do I view my Employees recorded periods of Long Service Leave?

1. Click **Employees** > **Edit Employees** *or*
    Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here for e-Leave™ Extension**.
6. Navigate to **Leave Type**.
7. Select **Long Service Leave**.

Revision: 2 — Last modified: Apr 24, 2019

4.7.41. How do I view my Employees recorded periods of Public Holidays?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here for e-Leave™ Extension**.
6. Navigate to **Leave Type**.
7. Select **Public Holiday**.

Revision: 2 — Last modified: Apr 24, 2019

4.7.42. How do I view my Employees recorded periods of RDO's?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here for e-Leave™ Extension**.
6. Navigate to **Leave Type**.
7. Select **RDO's**.

Revision: 2 — Last modified: Apr 24, 2019

4.7.43. How do I view my Employees recorded periods of Leave with Pay?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here for e-Leave™ Extension**.
6. Navigate to **Leave Type**.
7. Select **Leave with Pay**.

Revision: 2 — Last modified: Apr 24, 2019

4.7.44. How do I view my Employees recorded periods of Leave without Pay?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here for e-Leave™ Extension**.
6. Navigate to **Leave Type**.
7. Select **Leave without Pay**.

Revision: 2 — Last modified: Apr 24, 2019

4.7.45. How do I view my Employees recorded periods of Other Leave?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here for e-Leave™ Extension**.
6. Navigate to **Leave Type**.
7. Select **Other**.

Revision: 2 — Last modified: Apr 24, 2019

4.7.46. Where do I add a new Employee Warning?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Termination**.
5. Click **New**.
6. Select or enter the **Date** of the Warning.
7. Enter the Name of the Person who issued the warning in **By Whom**.
8. Enter additional Warning Information in **Details**.
9. Enter the Name of the Person who wittnessed the Warning in **Witness (if applicable)**.
10. Click **Save** then **Exit**.

Revision: 2 — Last modified: Apr 24, 2019

4.7.47. Edit an existing Employee Warning

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Termination**.
5. Navigate to **DETAILS OF WARNINGS**.
6. Select the Warning to amend (click once to highlight).
7. Click **Edit**.
8. Make any changes as necessary.
9. Click **Save** then **Exit**.

Revision: 3 — Last modified: Mar 20, 2020

4.7.48. Where do I delete an incorrectly recorded Employee Warning?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Termination**.
5. Navigate to **DETAILS OF WARNINGS**.
6. Select the Warning to delete (click once to highlight).
7. Click **Delete**.
8. An alert will display: **Do you want to delete the current record ?**
9. Click **Yes**.

Revision: 2 — Last modified: Apr 24, 2019

4.7.49. Where do I set up my Employees Super Details if we contribute the Employer Superannuation Contributions to more than one Superannuation Fund?

> ❗ Regardless of set up, **ALL RESC payments** will only report to the Employees main (first) Superannuation Fund.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).

3. Click **Edit**.

4. Click **Superannuation**.

5. Click **Multi Super Funds**.

6. Click **New**.

7. Enter the disbursement order in **#**

8. Enter the * $ or % * to be contributed to this Superannuation Fund.

9. If required, select the **Pay Type** that any Superannuation calculated (when the Pay Type is used) will be assigned to this fund.

10. Select the Superannuation Fund in **Fund No**.

11. Enter the Employees Superannuation Fund ID in **Member No**.

12. Click **Save** then **Exit**.

13. Click **Exit** again to close the Employee window.

Revision: 3 — Last modified: Apr 24, 2019

4.7.50. Where do I set up my Employees Super Details if they wish to contribute their Employee Superannuation Contributions to more than one Superannuation Fund?

> ! Regardless of set up, **ALL RESC payments** will only report to the Employees main (first) Superannuation Fund.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.

2. Select the employee to edit (click once to highlight).

3. Click **Edit**.

4. Click **Superannuation**.

5. Click **Multi Super Funds**.

6. Click **Employee Contibutions**.

7. Click **New**.

8. Enter the disbursement order in **#**

9. Enter the * $ or % * to be contributed to this Superannuation Fund.

10. If required, select the **Pay Type** that any Superannuation calculated (when the Pay Type is used) will be assigned to this fund.

11. Select the Superannuation Fund in **Fund No**.

12. Enter the Employees Superannuation Fund ID in **Member No**.

13. Click **Save** then **Exit**.

14. Click **Exit** again to close the Employee window.

Revision: 3 — Last modified: Apr 24, 2019

4.7.51. Delete my Employees Multiple

3

e-PayDay Pty Ltd   e-PayDay Legacy Payroll User Guide - 1_en

Superannuation Funds

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Click **Multi Super Funds**.
6. Click either **Superannuation Guarantee** or **Employee Contributions**.
7. Select the Superannuation Fund to delete (click once to highlight).
8. Click **Delete**.
9. An alert will display: **Do you want to delete the current Employee Super Personal record ?**.
10. Click **Yes**.
11. Repeat Steps 7 & * until all required Super Funds are deleted
12. Click **Exit**.

Revision: 4 — Last modified: Dec 23, 2021

4.7.52. Where do I set that my Employee is claiming a Medicare Levy Variation?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**.
5. Navigate to **Medicare Levy**.
6. Select the appropriate option from the drop-down menu.
7. Click **Save** then *Exit.

Revision: 2 — Last modified: Apr 24, 2019

4.7.53. Employee is required to repay a Study and Training Support Loan (STSL), HELP, HECS or Financial Supplement Debt)

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**.
5. Navigate to **Additional Taxation**.
6. Select **HELP Debt?** or **Study and Training Support Loan (STSL)?**.
7. Click **Save** then **Exit**.

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4.7.54. Edit / Change / Update previously entered FBT information

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**.
5. Click **FBT Info**.
6. Select the FBT to edit (click once to highlight).
7. Click **Edit**.
8. Make any changes as necessary.
9. Click **Save** then **Exit**.
10. Click **Exit** again to close the Employee window.

4.7.55. Delete an incorrect FBT Payment

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**.
5. Click **FBT Info**.
6. Select the FBT to delete (click once to highlight).
7. Click **Delete**.
8. An alert will display: **Do you want to delete the current record ?**.
9. Click **Yes**.

4.7.56. Add Employees Bank Details

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Pay Run**.
5. Navigate to **Payment Method**.
6. Select **FAST-Bank™**, **ListPay** or **Deposit**.
7. Click **Save**.
8. Click **Edit** (Pencil Icon).
9. Click **New**.
10. Enter the **Priority No.**

If the Employees Pay is only being distributed to one Bank Account, Priority No. will be 1.

11. Enter the **Amount ($ or %)** being paid to this bank account.

If the Employees Pay is only being distributed to one Bank Account, Amount will be 100%.

12. Enter the **BSB**.

13. Enter the **Account Number**.

14. Enter S for Savings or T for Transaction in **A/C Type**:

15. Enter the **Reference** to show on the Employees Bank Statement.

16. Enter the **Account Name**.

17. Click **Save**.

18. Repeat **Steps 8 – 15** to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.

19. Click **Exit**.

20. Click **Exit** again to close the Employee Window.

Revision: 5 — Last modified: Jun 10, 2020

4.7.57. Edit Employees Bank Details

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.

2. Select the employee to edit (click once to highlight).

3. Click **Edit**.

4. Click **Pay Run**.

5. Navigate to **Payment Method**.

6. Click **Edit** (Pencil Icon).

7. Select the Bank Account to edit (click once to highlight).

8. Click **Edit**.

9. Make any changes as necessary.

10. Click **Save** then **Exit**.

11. Click **Exit** again to close the Employee Window.

Revision: 4 — Last modified: Jun 10, 2020

4.7.58. Delete Employees Bank Details

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.

2. Select the employee to edit (click once to highlight).

3. Click **Edit**.

4. Click **Pay Run**.

5. Navigate to **Payment Method**.

6. Click **Edit** (Pencil Icon).

7. Select the Bank Account to delete (click once to highlight).

8. Click **Delete**.

9. An alert will display: **Do you want to delete the current record ?**.

10. Click **Yes**.

Revision: 3 — Last modified: Jun 10, 2020

4.7.59. Edit an existing Pay Location/ Department

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Pay Run**.
5. Navigate to **Pay Location/Department**.
6. Click **Edit** (Pencil Icon).
7. Select the Pay Location/Department to amend (click once to highlight).
8. Click **Edit**.
9. Make any changes as necessary.
10. Click **Save** then **Exit**.
11. Click **Exit** again to close the Employee Window.

Revision: 3 — Last modified: Mar 20, 2020

4.7.60. Edit / Change / Update an existing Variable Deduction for your Employee

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Pay Run**.
5. Click **Pay Setup – Basic**.
6. Click **Setup Variable Deduction**.
7. Select the Variable Deduction to amend (click once to highlight).
8. Click **Edit**.
9. Make any changes as necessary.
10. Click **Save** then **Exit**.
11. Click **Exit** again to close the Employee window.

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4.7.61. Delete a Variable Deduction assigned to an Employee

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Pay Run**.

5. Click **Pay Setup – Basic**.

6. Click **Setup Variable Deduction**.

7. Select the Variable Deduction to delete (click once to highlight).

8. Click **Delete**.

9. An alert will display:

  Do you want to delete the current record ?

10. Click **Yes**.

4.7.62. Edit / Change / Update an existing Deduction Payee Payment for your Employee

1. Click **Employees** > **Edit Employees** *or*

  Click **Employees** from the Side Bar.

2. Select the employee to edit (click once to highlight).

3. Click **Edit**.

4. Click **Pay Run**.

5. Click **Deductions**.

6. Select the Deduction Payment to amend (click one to highlight).

7. Click **Edit**.

8. Make any changes as necessary.

9. Click **Save** then **Exit**.

10. Click **Exit** again to close the Employee window.

4.7.63. Define the Employees Normal Week for e-Time™

1. Click **Employees** > **Edit Employees** *or*

  Click **Employees** from the Side Bar.

2. Select the employee to edit (click once to highlight).

3. Click **Edit**.

4. Click **HR**.

5. Click **e-Time™**

6. Enter the Employees **Base Hours** and **Unpaid Break 1**, **Unpaid Break 2** and **Unpaid Break 3** where required.

7. Click **Save** then **Exit**.

4.7.64. View only Weekly Employees

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Period**.
3. Select **Weekly**.

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4.7.65. View only Fortnightly Employees

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Period**.
3. Select **Fortnightly**.

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4.7.66. How do I view only Monthly Employees?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Period**.
3. Select **Monthly**.

Revision: 2 — Last modified: Apr 26, 2019

4.7.67. View only Employed (Active) Employees

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Status**.
3. Deselect **Terminated** and **Inactive**.
4. Select **Employed**.

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4.7.68. View only Inactive Employees

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Status**.
3. Deselect **Employed** and **Terminated**.

4. Select **Inactive**.

4.7.69. View only Terminated / Ceased Employees

✳ Only Employees who have been terminated in the current Financial Year will be displayed. If you would like to view Employees who have been terminated in previous Financial Years, open an Archive.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Status**.
3. Deselect **Employed** and **Inactive**.
4. Select **Terminated**.

4.7.70. View only Casual Employees

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Status**.
3. Select **Employed**, **Inactive** or **Terminated**.
4. Select **Casual** from the drop-down menu.

4.7.71. View only Full-Time Employees

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Status**.
3. Select **Employed**, **Inactive** or **Terminated**.
4. Select **Full-Time** from the drop-down menu.

4.7.72. View only Part Time Employees

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Status**.
3. Select **Employed**, **Inactive** or **Terminated**.
4. Select **Part Time** from the drop-down menu.

4.7.73. View only Salary Employees

1. Click **Employees** > **Edit Employees** *or*
    Click **Employees** from the Side Bar.
2. Navigate to **Pay Status**.
3. Select **Employed**, **Inactive** or **Terminated**.
4. Select **Salary** from the drop-down menu.

4.7.74. View Employees by Pay Location / Department

1. Click **Employees** > **Edit Employees** *or*
    Click **Employees** from the Side Bar.
2. Navigate to **Sort By…**.
3. Select **Pay Location**.
4. Select the Pay Location / Department you require.

4.7.75. Edit / Change / Update an Employees Multiple Superannuation Funds Setup

1. Click **Employees** > **Edit Employees** *or*
    Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Click **Multi Super Funds**.
6. Click either **Superannuation Guarantee** or **Employee Contributions**.
7. Select the Superannuation Fund to edit (click once to highlight).
8. Click **Edit**.
9. Make any changes as necessary.
10. Click **Save** then **Exit**.
11. Click **Exit** again to close the Employee window.

4.7.76. Sort Employees by Employee Code

1. Click **Employees** > **Edit Employees** *or*
    Click **Employees** from the Side Bar.
2. Navigate to **Sort By…**.

3. Select **Employee Code**.

4.7.77. How do I sort my Employees by Surname?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Sort By…**.
3. Select **Surname**.

4.7.78. How do I sort my Employees by Date Last Paid?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Sort By…**.
3. Select **Date Last Paid**.

4.7.79. Where do I add Emergency Contact Information for my Employees?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **HR**.
5. Click **Click here for e-Personnel™**
6. Click **New**.
7. Enter the Emergency Contacts **Name**.
8. Enter the **Relationship** to the Employee.
9. Enter the **Address** including **City/Suburb**, **State** and **Post Code**.
10. Enter up to three different **Contact Numbers**
11. Click **Save** then **Exit**.

4.7.80. Edit / Change / Update an existing Emergency Contact for an Employee

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **HR**.
5. Click **Click here for e-Personnel™**
6. Select the Emergency Contact to amend (click once to highlight).
7. Click **Edit**.
8. Make any changes as necessary.
9. Click **Save** then **Exit**.

Revision: 3 — Last modified: Mar 20, 2020

4.7.81. Where do I delete an existing Emergency Contact for my Employee?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **HR**.
5. Click **Click here for e-Personnel™**
6. Select the Emergency Contact to delete (click once to highlight).
7. Click **Delete**.
8. An alert will display: **Are you sure you want to delete this record ?**
9. Click **Yes**.

Revision: 2 — Last modified: Apr 26, 2019

4.7.82. What do I do if e-PayDay® states my Employees TFN is invalid?

When a TFN is entered for an Employee, it is automatically checked against the inbuilt algorithm provided by the ATO.

If e-PayDay® states your Employees TFN is invalid, the TFN entered does not match the ATO's algorithm.

Refer to the Employee to ensure the TFN has not been entered incorrectly.

If the TFN is exactly as provided by the Employee, enter a Temporary TFN until the Employee has it verified by the ATO – the Employee will need to call the ATO to confirm the TFN provided is correct.

To enter a Temporary TFN,

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**.
5. Navigate to **Payee TFN**.
6. Click **Edit** (Pencil Icon)
7. Enter a new Temporary TFN – view our list of **Temporary TFN's here**.
8. Click **Save** then **Exit**.

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4.7.83. What do I do if e-PayDay® states my Contractors ABN is invalid?

When an ABN is entered for a Contractor (Employee), it is automatically checked against the inbuilt algorithm provided by the ATO.

If e-PayDay® states your Contractors ABN is invalid, the ABN entered does not match the ATO's algorithm.

Refer to the Contractor to ensure the ABN has not been entered incorrectly.

If the ABN is exactly as provided by the Contractor, advise the Contractor to contact the ATO to confirm they have not provided the incorrect number.

Revision: 2 — Last modified: Apr 26, 2019

4.7.84. Edit / Change / Update an Employees Date of Birth

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Navigate to **Birthdate**
5. Edit as required.
6. Click **Save** then **Exit**.

Revision: 3 — Last modified: Mar 20, 2020

4.7.85. Edit / Change / Update an Employees Date Hired

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Employment**.
5. Navigate to **Date Hired**
6. Edit as required.
7. Click **Save** then **Exit**.

Revision: 3 — Last modified: Mar 20, 2020

4.7.86. Edit / Change / Update an Employees Cessation (Termination) Date

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Cessation**.
5. Navigate to **Cessation Date**
6. Edit as required.
7. Click **Save** then **Exit**.

Revision: 4 — Last modified: Mar 20, 2020

4.7.87. Edit / Change / Update an Employees Address

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Navigate to **Address**
5. Edit as required.
6. Click **Save** then **Exit**.

Revision: 4 — Last modified: Mar 20, 2020

4.7.88. Edit Employee Tax File Number

> !   As the Australian Taxation Office have removed 222-222-222 from their Unique TFN' algorithm. Once Version 20.30 is installed, any active Employees who have this Tax File Number will be automatically updated to 000-000-000. You will be prompted during the pay run regarding these Employees and you will need to obtain a new TFN from them.
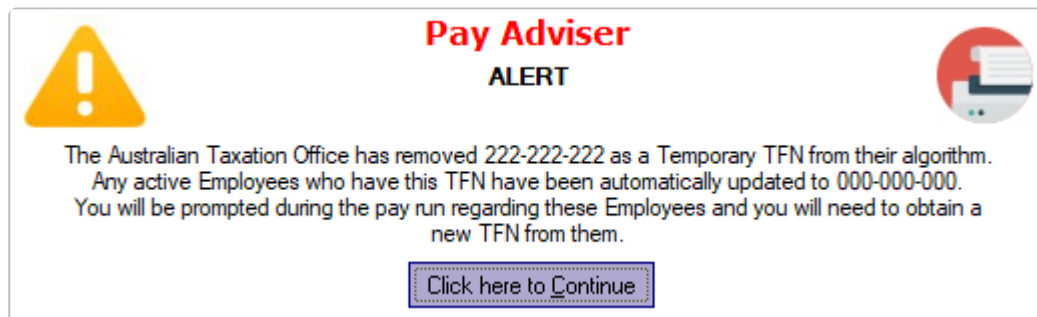
1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**.
5. Navigate to **Payee TFN**.
6. Click **Edit** (Pencil Icon)
7. Enter a TFN. If the Employee has not provided a TFN, view the ATO's list of Unique TFN's **here**.
8. Click **Save** then **Exit**.

Revision: 4 — Last modified: Jun 01, 2020

4.7.89. Edit / Change / Update an Employees Phone Number

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **HR**.
5. Navigate to **Contact Details**
6. Select an option from the drop-down menu depending on the information you wish to enter
   - Business
   - Extension
   - Fax
   - Home
   - Mobile
   - Other
   - Pager

7. Enter the relevant phone number based on your selection
8. Click **Save** then **Exit**.

4.7.90. Split your Employees Pay into Multiple Bank Accounts when paying by FAST-Bank™

> ✳ An Employee can disburse their wage into up to 10 different Bank Accounts

1. Click **Employees** > **Edit Employees** *or*
    Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Pay Run**.
5. Navigate to **Payment Method**.
6. Select **FAST-Bank™**.
7. Click **Save**.
8. Click **Edit** (Pencil Icon).
9. Click **New**.
10. Enter the **Priority No.** as 1 for the first Bank Account.
11. Enter the **Amount ($ or %)** being paid to this bank account.
12. Enter the **BSB**.
13. Enter the **Account Number**.
14. Enter S for Savings or T for Transaction in **A/C Type**:
15. Enter the **Reference** to show on the Employees Bank Statement.
16. Enter the **Account Name**.
17. Click **Save**.
18. Repeat **Steps 9 – 17** to add multiple Bank Accounts, changing the Priority No. and Amount ($ or %) as necessary.
    Please ensure each account has a Amount set, aside from the last Bank Account in which Amount will be left blank.
19. Click **Exit**.
20. Click **Exit** again to close the Employee Window.

4.7.91. Record Leave Without Pay (e-Leave™)

> ❗ Currently, Leave without Pay needs to be manually recorded in e-Leave™ as the current Leave without Pay Pay Rate does not add these automatically.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Click here for e-Leave™ Extension**.
6. Click **New**
7. Enter or select the Leave Period **Start Date**.
8. Enter or select the Leave Period **End Date**.
9. If required, enter the Leave Period **Start Time**.
10. If required, enter the Leave Period **End Time**.
11. Select **Leave without Pay** in **Type of Leave**.
12. Add any additional information about the Leave being taken in **Details**.
13. Click **Save** then **Exit**.

Revision: 8 — Last modified: May 29, 2020

4.7.92. How do I locate my Employees Award Rate (Base Pay Rate) from their Advanced Pay Set Up?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Pay Run**.
5. Click **Pay Setup**.
6. Select **Advanced**.
7. Locate and make note of the **Rate** next to **Award Rate**.

Revision: 2 — Last modified: Apr 26, 2019

4.7.93. How do I view Ceased (Terminated) Employees who are allocated to a certain Pay Location / Department?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Status**.
3. Deselect **Employed** and **Inactive**.
4. Select **Ceased**.
5. Navigate to **Sort By…**.
6. Select **Pay Location**.
7. Select the Pay Location / Department you require.

4.7.94. Edit / Change / Update an Employees Advanced Pay Set Up

When using Advanced Pay, any Pay Types with a % value will base the calculation on the rate as set in the Ordinary Pay Pay Rate (eg. Award Rate).

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Pay Run**.
5. Click **Pay Setup**.
6. Select **Advanced**.
7. Edit the **Pay Rates**, **Allowances** and **Deductions** as required.
8. Edit the **QTY** for each **Pay Rate**, **Allowance** and **Deduction**, as required.
9. Edit the **Rate** for each **Pay Rate**, **Allowance** and **Deduction**, as required.
10. Click **Save** then **Exit**.

4.7.95. Process a Cessation (Termination) of multiple employees where a final pay run is not required

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Status**.
3. Deselect **Employed** (and **Ceased** if previously selected).
4. Select **Inactive**
   If no employees are displaying, request a Support Call here.
5. If there are employees displaying once **Inactive** is selected, click **Search**.
6. Navigate to **Search In**.
7. Select **Termination Date**.
8. Navigate to **Replace selected item/s with…** and enter a **Termination Date**.
9. Click **Replace**.
10. An alert will display **You need to Select Records to be Replaced**.
11. Click **Select all Employees** to replace the previously completed Termination Date to all inactive Employees *or*
    Click **Go back and select Records** to replace the Termination Date individually.

4.7.96. Update the Employees Pay Period

(Weekly, Fortnightly or Monthly)

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Employment**.
5. Navigate to and change **Pay Period**.
6. Click **Save** then **Exit**.

> ✱ If you encounter any alerts advising that you need to either start a new Financial Year OR change your pay run Posting Date to before 01/07/20XX when attempting to process payroll, please read **here**

Revision: 6 — Last modified: Jun 10, 2020

4.7.96.1. You need to either Start a New Financial Year OR change your Posting Date to before XX/XX/XX

This Alert is designed to display for two circumstances,

1. an Employee has changed Pay Periods (e.g.Weekly to Monthly) part way through the Financial Year
2. EOFY has not been completed correctly (YTD Balances still exist in the Employee MasterFile)
   a. To verify EOFY has been processed correctly, confirm all YTD Balances are $0.00 by following **View Employees YTD Taxation Balances**

If the Employee has changed Pay Periods (e.g.Weekly to Monthly) part way through the Financial Year

1. Click **Utilities** > **Payrunl.ini** > **Edit**.
2. Click **Click Here to Edit/View/Print this file**
3. **PAYRUNL.ini** will open in Notepad
   a. **Weekly**:Delete everything after the comma on the FIRST line (eg.**0,"",#1999-11-03#,""** is reduced to **0,"",**)
   b. **Fortnightly**: Delete everything after the comma on the SECOND line (eg.**0,"",#2018-11-08#,""** is reduced to **0,"",**)
   c. **Monthly**: Delete everything after the comma on the THIRD line (eg.**0,"",#2002-06-06#,""** is reduced to **0,"",**)
4. Click **File** > **Save** > **File** > **Exit**.
5. Click **Utilities** > **Payrunl.ini** then select **Refresh**.

EXAMPLE PAYRUNL.INI

0,"",#1999-11-03#,""
0,"",#2018-11-08#,""
0,"",#2002-06-06#,""

If EOFY was not completed correctly

1. Click **File** > **Company** > **Government**.
2. Navigate to **Financial Year Ending** and select the relevant Financial Year (eg. 2022)
3. Click **Save** then **Exit**.
4. Click **File** > **End of Financial Year** > **STEP 5 – Start the New Financial Year**.
5. Click **YES** Start the New Financial Year Ending 30/06/20XX if you have completed all of the End-Of-Year Steps.
6. Click **Click here to Continue**.
7. Choose the location to save your End-Of-Year Back up to (e.g. USB STICK or EXTERNAL HARD DRIVE).
8. Click **Save**.
9. Once the backup procedure has finished, the archive procedure will commence.
10. Click **Yes** to Archive the current Financial Years Company Data.
11. An alert will display: **Archive finished the archive path is :- DATAPATHLOCATION**
12. Click **Click here to Continue**.
13. An alert will display: **Company Financial Year Changed to 20XX**.
14. Click **Click here to Continue**.
15. An alert will display: **X Employees data have been reset**.
16. Click **Click here to Continue**.

Revision: 5 — Last modified: Jul 12, 2022

4.7.97. How do I locate the Superannuation Fund (ID) the Employee is linked to?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to view (click once to highlight).
3. Scroll across to locate and make note of the **Super **#**.

Revision: 2 — Last modified: Apr 26, 2019

4.7.98. How do I cease my Working Holiday Maker Employee, to rehire as a PAYG Employee?

1. Manually **cease (terminate) the required Employee/s**
2. **Reinstate the required Employee/s**
3. **Change the Employees Payee Type to Employee**

Revision: 5 — Last modified: Mar 10, 2020

4.7.98.1. How do I change my Employees Payee Type from Working Holiday Maker (WHM) to Employee?

> ! **The Employees Payee Type can only be changed if there have been no pay runs posted for the required employee**.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Navigate to **Payee Type**.
5. Click the drop-down menu and select **Employee**.
6. Click **Save** then **Exit**.

Revision: 2 — Last modified: Apr 26, 2019

4.7.99. Edit Employees YTD Taxation Balances

e-PayDay Pty Ltd accepts no responsibility or liability for changes made by you to the Employee's Year to Date Balances. By changing these Totals you acknowledge that you accept full responsibility for any outcomes as a result of these changes.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Update the following fields will the relevant Year to Date Balances.
   a. **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in the current Financial Year (1/07/XX – 30/06/XX).
   b. **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX).
   c. **OTE for SG YTD**: Total Wages / Salary paid in the current Financial Year (1/07/XX – 30/06/XX) that is considered to be **Ordinary Time Earnings** (OTE) and is used as part of your mandatory **Single Touch Payroll (STP)** reporting.
   d. **Total Employee Contribution**: Total **Non-Concessional (After Tax)** Superannuation Contribution Deductions Superannuation Contribution Deductions for this Financial Year.
   e. **Superannuation Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.
   f. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.
6. Click **Save**.
7. Click **Taxation**.
8. Click **Balances**.
9. Click **Edit**.
10. Edit the required balance in the appropriate field/s.
    a. **Employee Year-To-Date Balances**.
       i. **Gross Income**: Adjust the total gross (every amount that has been paid to an employee) for the current financial year, **EXCLUDING Lump sum payments (A, B, ETP, D, E), salary sacrifice/s and Allowances reported separately in the Allowance Box.**

ii. **Leave Loading YTD**: Adjust the total of the 17.50% Loading when taking Annual Leave

iii. **Total Tax YTD**: Adjust the Total Tax Year to Date **Total Tax YTD amount does not include ETP Tax when it is reported on the payment summary**.

iv. **Lump Sum A**: Adjust the total PAID Unused holiday pay and unused long service leave.

v. **CDEP (Community Development Employment Project)**: Adjust the Gross salary or wages paid from a CDEP wages grant.

vi. **Total Deductions**: Adjust the total of ALL BEFORE and AFTER Tax Deductions (excluding Union amounts).

vii. **Lump Sum B**: Adjust the total PAID Unused long service leave that accrued before 16 August 1978.

viii. **Total GST**: Adjust the total PAID Good and Services Tax

ix. **Total Net Pay**: Adjust the Total Net Pay received

x. **Termination C**: Adjust the total ETP value

xi. **No ABN Gross Income**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, Adjust the total **No ABN Gross Income**.

xii. **Taxable Allowances**: Adjust the Total Taxable Allowances paid to date. **This amount is included in the Gross income shown in the Employee's balances but is reported separately as an Allowance on the Payment Summary**.

xiii. **Lump Sum D**: Adjust the total Redundancy Payments

xiv. **No ABN Total Tax**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, Adjust the total **No ABN Total Tax**:

xv. **Non-Tax Allowances**: Adjust the total Non-Taxable Allowances paid to date.

xvi. **Lump Sum E**: Adjust the total ETP value

xvii. **Other Income**: Adjust the total of all income considered to be from a Foreign Source, Scholarship, Bursaries, Grants, or Awards income. **These payments are generally tax-exempt and are reported on the Payment Summary in the Other Income field**.

xviii. **HELP / SFSS Tax**: Adjust the total of all Higher Education Contribution Scheme Tax or Financial Supplement Tax which has been deducted as part of the Tax instalment during each pay run. **This amount is also included in the value in the Total Tax field**.

xix. **Non-Super Salary Sacrifice**: Adjust the total Salary sacrifice not attributable to a super fund.

xx. **Allowance in Gross box**: Adjust the total of ALL Allowances included in the Gross income. **This amount will not be reported separately as an Allowance, in MyGov**.

xxi. **Additional Tax**: Adjust the total additional Tax amount for the employee.

xxii. **Super Salary Sacrifice**: Adjust the total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

xxiii. * Non-Reportable Allowance*: Adjust the total taxable and non-tax allowances which are not reported to the ATO. **This amount is not included in Gross income shown in the Employee's balances and is also not reported anywhere in MyGov**.

xxiv. **Exempt foreign employment income**: Adjust the total Foreign employment income that is exempt from Australian Tax. **This amount is included in the Total Tax field but is subtracted before the total tax amount is reported on the payment summary**.

xxv. **Workplace Giving**: Adjust the total Pre-Tax donations

xxvi. **Reportable Superannuation Contributions**: Adjust the total **Reportable Employer**

Superannuation Contributions (RESC) for this Financial Year.

xxvii. **Union/Professional association**: Adjust the total Union fees deducted from the employee's pay

xxviii. **Union/Professional association name**: Adjust the name of the Union

xxix. **Additional payments applied over the whole financial year**: Adjust the total of all Payments using **Schedule 5 – Method B(ii)**

xxx. **Tax Paid**: Adjust the total tax withheld when using **Schedule 5 – Method B(ii)**

xxxi. **Deductible amount of the undeducted purchase price of the annuity**: Adjust the total foreign pension or annuity

xxxii. **Foreign Tax Paid**: Adjust the total tax paid for Foreign Income

b. **ETP Values**

i. **Payment Date**: If required, Adjust the date the ETP was paid

ii. **Payment Tax Code**: If required, Adjust the applicable ETP Tax Code

iii. * Pre-July 1983 Segment*: If required, Adjust the Pre-July 1983 Segment of the Employment Termination Payment.

iv. **Taxable Component**: If required, Adjust the total Taxable Component of the employees' Employment Termination Payment.

v. **Invalidity Segment**: If required, Adjust the total Invalidity Segment of the Employment Termination Payment.

vi. **Total Tax Withheld**: If required, Adjust the total Tax Withheld from the Employment Termination Payment.

vii. **ETP Rollover Segment**: If required, Adjust the ETP Rollover Segment of the Employment Termination Payment.

11. Click **Save**

12. Click **Allowances and Deductions**.

13. Select the Allowance or Deduction you would like to edit.

14. Click **Edit**

15. Adjust the YTD Amount in **YTD $**.

16. Click **Save** then **Exit**.

17. Click **Exit** again to close the Employee Window.

18. Once the Employee's YTD Balances have been updated, run a health check BEFORE creating and submitting ANY data to the ATO

a. Click **Pay Day** > **Health Check** > **Check YTD Balances against Transactions**

b. An alert will display detailing the total of all pays YTD compared to the Employee Balances and will detail if there are errors. **THERE SHOULD BE NO ERRORS**.

19. An Update event will need to be sent to the ATO to advise them of the corrections, read **here**.

Revision: 6 — Last modified: Apr 11, 2023

4.7.100. Assign an Employee to a new Superannuation Fund

> ❗ The Period Start Date of each Superannuation Fund must be identical otherwise employees cannot be transferred to the new fund. If required, please follow **If I need to, how do I change my Superannuation Period Start Date?**

1. Review your existing Super Funds in **Super Manager** to determine if a suitable Super Fund exists if not ddd the required details
2. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
3. Select the employee to edit (click once to highlight).
4. Click **Edit**.
5. Click **Superannuation**.
6. Navigate to **Superannuation Fund** *or* **Member Super Fund** as required.
7. Click on the drop-down arrow and select a new Super Fund.
8. Change any other details, including the Employee Super Number, as required.
9. Click **Save**.
10. If there are any unpaid contributions, an alert will display: **Superannuation details for the employee have been changed. Do you wish to update any Superannuation details for any unpaid contributions?**
11. Click **Yes** if you wish to transfer any unpaid super contributions to the new Superannuation Fund *OR* Click **No** to leave any unpaid super contributions within the old Superannuation Fund.
12. Click **Exit**.

Revision: 6 — Last modified: Apr 04, 2023

4.7.101. Cease / Terminate Inactive Employees

> ❗ The ability to deactivate Employees has been removed due to Single Touch Payroll Reporting Requirements. All Employees are considered to have a current employee/ employer relationship unless a Cessation / Termination Date is entered.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Navigate to **Pay Status**.
3. Deselect **Employed** and **Ceased**.
4. Select **Inactive**.
5. Select the employee to edit (click once to highlight).
6. Click **Edit**.
7. Click **Cessation**.
8. Navigate to **Cessation Date**
9. Edit as required.
10. Click **Save** then **Exit**.

Revision: 4 — Last modified: Jun 10, 2020

4.7.102. Where do I set that my Employee is entitled to Leave Loading?

1. Click **Employees** > **Edit Employees** *or*

Click **Employees** from the Side Bar.

2.   Select the employee to edit (click once to highlight).

3.   Click **Edit**.

4.   Click **Taxation**.

5.   Navigate to **Leave Loading**.

6.   Select **Employee is entitled to Leave Loading?**.

7.   Click **Save** then **Exit**.

Revision: 1 — Last modified: Nov 11, 2019

4.7.103. How do I view & import the Public Holidays in e-Leave™?

1.   Click **Extensions** from the sidebar (bottom left-hand corner) then **e-Leave™**

2.   Previously entered and/or imported Public Holidays will be displayed in red.

   a.   To Import the Public Holidays, click **Download**.

      i.   An alert will display: **Download is starting, you should receive confirmation shortly**.

      ii.   Click **Click here to Continue**.

      iii.   An alert will display: **The Download is complete. Please click the 'Import' button**.

      iv.   Click **Click here to Continue**.

      v.   Click **Import**.

      vi.   An alert will display: **XXX new records saved. XXX records updated**.

      vii.   Click **Click here to Continue**.

Revision: 5 — Last modified: Jul 26, 2022

4.7.104. Employee Super Fund ID & Super Number field are greyed out.

1.   Click **Employees** > **Edit Employees** *or*
     Click **Employees** from the Side Bar.

2.   Select the employee to edit (click once to highlight).

3.   Click **Edit**.

4.   Click **Superannuation**.

5.   Click **Multi Super Funds**.

6.   Check the setup in **Superannuation Guarantee**.

7.   Check the setup in **Employee Contributions**.

8.   Highlight extra super line.

9.   Click **Delete**.

10.   Click **Save** then **Exit**.

11.   In the main Employee Superannuation tab, the fields should now be available to change if needed.

Revision: 2 — Last modified: Nov 12, 2019

4.7.105. How do I locate my Employees

Special Award Rate (Base Pay Rate) from their Employment Details?

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee you wish to view (click once to highlight).
3. Click **Edit**.
4. Click **Employment**
5. Locate and make note of the **Special Award Rate**.

Revision: 3 — Last modified: Apr 26, 2019

4.7.106. Why is my Employees Superannuation Guarantee Paid more than their Superannuation Guarantee YTD?

✱ If the Employees Superannuation Guarantee Paid more than their Superannuation Guarantee YTD, this may be because the Superannuation Contributions for the period ending 30 June was marked as paid AFTER commencing the New Financial Year (marked as paid in July).

To check when the Superannuation Fund was marked as paid,

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Select the Super Fund to edit (click once to highlight).
3. Click **Edit**.
4. Click **Payment History**
   a. eg. The Superannuation Contributions for the period ending 30 June 2015 was marked as paid on 1 July 2015. Therefore for the Financial Year Ending 30 June 2016, the Employees Superannuation Guarantee Paid will be more than their Superannuation Guarantee YTD.

Revision: 2 — Last modified: Nov 20, 2019

4.7.107. Assign an Employee to a Pay Location/Department

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Pay Run**.
5. Navigate to **Pay Location/Department**.

6. Select the required **Pay Location/Department** ?*or* add new Pay Location/Department, read **here**.
7. Click **Save** then **Exit**.

Revision: 2 — Last modified: Apr 29, 2020

4.7.108. The Original and New Super Funds must have matching Fund Period Start Dates. No Super Fund payment data can be updated

The Period Start Date of each Superannuation Fund must be identical. Otherwise, the employee cannot be transferred to the new fund.

To resolve this issue, the Period Start Date for the Superannuation Fund you are attempting to assign the employee to, must be edited to match the Period Start Date of the Superannuation Fund the employee is presently assigned to.

Please refer to **If I need to, how do I change my Superannuation Period Start Date?**

Revision: 3 — Last modified: Apr 28, 2023

4.7.109. No Super Fund found. You need to link this Employee to a Super Fund
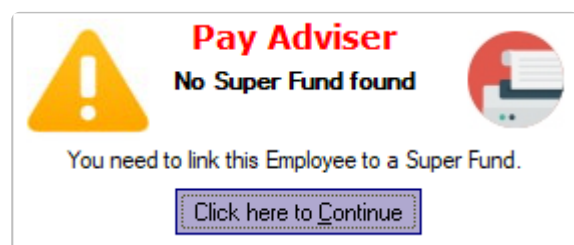
1. Add a new Superannuation Fund (if a suitable one does not already exist), read **here**.
2. Click **Employees** > **Edit Employees** or
   Click **Employees** from the Side Bar.
3. Select the employee to edit (click once to highlight).
4. Click **Edit**.
5. Click **Superannuation**.
6. Navigate to **Superannuation Fund**.
7. Click on the drop-down arrow and select the Super Fund.
8. Change any other details, including the Employee Super Number, as required.
9. Click **Save** > **Exit**.

Revision: 1 — Last modified: Nov 20, 2019

4.7.110. Enter existing Taxation Balances

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**.
5. Click **Balances**.
6. Click **Edit**.
7. Enter the opening taxation balance into the appropriate fields.
   a. **Employee Year-To-Date Balances**.
      i. **Gross Income**: Enter the total gross (every amount that has been paid to an employee) for the current financial year, **EXCLUDING Lump sum payments (A, B, ETP, D, E), salary sacrifice/s and Allowances reported separately in the Allowance Box**.

ii. **Leave Loading YTD**: If available from your previous payroll, enter the total of the 17.50% Loading when taking Annual Leave

iii. **Total Tax YTD**: Enter the Total Tax Year to Date **Total Tax YTD amount does not include ETP Tax when it is reported on the payment summary**.

iv. **Lump Sum A**: Enter the total PAID Unused holiday pay and unused long service leave.

v. **CDEP (Community Development Employment Project)**: Enter the Gross salary or wages paid from a CDEP wages grant.

vi. **Total Deductions**: Enter the total of ALL BEFORE and AFTER Tax Deductions (excluding Union amounts).

vii. **Lump Sum B**: Enter the total PAID Unused long service leave that accrued before 16 August 1978.

viii. **Total GST**: Enter the total PAID Good and Services Tax

ix. **Total Net Pay**: Enter the Total Net Pay received

x. **Termination C**: Enter the total ETP value

xi. **No ABN Gross Income**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Gross Income**.

xii. **Taxable Allowances**: Enter the Total Taxable Allowances paid to date.**This amount is included in the Gross income shown in the Employee's balances but is reported separately as an Allowance on the Payment Summary**.

xiii. **Lump Sum D**: Enter the total Redundancy Payments

xiv. **No ABN Total Tax**: **If employee's tax type is PAYG Voluntary Agreement yet no ABN has been supplied**, enter the total **No ABN Total Tax**:

xv. **Non-Tax Allowances**: Enter the total Non-Taxable Allowances paid to date.

xvi. **Lump Sum E**: Enter the total ETP value

xvii. **Other Income**: Enter the total of all income considered to be from a Foreign Source, Scholarship, Bursaries, Grants, or Awards income. **These payments are generally tax exempt and are reported on the Payment Summary in the Other Income field**.

xviii. **HELP / SFSS Tax**: Enter the total of all Higher Education Contribution Scheme Tax or Financial Supplement Tax which has been deducted as part of the Tax installment during each pay run. **This amount is also included in the value in the Total Tax field**.

xix. **Non Super Salary Sacrifice**: Enter the total Salary sacrifice not attributable to a super fund.

xx. **Allowance in Gross box**: Enter the total of ALL Allowances included in the Gross income. **This amount will not be reported separately as an Allowance, in MyGov**.

xxi. **Additional Tax**: Enter the total additional Tax amount for the employee.

xxii. **Super Salary Sacrifice**: Enter the total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.

xxiii. * Non-Reportable Allowance*: Enter the total taxable and non-tax allowances which are not reported to the ATO. **This amount is not included in Gross income shown in the Employee's balances and is also not reported anywhere in MyGov**.

xxiv. **Exempt foreign employment income**: Enter the total Foreign employment income that is exempt from Australian Tax. **This amount is included in the Total Tax field but is subtracted before the total tax amount is reported on the payment summary**.

xxv. **Workplace Giving**: Enter the total Pre-Tax donations

xxvi. **Reportable Superannuation Contributions**: Enter the total **Reportable Employer**

Superannuation Contributions (RESC) for this Financial Year.

    xxvii. **Union/Professional association**: Enter the total Union fees deducted from the employee's pay

    xxviii. **Union/Professional association name**: Enter the name of the Union

    xxix. **Additional payments applied over the whole financial year**: Enter the total of all Payments using **Schedule 5 – Method B(ii)**

    xxx. **Tax Paid**: Enter the total tax withheld when using **Schedule 5 – Method B(ii)**

    xxxi. **Deductible amount of the undeducted purchase price of the annuity**: Enter the total foreign pension or annuity

    xxxii. **Foreign Tax Paid**: Enter the total tax paid for Foreign Income

  b. **ETP Values**

    i. **Payment Date**: If required, enyer the date the ETP was paid

    ii. **Payment Tax Code**: If required, enter the applicable ETP Tax Code

    iii. **Pre July 1983 Segment**: If required, enter the Pre July 1983 Segment of the Employment Termination Payment.

    iv. **Taxable Component**: If required, enter the total Taxable Component of the employees Employment Termination Payment.

    v. **Invalidity Segment**: If required, enter the total Invalidity Segment of the Employment Termination Payment.

    vi. **Total Tax Withheld**: If required, enter the total Tax Withheld from the Employment Termination Payment.

    vii. **ETP Rollover Segment**: If required, enter the ETP Rollover Segment of the Employment Termination Payment.

8. Click **Save** then **Exit**.

Revision: 12 — Last modified: Jun 01, 2020

4.7.111. Enter existing Superannuation Balances

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Click **Edit**.
6. Update the following fields will the relevant Year to Date Balances.

  a. **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in the current Financial Year (1/07/XX – 30/06/XX).

  b. **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX).

  c. **OTE for SG YTD**: Total Wages / Salary paid in the current Financial Year (1/07/XX – 30/06/XX) that is considered to be **Ordinary Time Earnings** (OTE) and is used as part of your mandatory **Single Touch Payroll (STP)** reporting.

  d. **Total Employee Contribution**: Total **Non-Concessional (After Tax)** Superannuation Contribution Deductions Superannuation Contribution Deductions for this Financial Year.

  e. **Superannuation Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation

Contribution Deductions for this Financial Year.

    f. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.

7. Click **Save** then **Exit**.

Revision: 7 — Last modified: Jul 25, 2022

4.7.112. Edit existing Allowances and Deductions Balances

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**.
5. Click **Balances**.
6. Click **Allow/Deds**.
7. EDIT: Select the Allowance or Deduction to edit then click **Edit**
8. NEW: Click **New**
9. Make any changes as required.
10. Click **Save** then **Exit**.

Revision: 5 — Last modified: Jul 01, 2020

4.7.113. Edit an Employee's Personal Information for STP Reporting

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit** and update the following information as required,
       a. **Employee Code**
       b. **Surname**.
       c. **Given Names**.
       d. **Alternate Name** (If the employee is known as any other name)
       e. **Address**.
       f. **Suburb/City**.
       g. **State**.
       h. **Post Code**.
       i. **Country**.
       j. **Birthdate**.
       k. **Gender (Sex)**.
       l. **No. of Dependent Children**
       m. **Spouse**
4. Click **Employment** and update the following information as required,

a. **Date Hired**
5. Click **Cessation** and update the following information as required,
    a. **Cessation Date**
6. Click **Taxation** and update the following information as required,
    a. TFN / ABN
7. Click **HR**.
8. Update the following information as required,
    a. Contact *Phone Number
    b. e-Mail Address
9. Click **Save** then **Exit**.

Revision: 5 — Last modified: May 07, 2020

4.7.114. Reinstate an Employee

> ❗ If you are reinstating the employee to process a final outstanding payment, please print the Employee Masterfile Report so you have a copy of the original cessation date and can re-enter when processing the outstanding payment.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Click **Re-instate**.
3. Click **Next**.
4. Select the employee who is being reinstated.
5. Click **Next**
6. Select **Re-Instate – Remove Cessation Date** UNLESS either Option A or B is applicable
    a. **If the Employee has been set up as an incorrect Taxation Classification (eg. Foreign Resident instead of WHM)**
        i. Select **Duplicate Employee – Add again, No Historical Data** if Employee is **CASUAL**. This option will create a NEW Employee Profile with the original details, however, NO HISTORICAL DATA will be retained. **The employee's previous record will also remain in the list of ceased employees**
        ii. Select **Returning to Work – Add again, only Accrual Balances** if the Employee is **PERMANENT**. This option will create a NEW Employee Profile with the original details, and ONLY ACCRUAL Balances will be retained. **The employee's previous record will also remain in the list of ceased employees**
    b. **if you previously processed a [Cessation Pay Run](#) when they left for Extended Leave**,
        i. Select **Returning to Work (Delete Holidays Paid To)**. This option will remove the Cessation and Holidays Paid To Dates. Existing YTD Taxation and Accrual Balances will remain.
7. Click **Next**.
8. Enter the date hired (or re-employed)
9. Click **Next**.
10. If you wish to reinstate another employee, select **Yes** then click **Next to continue**. Repeat the above process until each employee is reinstated *OR* If you do not wish to reinstate any other employees, select **No** then click **Finished** to exit.

4.7.115. Manually enter the Reportable Employer Superannuation Contribution YTD Taxation Balance

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Enter the total **Reportable Employer Superannuation Contribution** for this Financial Year into **Total RESC Contribution**.
6. Click **Save**
7. Click **Taxation**.
8. Click **Balances** then **Edit**.
9. Enter the total **Reportable Employer Superannuation Contribution** for this Financial Year into **Reportable Superannuation Contributions**:
10. Click **Save** then **Exit**.

4.7.116. Change a FLAT Tax Employee from Non-Australian Resident to Australian Resident

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**
5. Change **TAX Type** to **PAYG Non-Business Employee**
6. Select **Are you an Australian resident for taxation purposes?**
7. Select **Tax Free Threshold** if required.
8. Change **TAX Type** to **FLAT Non-Business Employee**
9. Click **Save** then **Exit**.

4.7.117. Update an Employees Special Tax Table

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.

2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**.
5. Navigate to **Special Tax Table** and click the drop-down menu to select from the following options,
   a. **Horticultural Industry less than 6 months employment**
   b. **Illness Separated Pensioner/Senior (Yes Q8 Withholding Declaration)**
   c. **Member of a Couple Pensioner/Senior (Yes Q8 Withholding Declaration)**
   d. **None**
   e. **Shearing Industry less than 6 months employment**
   f. **Single Pensioner/Senior (Yes Q8 Withholding Declaration)**
6. Click **Save** then **Exit**.

Revision: 2 — Last modified: Jun 25, 2020

4.7.118. Change your Employees Tax Type to PAYG Non Business Employee

> ❗ **The Employees Tax Type can only be changed if there have been no pay runs posted for the required employee**.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**.
5. Navigate to **TAX Type**.
6. Click the drop-down menu and select **PAYG Non Business employee**.
7. Click **Save** then **Exit**.

Revision: 4 — Last modified: Mar 18, 2020

4.7.119. Cease a Company, Partnership or Trust and reinstate as a PAYG (Pay As You Go) Employee

> ❗ If pay runs have already been processed for this employee, you will need to seek advice from your Accountant or Bookkeeper regarding their tax liability, and discuss with your employee as it may mean they require additional tax to be deducted to ensure a tax bill is not received. There is no way to 'fix' the previously posted pay runs, however, you can change the employee so they are correctly set moving forward.

1. Read **here** to manually cease (terminate) the required Employee/s.
2. Read **here** to reinstate the required Employee/s.

3. Read **here** to change the Employees Payee Type..

4.7.120. Edit / Change / Update an Employees Special Award Rate

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Employment**.
5. Navigate to **Special Award Rate $**
6. Amend as required.
7. Click **Save** then **Exit**.

4.7.121. Where can I change my Employees hourly rate?

❋ An Employees hourly rate is generally defined in their linked Award & Agreement. If they don't already have an Advanced Pay Set Up or Special Award Rate, these fields may be left blank.

To edit the hourly rate in the Award

1. **Locate the Award & Agreement (ID) the Employee is linked to**
2. **Edit an Award & Agreement**

If the Employee has a Special Award Rate

1. **Edit / Change / Update an Employees Special Award Rate**

If the Employee has an Advanced Pay Set up

1. **Edit / Change / Update an Employees Advanced Pay Set Up**

4.7.122. Use Search and Replace in Employees to add a Cessation (Termination) Date

1. Click **Employees** > **Search Employees** *or*
   Click **Employees** from the Side Bar then click **Search**.
2. Navigate to **Enter your search details. . .**
3. In **Search in**, select **Termination Date**
4. In **Your Requested Search Results. . .**, select the Employee/s you wish to update
   a. Multiple Employees can be selected by holding down the **Ctrl** key on your keyboard
5. Navigate to **Replace selected item/s with. . .**
6. In **Replace with**, enter the date required.
7. Select **Replace**

Revision: 2 — Last modified: Jul 02, 2021

4.7.123. Remove a previously allocated Pay Rate, Allowance or Deduction for an Employee

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click Pay Run.
5. Click **Pay Setup**.
6. Select **Basic**.
7. Navigate to **Available Pay Rates**, **Available Allowances** or **Available Deductions**.
8. Delete the ID from the relevant section
9. Select **Save** then **Exit**.

Revision: 1 — Last modified: Mar 09, 2022

4.7.124. View Employees YTD Taxation Balances

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Taxation**.
5. Click **Balances**.

4.7.125. Remove an allocated Pay Rate, Allowance or Deduction from an Employee

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click Pay Run.
5. Click **Pay Setup**.
6. Select **Basic**.
7. Navigate to **Selected Pay Rates**, **Selected Allowances** or **Selected Deductions**.
8. Remove the relevant Pay Rate, Allowance or Deduction Database ID.
9. Click **Save** then **Exit**.

4.7.126. Remove the Custom Employee Alert

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Employment**.
5. Navigate to **Custom Employee Alert**.
6. Delete the Alert Message by highlighting the text displayed and selecting backspace or delete on your keyboard..
7. Click **Save** then **Exit**.

4.7.127. Update the Employees Employer SG Contribution Amount

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight) then select **Edit**.
3. Select **Superannuation**.
4. Navigate to **SG (% or $)** and enter the relevant amount.
5. Select **Save** then **Exit**.

4.7.128. View comments previously added to

an Employee

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Employment**.
5. Navigate to **Comments (Additional Information)**.

Revision: 1 — Last modified: Aug 05, 2022

4.7.129. Use Search and Replace in Employees to remove the Cessation (Termination) Date from an Employee

1. Click **Employees** > **Search Employees** *or*
   Click **Employees** from the Side Bar then click **Search**.
2. Navigate to **Enter your search details. . .**
3. In **Search in**, select **Termination Date**
4. In **Your Requested Search Results. . .**, select the Employee/s you wish to update
   a. Multiple Employees can be selected by holding down the **Ctrl** key on your keyboard
5. Navigate to **Replace selected item/s with. . .**
6. In **Replace with**, ensure there is no date set
7. Select **Replace**

Revision: 1 — Last modified: Aug 16, 2022

4.7.130. Change the Employees' Primary Payment Method to Cash or Cheque (Secondary Payment Method is FAST-Bank)

1. Select **Employees** > **Edit Employees** *or*
   Select **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Select **Edit**.
4. Select **Pay Run**.
5. Navigate to **Payment Method**.
6. Change **Payment Method** to **Secondary**
7. Navigate to **Primary Payment Method (Cash or Cheque)**
8. Select either **Cash** or **Cheque** and define the **Amount (% or $)**.
9. Select **Save** then **Exit**.

4.7.131. Edit Superannuation Balances

1. Click **Employees** then **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Update the following fields with the relevant Year to Date Balances.
   a. **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in the current Financial Year (1/07/XX – 30/06/XX).
   b. **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX).
   c. **OTE for SG YTD**: Total Wages / Salary paid in the current Financial Year (1/07/XX – 30/06/XX) that is considered to be **Ordinary Time Earnings** (OTE) and is used as part of your mandatory **Single Touch Payroll (STP)** reporting.
   d. **Total Employee Contribution**: Total **Non-Concessional (After Tax)** Superannuation Contribution Deductions Superannuation Contribution Deductions for this Financial Year.
   e. **Superannuation Salary Sacrifice**: Total **Concessional (Before Tax)** Superannuation Contribution Deductions for this Financial Year.
   f. **Total RESC Contribution**: Total **Reportable Employer Superannuation Contribution (RESC) – specifically contributions (over 10.50%) as part of an employee's individual salary package** for this Financial Year.
6. Click **Save** then **Exit**.

4.7.132. Use Search and Replace in Employees to change the Pay Period (Weekly, Fortnightly or Monthly)

1. Click **Employees** > **Search Employees** *or*
   Click **Employees** from the Side Bar then click **Search**.
2. Navigate to **Enter your search details. . .**
3. In **Search in**, select **Pay Period**
4. In **Your Requested Search Results. . .**, select the Employee/s you wish to update
   a. Multiple Employees can be selected by holding down the **Ctrl** key on your keyboard
5. Navigate to **Replace selected item/s with. . .**

6. In **Replace with**, enter
   a. **W** for Weekly
   b. **F** for Fortnightly
   c. **M** for Monthly
7. Select **Replace**

Revision: 1 — Last modified: Jan 12, 2023

4.7.133. Edit / Change / Update an Employees Annual Salary in the Employee Master File

1. Select **Employees** > **Edit Employees** *or*
   Select **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Select **Edit**.
4. Select **Employment**.
5. Navigate to **Nominal Base Gross Wages / Salary**.
6. Amend as required.
7. Select **<—- Use $XX.XXXXXX as Special Award Rate**
8. Click **Save** then **Exit**.

Revision: 1 — Last modified: Mar 23, 2023

4.7.134. Where can I change my Employees Annual Salary?

✱ An Employees Annual Salary is generally defined in their linked Award & Agreement. If they don't already have an Advanced Pay Set Up or Special Award Rate, these fields may be left blank.

To edit the Annual Salary in the Award

1. Locate the Award & Agreement (ID) the Employee is linked to
2. Edit / Change / Update an Employees Annual Salary in their Award

To edit the Annual Salary in the Employee Master File

- Edit / Change / Update an Employees Annual Salary in the Employee Master File

❗ If the Employee has Advanced Pay Set up establish, these changes are not reflected in this section. So please ensure you also **Edit / Change / Update an Employees Advanced Pay Set Up**

4.7.135. Date Hired in the Future preventing Pay Run from posting

> ❗ This issue has now been resolved in **Version 20.10**

Until the issue is resolved, to post your pay run, please click **Pay Day** from the Side Bar

then click **Post**

4.8. Superannuation Funds

4.8.1. How do I mark a Superannuation Fund as Inactive?

Superannuation Funds are unable to be marked as Inactive if there are any INACTIVE or ACTIVE Employees assigned. If there are TERMINATED Employees assigned to the Superannuation Fund that you are trying to mark as inactive, there must be no outstanding contributions payable and the Superannuation Fund must be marked as paid.

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Select the Super Fund to edit (click once to highlight).
3. Click **Edit**.
4. Navigate to **Active** and click once to deselect.
5. Click **Save** then **Exit**.

Revision: 4 — Last modified: Apr 26, 2019

4.8.2. How do I mark a previously Inactive Superannuation Fund as Active?

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Select the Super Fund to edit (click once to highlight).
3. Click **Edit**.
4. Navigate to **Active** and click once to select.
5. Click **Payment**
6. Click **Edit**.
7. Update **Fund Paid** as required.
8. Update the **Period Start Date** as the 1st of the required period
   a. **Monthly**: 1st of the first month you require to process payments for.
   b. **Quarterly**: 1st of the quarter you require to process payment for (even if the employee commenced AFTER the quarter began)
9. Click **Save** then **Exit**.

Revision: 5 — Last modified: Apr 26, 2019

4.8.3. How do I duplicate a Superannuation Fund?

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Select the Super Fund to duplicate (click once to highlight).
3. Click **Duplicate**.
4. An alert will display: **Do you want to duplicate the Award 'Award Name' ?**
5. Click **Yes**.

6. The duplicate Superannuation Fund will display in the Super Manager List.

4.8.4. How do I use Search in Super Manager?

1. Click **Super Manager** > **Search Fund** *or*
   Click **Super Manager** from the Side Bar then click *Search.
2. Navigate to *Enter your search details. . . *
3. Select the setting you wish to change in **Search in**.
4. If required, change **Search By** and enter **Search For**.
5. Click **Search**.
6. Depending on your selection, the information you require will be detailed in **Your Requested Search Results. . .**
7. Navigate to **Replace selected item/s with. . .**
8. Complete **Replace with** as required.
9. Click **Replace**

4.8.5. Edit a Superannuation Fund

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Select the Super Fund to edit (click once to highlight).
3. Click **Edit**.
4. Change any details as necessary.
5. Click **Save** then **Exit**.

4.8.6. Where do I change the Super File Format for SuperStream?

1. Click **Super Manager** > **Super File Format** and click the drop-down arrow to select;
   a. **No Fund**: Do not create a SuperStream File.
   b. **SuperStream (SAFF)**: ATO's File Format accepted by all Super Funds and Clearing Houses.
   c. **SuperStream (QuickSuper)**: File Format specifically for QuickSuper which differs slightly to SAFF.
   d. **SuperStream (e-PayDay)**: File Format for the e-PayDay SuperStream Gateway.

4.8.7. How do I quickly change Report

Windows while accessing Super Manager?

1. Click **Super Manager** > **Print** > **Fund Reports** *or*
   Click **Super Manager** from the Side Bar.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select)
   or click **Select All**.
3. Click **Reports**.
4. Navigate to **Go To**.
5. Choose the Reports section you wish to access.

Revision: 3 — Last modified: Apr 26, 2019

4.8.8. How do I limit what Superannuation Reports I see?

1. Click **Super Manager** > **Print** > **Fund Reports** *or*
   Click **Super Manager** from the Side Bar.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select)
   or click **Select All**.
3. Click **Reports**.
4. Click **Configure**.
5. Click **Toggle All** to deselect all the Reports listed in this window.
6. Select **Show Report** for each Report you wish to have available for selection.
7. Click **Save** then **Exit**.

Revision: 4 — Last modified: Apr 26, 2019

4.8.9. How do I print a previously created batch of Superannuation Reports?

1. Click **Super Manager** > **Print** > **Fund Reports** *or*
   Click **Super Manager** from the Side Bar.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select)
   or click **Select All**.
3. Click **Reports**.
4. Navigate to **Batch Reports Selection…**
5. Click **Select Batch…**
6. Select the batch you wish to print.
7. Click **Preview Batch**, **Print Batch** or **Export PDF Batch**.

Revision: 3 — Last modified: Apr 26, 2019

4.8.10. Edit a previously created batch of Superannuation Reports

1. Click **Super Manager** > **Print** > **Fund Reports** *or*
   Click **Super Manager** from the Side Bar.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Click **Reports**.
4. Navigate to **Batch Reports Selection…**
5. Click **Select Batch…**
6. Select the batch you wish to edit.
7. Make any changes as necessary
8. Click **Save**.

Revision: 4 — Last modified: Mar 20, 2020

4.8.11. How do I print Superannuation Reports by Date Range?

1. Click **Super Manager** > **Print** > **Fund Reports** *or*
   Click **Super Manager** from the Side Bar.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Click **Reports**.
4. Select the **Total Periodic Superannuation Contributions**
5. Navigate to **Report Selection Criteria…** and change **Report Period** to **Specific Date Range**.
6. Select the required Period (eg. From 01/07/2016, To 30/06/2017)
7. Click **Preview**, **Print** or **Export PDF**.

Revision: 5 — Last modified: Apr 26, 2019

4.8.12. How do I add a new batch of Superannuation Reports?

1. Click **Super Manager** > **Print** > **Fund Reports** *or*
   Click **Super Manager** from the Side Bar.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Click **Reports**.
4. Navigate to **Batch Reports Selection…**
5. Click **New Batch**.
6. Enter the name of the Batch of Reports you are creating.
7. Select a report from the left-hand menu and set the report selection criteria.
8. Click **>>Add>>.**

9. Repeat **Steps 7 and 8** until all required Reports are listed under **Selected Reports…**
10. Click **Save**.

Revision: 3 — Last modified: Apr 26, 2019

4.8.13. Edit a Superannuation Fund's Payment History

1. Click **Super Manager** > **Edit Fund** *or*
    Click **Super Manager** from the Side Bar.
2. Select the Super Fund to edit (click once to highlight).
3. Click **Edit**.
4. Click **Payment History**.
5. Select the Contribution Period you wish to edit.
6. Click **Edit**.
7. Make the appropriate changes to **Payment Date**, **Payment Method**, **Receipt/Cheque Number** and/or **Payment Notes**.
8. Click **Save** then **Exit**.

Revision: 4 — Last modified: Mar 20, 2020

4.8.14. How do I rename a previously created batch of Superannuation Reports?

1. Click **Super Manager** > **Print** > **Fund Reports** *or*
    Click **Super Manager** from the Side Bar.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Click **Reports**.
4. Navigate to **Batch Reports Selection…**
5. Click **Select Batch…**
6. Select the batch you wish to edit.
7. Navigate to **Edit Name…**
8. Change the name the batch.
9. Click **Save**.

Revision: 4 — Last modified: Apr 26, 2019

4.8.15. How do I sort my Superannuation Funds in alphabetical order?

1. Click **Super Manager** > **Edit Fund** *or*
    Click **Super Manager** from the Side Bar.
2. Navigate to **Sort by…**.
3. Select **A . . . Z**

4.8.16. How do I sort my Superannuation Funds in ID order?

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Navigate to **Sort by…**.
3. Select **Number**

4.8.17. How do I sort my Superannuation Funds by Payment Frequency?

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Navigate to **Sort by…**.
3. Select **Payment Frequency**

4.8.18. How do I view only Active Superannuation Funds?

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Navigate to **Status**.
3. Deselect **Inactive**.
4. Select **Active**.

4.8.19. How do I view only Inactive Superannuation Funds?

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Navigate to **Status**.
3. Deselect **Active**.
4. Select **Inactive**.

4.8.20. How do I search for a Superannuation Report?

1. Click **Super Manager** > **Print** > **Fund Reports** *or*
   Click **Super Manager** from the Side Bar.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Click **Reports**.
4. Navigate to **Search**.
5. Type the name of the required report.

Revision: 3 — Last modified: Apr 26, 2019

4.8.21. Edit / Change / Update a Superannuation Funds Period Start Date and Fund Paid Frequency

> **!** When updating the **Period Start Date**, ensure this date matches the **Period Start Date** of all other Superannuation Funds in Super Manager.

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Select the Super Fund to edit (click once to highlight).
3. Click **Edit**.
4. Click **Payment**.
5. Click **Edit**
6. If required, change the **Fund Paid** option.
7. Select or enter the **Period Start Date** as the 1st of the required period
   a. **Monthly**: 1st of the first month you require to process payments for.
   b. **Quarterly**: 1st of the quarter you require to process payment for (even if the employee commenced AFTER the quarter began)
8. Click **Save** then **Exit**.

Revision: 6 — Last modified: Apr 08, 2022

4.8.22. How do I sort my Superannuation Funds by Payment Date?

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Navigate to **Sort by…**.
3. Select **Payment Date**

4.8.23. How do I update all of my Superannuation Funds Payment Dates?

1. Click **Super Manager** > **Search Fund** *or*
   Click **Super Manager** from the Side Bar then click *Search.
2. Navigate to *Enter your search details. . . *
3. Select **Expected Payment Date**.
4. Click **Search**.
5. Navigate to **Replace selected item/s with. . .**
6. Complete **Replace with** as required.
7. Click **Replace**
8. Click **Select all records**
9. Click **OK**.

4.8.24. How do I check that I have recorded my Superannuation Contribution Payment/s?

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Select the Super Fund to edit (click once to highlight).
3. Click **Edit**.
4. Click **Payment History**.
5. The first record displayed will be the last payment that was recorded when **Pay Super** was selected by following **How do I record my Superannuation Contribution Payment/s?**

4.8.25. Some or all of my Super Funds are missing

Super Funds may not be displayed in the Super Funds List window due to a number of settings which require to be changed.

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Navigate to **Status** and ensure **Active** is selected.
   a. If you still cannot locate your Super Funds, **Request a Support Call here**.

4.8.26. What do I need to change in e-PayDay® now that I must SuperStream Report to Sunsuper instead of Austsafe?

> ✱ To learn more, please view **Sunsuper and Austsafe Merger**

> ❗ If you do not wish to create and upload a SuperStream File, please disregard the below instructions and simply click **Super Manager** > **Super File Format** then select **No Fund**.

1. Update your SuperStream File Format setting
   a. Click **Super Manager** > **Super File Format** then select **SuperStream (SAFF)**.
2. Update your Company SuperStream Details
   a. Click **File** > **Edit** > **Government** *or*
      Click **File** > **Company** > **Government**
   b. Click **SuperStream Setup**.
   c. Click **Click here to Add/Edit SuperStream Details**.
   d. Click **Receiver**.
      i. Enter Sunsuper's **ABN** which can be located **here**
      ii. Enter **Sunsuper** into **Organisation Name**
      iii. Click **Employer**
      iv. Update the **Superannuation Fund Generated Employer Identifier** if provided by Sunsuper, otherwise leave blank.
   e. Click **Save** > **Exit** then ***Exit** again to close the Company Window.

Revision: 4 — Last modified: Apr 29, 2019

4.8.27. Reprint Superannuation Report

1. Click **Super Manager** > **Print** > **Fund Reports** *or*
   Click **Super Manager** from the Side Bar.
2. Select one Super Fund (click once to highlight), Multiple Funds (Hold **SHIFT** or **CTRL** and select) *or* click **Select All**.
3. Click **Reports**.
4. Select the **Total Periodic Superannuation Contributions**
5. Navigate to **Report Selection Criteria…** and change **Report Period** to **Specific Date Range**.
6. Select the required Period (eg. From 01/07/2016, To 30/06/2017)
7. Click **Preview**, **Print** or **Export PDF**.

Revision: 1 — Last modified: Apr 01, 2020

4.8.28. Edit / Change / Update a Superannuation Fund's SuperStream Details

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Select the Super Fund to edit (click once to highlight).
3. Click **Edit**.
4. Click **SuperStream**.
5. Make the required changes to the following fields,
   a. **ABN** and **USI**. **A USI is not required for a Self Managed Super Fund (SMSF)**.
   b. **Organisation Name**.
   c. If the selected fund is a Self Managed Super Fund (SMSF), amend the **Electronic Service Address**. **An electronic service address is an alias used by your SMSF that represents the uniform resource locator (URL) or internet protocol (IP) address of a messaging provider**.
6. Amend the **Payment Method** as directed by your Superannuation Fund or Clearing House (we generally find this is set to **Direct Debit**).
   a. **Direct Debit**: Amend the **Payment / Customer Reference Number** if advised by your Superannuation Fund or Clearing House
   b. **BPay**: Amend the **BPay Biller Code** and **Payment / Customer Reference Number** as provided by the Superannuation Fund.
   c. **Direct Credit**: Amend the **BSB**, **Account Number**, **Account Name**, **Account Branch Name** and **Financial Institution Name** for this Superannuation Fund.
7. Select **Save** then **Exit**.

Revision: 2 — Last modified: Oct 12, 2022

4.8.29. Clear Carried Forward Superannuation Amounts

> ❗ Carried Forward Superannuation Contributions are created when the Superannuation Fund has been **marked as paid** before the period has ended.

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Select the Super Fund to edit (click once to highlight).
3. Click **Edit**.
4. Click **Unpaid SG**.
5. Click **Clear Super Carry**

Revision: 2 — Last modified: Aug 29, 2022

4.8.30. Super Fund is in use elsewhere. It

can't be set to inactive.

The Super Fund you are attempting to mark as inactive is assigned to an Employee. The Super Fund needs to be unassigned first before it can be made inactive.

It's possible that **Employee Superannuation Personal Contribution Details** were not updated when the Employee changed Super Funds.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Navigate to **Employee Superannuation Personal Contribution Details**.
6. Change any details as required (eg. **Select a Superannuation Fund** in **Member Superannuation Fund**)
7. Click **Save** then **Exit**.

Revision: 3 — Last modified: May 02, 2022

4.8.31. I accidently marked one or more Super Funds as Paid too early.

If you have marked one or more Super Funds as Paid too early,

1. Print a **Total Periodic Superannuation Contributions** Report to determine which Employees this issue affects.
2. **Delete the incorrect Payment** in Payment History within the required Super Fund/s
3. Change the required Superannuation Fund/s **Period Start Date**
4. **Delete the incorrect Payment** in Payment History within the required Employee/s.
5. **Edit the Employees Superannuation Guarantee Amounts** to remove the incorrect payment amount, which is detrained at **Step 1**

Revision: 2 — Last modified: May 23, 2022

4.8.31.1. Delete the Super Fund Incorrect Payment Record from Payment History

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Select the Super Fund to edit (click once to highlight).
3. Click **Edit**.
4. Click **Payment History**.
5. Select the Contribution Period you wish to delete.
6. Click **Delete**.

4.8.31.2. Delete the Employees incorrect Superannuation Payment from Super Payments

1. Select **Employees** > **Edit Employees** *or*
   Select **Employees** from the Side Bar.
2. Select the employee to edit (Select once to highlight).
3. Select **Edit**.
4. Select **Superannuation**.
5. Select **Super Payments**.
6. Select the Contribution Period you wish to delete.
7. Click **Delete**.

4.8.31.3. Edit the Employees Superannuation Guarantee Amounts

1. Select **Employees** > **Edit Employees** *or*
   Select **Employees** from the Side Bar.
2. Select the employee to edit (Select once to highlight).
3. Select **Edit**.
4. Select **Superannuation**.
5. Update the following fields will the relevant Year to Date Balances.
   a. **Superannuation Guarantee Paid**: Total **Employer SG** that has been recorded in as paid in the current Financial Year (1/07/XX – 30/06/XX).
   b. **Superannuation Guarantee YTD**: Total **Employer SG** that has accumulated in the current Financial Year (1/07/XX – 30/06/XX).
6. Select **Save** then **Exit**.

4.8.32. Recreate a previous periods SuperStream File

For a singular Super Fund

1. Change the Superannuation Funds **Period Start Date**
2. Recreate the required SuperStream File for
   a. your Superannuation Fund / Clearing House
   b. the e-PayDay® Gateway
3. Change the Superannuation Funds **Period Start Date**

For multiple Super Funds

1. Use Search and Replace in Super Manager to update the Super Fund Period Start Date
2. Recreate the required SuperStream File for
    a. your Superannuation Fund / Clearing House
    b. the e-PayDay® Gateway
3. Use Search and Replace in Super Manager to update the Super Fund Period Start Date

Revision: 2 — Last modified: Jan 12, 2023

4.8.33. Change a Superannuation Funds Period Start Date

> ❗ When updating the **Period Start Date**, ensure this date matches the **Period Start Date** of all other Superannuation Funds in Super Manager.

1. Click **Super Manager** > **Edit Fund** *or*
   Click **Super Manager** from the Side Bar.
2. Select the Super Fund to edit (click once to highlight).
3. Click **Edit**.
4. Click **Payment**.
5. Click **Edit**
6. If required, change the **Fund Paid** option.
7. Select or enter the **Period Start Date** as the 1st of the required period
8. Click **Save** then **Exit**.

Revision: 1 — Last modified: Aug 05, 2022

4.9. Processing Payroll

Revision: 1 — Last modified: Nov 26, 2019

4.9.1. All the Pay Types are Undefined

> ❗ This issue has occurred as the Pay Type the Employee us assigned has been made inactive.

1. Select **Employees** > **Edit Employees** *or*
   Select **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Select **Edit**.
4. Select **Pay Run, *Pay Setup** then **Basic**.
5. Navigate to **Available Pay Rates**, **Available Allowances** or **Available Deductions**.
6. Click on the drop-down arrow next to the option you require and select which Pay Rates,

Allowances or Deductions you wish to be automatically displayed when running a pay run for this employee. If you have selected a Variable Deduction,
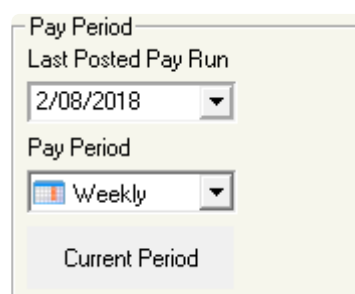
    a. Select **Save** then **Setup Variable Deduction**.

    b. Select **New**.

    c. Select the **Deduction** from the drop-down menu.

    d. Enter the **Amount per Pay** to be deducted.

    e. If required Enter the **Total Amount** to be deducted. Once the **Total Amount** has been reached, no future deductions will be debited.

    f. If required, enter the **Total Paid**.

    g. Select **Save** then **Exit**.

7. Select **Save** then **Exit**.

Revision: 7 — Last modified: Jan 24, 2023

4.9.2. Ensure your last pay run has been posted

> ❗ If you process payroll for multiple pay periods (eg. Weekly and Fortnightly), please ensure you have checked all outstanding pay periods by changing the **Pay Period** drop-down menu as required.

1. Click **Pay Day** > **Process Pays** > **Individual Employee** *or*
   Click **Pay Day** from the Side Bar.
2. Navigate to **Pay Period** and confirm the title displays **Last Posted Pay Run** as per the below example

Revision: 4 — Last modified: May 14, 2020

4.9.3. Check your Employees total hours worked before the Pay Run is commenced

> ❗ To learn more about these changes, please access **Changes to the Horticulture Award**

1. Click **Reports** > **Print Reports** *or*

Click **Reports** from the Side Bar.
2. Select the **Employee Hours Summary**.
3. Navigate to **Report Selection Criteria**.
4. Change **Report by** from **All Employees** to the option you require.
    a. Full-Time / Salary Employees
    b. Part-Time Employees
    c. Casual Employees
    d. Commission Employees
5. Change **Report Period** from **Current Pay Period** to **Specific Date Range**.
6. Select the Date Range.
7. Click **Preview**, **Print** or **Export PDF**.
8. Check the total hours worked for the required Emplyees and pay Overtime as applicable.

Revision: 5 — Last modified: May 22, 2020

4.9.4. Some or all of your Employees are missing when you are attempting to process Pay Day

Employees may not be displayed in the Pay Run List window due to a number of settings that require to be changed.

1. Click **Pay Day** > **Process Pays** > **Individual Employee** *or*
   Click **Pay Day** from the Side Bar.
2. Navigate to **Pay Period** and ensure it is set as required (eg. Weekly / Fortnightly / Monthly).
3. Navigate to **Pay Status** and ensure the drop-down menu is set to **All Employees**
4. Ensure **Location** is selected as required.

✳ If you still cannot locate your employees, **Request a Support Call here**.

Revision: 5 — Last modified: Apr 29, 2020

4.9.5. Employee's Tax contains cents

If your Employees Tax contains cents, it will be defined by;

1. The **Employees Primary Payment Method** being set to **Cash**,
2. The Companies **Payment Method** being set to **Cash**.
3. The Companies **Round Net Pays** setting being set to either **ROUND TO THE NEAREST LOWER WHOLE DOLLAR** or **ROUND TO THE NEAREST LOWER WHOLE DOLLAR IF PAY IS TAXED**.

Revision: 9 — Last modified: May 22, 2020

4.9.6. Allocate a new Cost Centre to an

Employee during a Pay Run

1. When composing the **Employees Pay**, click **Edit** (Pencil Icon) next to the Employees name.
2. Click **Pay Setup** and select **Basic**.
3. Navigate to **Available Cost Centres**.
4. Click on the drop-down arrow and select the new Cost Centre you wish to be automatically displayed when running a pay run for this employee.
5. Click **Save** then **Exit**.
6. Click **Pending** or **OK** to update the Bank Account on the relevant reports.

Revision: 4 — Last modified: Jan 21, 2022

4.9.7. Amend Leave Dates during a Pay Run

1. When composing the **Employees Pay**, Click **?** next to the required Leave Pay Type.
2. Adjust the **Start Date**, **End Date** and **Details**.
3. Click **OK**.

Revision: 4 — Last modified: May 22, 2020

4.9.8. Tax Averaged Leave Prompt during a Pay Run

When an Employee is being paid Leave (Annual, Personal, Long Service, RDO's, TIL Taken, Banked Hours Taken and/ or Public Holidays) in addition to the OTE Hours, and the total hours for the pay exceed what is set in the Employees **Award or Agreement** the following alert will be displayed during the pay run,

This alert will allow you to average the Tax over the number of periods e-PayDay® calculated *or* simply enter the number of periods you would like to tax it over (with advice from your Accountant or Bookkeeper).

4.9.9. View information about the pay type you have used during a Pay Run

1. When composing the **Employees Pay**, Click **?** next to the required Pay Type.
    - **ID #**: The database ID of the Pay Type.
    - **Value**: The set $ or % that will be applied when using this Pay Type.
    - **Super**: If this Pay Type is applicable when calculating Superannuation.
    - **Annual Leave**: If this Pay Type is applicable when calculating Annual Leave entitlements.
    - **Personal Leave**: If this Pay Type is applicable when calculating Personal Leave entitlements.
    - **RDO**: If this Pay Type is applicable when calculating RDO entitlements.
    - **Long Service**: If this Pay Type is applicable when calculating Long Service Leave entitlements.

4.9.10. Delete a Pay Type during a Pay Run

1. When composing the **Employees Pay**, Click **?** next to the required Leave Pay Type.
2. Click **Delete Pay Line**.

4.9.11. An alert displays advising that my Employee has no Member Superannuation Fund

1. When composing the **Employees Pay**, click **Edit** (Pencil Icon) next to the Employees name.
2. Click **Superannuation**.

3. Navigate to **Employee Superannuation Personal Contribution Details**.
4. Select a Superannuation Fund in **Member Superannuation Fund** – generally, this is the same as the **Employee Super Number** above.
5. Enter the **Member Super Number** – generally, this is the same as the **Employee Super Number** above.
6. If required, change these details as necessary.
7. Click **Save** then **Exit**.

Revision: 5 — Last modified: Apr 29, 2019

4.9.12. Warning that e-Cost™ is not active when processing a pay run

If your Company has previously used e-Cost™ however the Activation Key is no longer recorded in e-PayDay®, an alert will display each time Pay Day is clicked.

If you are no longer using e-Cost™ and no longer wish to see these alerts, select **Do NOT display this message again**.

If you are still using e-Cost™, ensure your Software Licence is up to date by following **How do I update my Software Licence?**. If the e-Cost™ alert is still displaying after loading your Software Licence, **Request a Support Call here**.

Revision: 3 — Last modified: May 18, 2020

4.9.13. The pay run is unable to be posted as your Accounting Export Path could not be located.
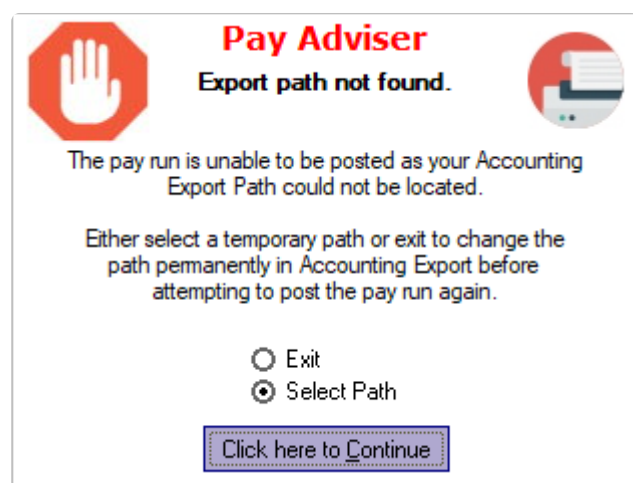
1. If you **MANUALLY ENTER** the payroll information into your Accounting Software and **DO NOT** export any information from **e-PayDay®**
   a. Select **Exit**.
   b. Click **Utilities** > **Clear OEM Value**.

     c. Navigate back to **Pay Day** and click **Post**

2. If you export to an Accounting Solution and **wish to select a Temporary Path**.

    a. Select **Select Path**

    b. Click **Click here to continue**.

    c. Select the temporary location that you wish to create the export to.

    d. If required, rename the Accounting Export file.

    e. Click **Save**

3. If you export to an Accounting Solution and **wish to select a permanent path change** *or* **to locate the current inaccessible export path**.

    a. Select **Exit**

    b. Click **File** > **Accounting Export (e-Port™)** > **Configure Accounting Data Export File**.

    c. Navigate to **Select where you want the export file to be saved…** and write down the displayed location.

        i. Ensure the drive/path you have set for your Accounting Export is accessible

           i. If the path is accessible, navigate back to **Pay Day** and click **Post**.

          ii. If the path is not accessible and needs to be updated,

              i. If you would simply like to reset the path to the default (which is your selected Install path, eg. C:\e-PayDay BE).

             ii. Otherwise,**Click Browse…**.

            iii. Select the new location that you wish to create the export to.

            iv. If required, rename the Accounting Export file.

             v. Click **Save** then **Exit**.

            vi. Navigate back to **Pay Day** and click **Post**.

Revision: 18 — Last modified: Feb 13, 2020

4.9.14. Reprint previous Pay Slips

To reprint Pay Slips for a single pay period

1. Click **Pay Day** from the Side Bar
2. Navigate to **Last Posted Pay Run** (3rd date box on the left-hand side of the window).
3. If you require the **Last Posted Pay Run**,l double click on the Date displayed, otherwise click on the drop-down menu to select the Pay Period you wish to reprint.
4. Once the pay run has loaded, select the employee or employees to reprint.
5. Click **Pay Slips**
6. Select the Pay Advice Slip you wish to reprint.
7. Click **Preview**, **Print** or **Export PDF**.
8. Click **Exit** once you have printed the required Pay Slips.
9. Click **Exit** again to close the Pay Day window.

To reprint multiple pay periods

1. Click **Pay Day** from the Side Bar then click **Reports**.
2. Select the Pay Advice Slip you wish to reprint.
3. Navigate to **Report Selection Criteria**.
4. Change **Report by** from **All Employees** to the option you require.
5. Change **Report Period** from **Current Pay Period** to the option you require

6. Click **Preview**, **Print** or **Export PDF**.
7. Click **Exit** once you have printed the required Pay Slips.
8. Click **Exit** again to close the Pay Day window.

If the Employee ceased working in a Prior Financial Year,

1. Open the Company Archive for the Financial Year the Employee ceased Employment
    a. Click **File** > **Open Company Archive**.
    b. Select the Financial Year Ending you wish to view from the drop-down menu.
    c. Click **Open**.
    d. Once the Archive has been opened, the Title Bar will display **(20XX Archive)** after your ABN.
2. Click **Pay Day** from the Side Bar.
3. Click **Reports**.
4. Select the Pay Advice Slip you wish to reprint.
5. Navigate to **Report Selection Criteria**.
6. Change **Report by** from **All Employees** to the option you require.
7. Change **Report Period** from **Current Pay Period** to the option you require
8. Click **Preview**, **Print** or **Export PDF**.
9. Click **Exit** once you have printed the required Pay Slips.
10. Click **Exit** again to close the Pay Day window.
11. Close your Company Archive
    a. Click **File** > **Open**.
    b. Select the Company you wish to access.
    c. Click **Open**.
    d. Once the Archive has been closed, the Title Bar will **NO LONGER** display **(20XX Archive)** after your ABN.

Revision: 16 — Last modified: Apr 01, 2022

4.9.15. Change your Pay Run Dates

> ❗ Before changing your Pay Run Dates, we recommend confirming that the previous pay run HAS been posted.

1. Click **Pay Day** > **Process Pays** > **Individual Employee** *or*
    Click **Pay Day** from the Side Bar.
2. Navigate to **Pay Period** and select the **Unposted Pay Run** drop-down list.
3. Confirm if you can see BOTH a **Posted** and **Current** Pay Run for the same dates.
4. Ensure the Pay Run was not supposed to be posted before completing the below.

1. Navigate to **Payment Date** and adjust accordingly.
2. Navigate to **Period Ending Date** and adjust accordingly.
3. Double click on an employee who needs to be **paid** this pay period.
4. An alert will display: **Pay Run Dates have been changed. Please choose one of the following options**.
5. Select **Change Payment Date to xx/xx/xxxx and Current Period Ending Date to xx/xx/xxxx.**
6. Click **Click here to Continue**.
7. Once the Employee's Pay Envelope opens, make any changes as required then click **Save**.

> **!** Do **NOT** click **Cancel** on the Employee's Pay Envelope as this will mean the Pay Run Dates will NOT be updated.

4.9.16. How do I access / edit an Employees Details while a pay run is active?

1. When composing the **Employees Pay**, click **Edit** (Pencil Icon) next to the Employees name.
2. Make any changes as necessary.
3. Click **Save** and **Exit** to return to the employees' Pay Envelope.

Revision: 5 — Last modified: Feb 28, 2020

4.9.17. How do I access an Employees Award while a pay run is active?

1. When composing the **Employees Pay**, click **Edit** (Pencil Icon) next to the Employees Award.
2. Make any changes as necessary.
3. Click **Save** and **Exit** to return to the employees Pay Envelope.

Revision: 3 — Last modified: Apr 11, 2019

4.9.18. Reprint pay slips for a specific date range

If the Employee is still Employed by your Company,

1. Click **Pay Day** > **Print** > **Reports** *or*
   Click **Pay Day** from the Side Bar then click **Reports**.
2. Select the Pay Advice Slip you wish to reprint.
3. Navigate to **Report Selection Criteria**.
4. Change **Report by** from **All Employees** to the option you require.
5. Change **Report Period** from **Current Pay Period** to **Specific Date Range**.
6. Select the Date Range.
7. Click **Preview**, **Print** or **Export PDF**.

If the Employee is no longer Employed by your Company,

1. Open the Company Archive for the Financial Year the Employee ceased Employment
   a. Click **File** > **Open Company Archive**.
   b. Select the Financial Year Ending you wish to view from the drop-down menu.
   c. Click **Open**.
   d. Once the Archive has been opened, the Title Bar will display **(20XX Archive)** after your ABN.
2. Click **Pay Day** from the Side Bar.
3. Click **Reports**.
4. Select the Pay Advice Slip you wish to reprint.
5. Navigate to **Report Selection Criteria**.
6. Change **Report by** from **All Employees** to the option you require.
7. Change **Report Period** from **Current Pay Period** to **Specific Date Range**.
8. Select the Date Range.
9. Click **Exit** once you have printed the required Pay Slips.
10. Click **Exit** again to close the Pay Day window.
11. Close your Company Archive
    a. Click **File** > **Open**.
    b. Select the Company you wish to access.
    c. Click **Open**.

d. Once the Archive has been closed, the Title Bar will **NO LONGER** display **(20XX Archive)** after your ABN.

Revision: 4 — Last modified: Apr 14, 2020

4.9.19. Rollback Pays

> **!** Rollback Pays enables you to go back to a previous date from a restore point (backup) which e-PayDay® automatically creates every time you finalise a pay run. You cannot edit pays once they have been processed as this has many implications with your reconciliations including BAS, ITW and SG reporting. If you rollback a pay run it will restore the Company data back to the date of the pay run. If you have made any changes since that date they will be lost.

1. Click **Pay Day** > **Rollback Pays**.
2. An alert will display: **If you rollback a pay run, it will restore the Company data back to the date of the pay run. If you have made any changes since that date they will be lost. Do you wish to continue?**
3. Click **Yes**
4. Select the **Period Ending** Backup you wish to restore (e.g. **2020-01-28 10-43 PRACTICE COMPANY Period Ending 2020-01-27.zip**)
5. Click **Open**.
6. Once the **Period Ending** Backup has finished restoring, your Company will close.
7. Click **File** > **Open**.
8. Select the Company you wish to access.
9. Click **Open**.

Revision: 5 — Last modified: Jan 13, 2023

4.9.20. How do I change QTY from HH:MM to Decimal (or visa-versa) using the Built-in Time Calculator?

1. When composing the **Employees Pay**, highlight **QTY** and press **T** on your keyboard
2. Complete either **HH:MM** or **Decimal** with the time you wish to convert.
3. To use the new time, click **Process**. Otherwise, click **Cancel**.

Revision: 3 — Last modified: Apr 11, 2019

4.9.21. Add a once off message in the Employees Pay Envelope

1. When composing the **Employees Pay**, Navigate to **Message**.
2. Either type in a new Message or select an existing message (as previously set in **Company > Pay Slip Messages**) from the drop-down menu.

4.9.22. Add a Global Pay Message for a specific Date Range

> ❗ Global Pay Slip Messages need to be added before Pay Day processing commences, otherwise, the message will not be available to select.

1. Add the Global Pay Slip Message In **Company > Pay Slip Messages**

4.9.23. Add a Global Pay Message in the Employees Pay Envelope

> ❗ Global Pay Slip Messages need to be added before Pay Day processing commences, otherwise, the message will not be available to select.

1. Add the Global Pay Slip Message In **Company > Pay Slip Messages**
2. When composing the **Employees Pay**,
3. Navigate to **Message** and select the existing message from the drop-down menu.

4.9.24. How do I add a new Cost Centre during a Pay Run?

1. When composing the **Employees Pay**, click **Cost Centres**.
2. Click **New**.
3. Enter an **Abbreviation** (short descriptive code) for the new Cost Centre.
   Abbreviation is limited to 8 Characters.
4. Choose an existing Primary Cost Centre from the drop-down menu *OR* **add a new Primary Cost Centre**.
   If you do not wish to enter the Primary Cost Centre, please choose Unspecified from the drop down menu although this is not recommended.
5. Enter a detailed description for the associated Cost Centre in **Cost Centre Description**.
6. If required for **Accounting Export (e-Port™)**, enter an **Account No.**
7. If required for **Accounting Export (e-Port™)**, enter a **Job No,/Cost Code**
8. Click **Save**.
9. Click **Exit**.

4.9.25. What Report Selection Criteria is available for Pay Slips?

The **Report Selection Criteria** will vary depending on the report you select. Please access **Pay Day Pay Slips Overview** and select the report you require to view what Report Selection Criteria is available.

Revision: 2 — Last modified: Apr 11, 2019

4.9.26. How do I limit what Pay Slips I see?

1. Click **Pay Day** from the Side Bar.
2. Click **Pay Slips**
3. Click **Configure**.
4. Click **Toggle All** to deselect all the Pay Slips listed in this window.
5. Select **Show Report** for each Pay Slip you wish to have available for selection.
6. Click **Save** then **Exit**.

Revision: 3 — Last modified: Apr 11, 2019

4.9.27. View ONLY ACTIVE Pay Slip Reports

1. Click **Pay Day** from the Side Bar.
2. Click **Pay Slips**
3. Navigate to **Show available Reports**
4. Deselect **Inactive**.
5. Select **Active**.

Revision: 4 — Last modified: Jun 01, 2020

4.9.28. View ONLY Inactive Pay Slip Reports

1. Click **Pay Day** from the Side Bar.
2. Click **Pay Slips**
3. Navigate to **Show available Reports**
4. Deselect **Active**.
5. Select **Inactive**.

Revision: 4 — Last modified: Jun 01, 2020

4.9.29. What e-Cost™ Reports are available?

Currently, the following **e-Cost™** reports are available,

- **e-Cost™ Cost Centre Daily Summary**
- **e-Cost™ Cost Centre Daily Summary (Primary Cost Centre)**
- **e-Cost™ Cost Centre Listing**

- [e-Cost™ Cost Centre Listing (Primary Cost Centre)](#)
- [e-Cost™ Cost Centre Monthly Summary](#)
- [e-Cost™ Cost Centre Monthly Summary (Primary Cost Centre)](#)
- [e-Cost™ Cost Centre Report](#)
- [e-Cost™ Cost Centre Report (Job Title)](#)
- [e-Cost™ Cost Centre Report (Primary Cost Centre)](#)
- [e-Cost™ Cost Centre YTD Summary](#)
- [e-Cost™ Cost Centre YTD Summary (Primary Cost Centre)](#)

Revision: 4 — Last modified: Feb 15, 2021

4.9.30. Some or all of my Pay Slips are missing

1. Click **Pay Day** from the Side Bar.
2. Click **Pay Slips**
3. Navigate to **Show available Reports**
4. Deselect **Active**.
5. Select **Inactive**.
6. If the report you require is now displayed, click **Configure**.
7. Select **Show Report** for each Pay Slip you wish to have available for selection.
8. Click **Save** then **Exit**.

Revision: 3 — Last modified: Apr 29, 2019

4.9.31. Resend (e-Mail) Pay Advice Slips for a previous pay period

1. Click **Pay Day** > **Process Pays** > **Individual** *or*
   Click **Pay Day** from the Side Bar
2. Navigate to **Last Posted Pay Run** or **Unposted Pay Run**.
3. Click on the drop-down menu and select the pay period you require.
4. Select the Employee/s you require.
5. Select **Pay Slips**
6. Select the Pay Advice Slip you wish to e-mail.
7. Click **e-Mail**.

Revision: 4 — Last modified: Oct 14, 2022

4.9.32. I have accidentally selected an Accounting Package. How do I re-set my Accounting Export?

1. Click **Utilities** > **Clear OEM Value**.

4.9.33. Employee should be on leave until XX/XX/2XXX.

This alert is displaying due to one of the following reasons;

1. The last pay run processed for this employee contained leave and these dates encapsulate the next pay period.
2. The **Period Paid to Date** has incorrectly completed, as this date has been transposed from another employee.

If this alert is displaying and should not be,

1. When composing the **Employees Pay**, click **Edit** (Pencil Icon) next to the Employees name.
2. Click **Pay Run**.
3. Click **Period Paid to Date** and backspace to remove the date.
4. Click **Save** and **Exit** to return to the employee's Pay Envelope.

4.9.34. Pay Periods Processed in Advance (eg. Closed for Christmas Period)

1. Process Pays as normal by following **Pay Run Procedure**
2. While composing the pays, add the Leave paid in advance
   a. **Annual Leave No Loading**
   b. **Annual Leave and Loading**
   c. **Public Holidays**
   d. **Long Service Leave**
   e. **Personal Leave**
   f. **RDO's**
   g. **TIL Taken**
   h. **Banked Hours**
3. Enter the **EXACT** Leave Dates for each Leave Pay Type as this will cause an alert to display if their Pay Envelope is opened in a future pay run before the leave period ends.
4. An alert will display which will allow you to **Tax Average the Leave Pay Rates ONLY**, if the total hours paid exceed what is set in the Employees Award or Agreement. The number of periods you enter will affect Leave Accruals and any Deductions that are set to Per Pay Period.
5. If required, manually override tax amount by following **How do I adjust Total Tax (E = C + D) during my Pay Run?**

4.9.35. You are unable to import times as

your Bio-Clock is set to Access Manager

1. Log into Bio-Clock™ Web Interface via IP Address.
2. Under **Terminal Settings**, Click **Terminal Setup**.
3. Under **Miscellaneous**, select **Stand Alone** then click **Submit**.
4. Once the settings have been applied, under **Terminal** select **Reboot**
5. Click **Reboot**

Revision: 2 — Last modified: Nov 12, 2019

4.9.36. You cannot edit these Employee's details as their Payslip is set to ACTIVE.

To edit an Employees details while a pay run is active,

1. When composing the **Employees Pay**, click **Edit** (Pencil Icon) next to the Employees name.
2. Make any changes as necessary.
3. Click **Save** and **Exit** to return to the employees Pay Envelope.

Revision: 2 — Last modified: Apr 26, 2019

4.9.37. What reports should I print to provide to my Employee when they cease Employment with us?

> **!** A final Pay Slip should always be provided (if a final payment was made to the Employee).

> **✳** There is no ability to print a Separation Certificate directly from e-PayDay, however, you can complete this online or print a copy from **Services Australia here**.

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the side bar.
2. We recommend printing the following reports to provide to your Employee,
   - **Payment Summaries**
     - **Pay Period**: All
     - **Pay Location/Dept**: All Pay Locations
     - **Report by**: Selected individual non-business (A4)
       - Select the required Employee and click **Ok**
     - **Report Period**: Locked and Unavailable for selection
     - **Sort Criteria**: NONE
   - **Payment Summaries**

- ◦ **Pay Period**: All
- ◦ **Pay Location/Dept**: All Pay Locations
- ◦ **Report by**: Selected ETP (A4)
  - ▪ Select the required Employee and click **Ok**
- ◦ **Report Period**: Locked and Unavailable for selection
- ◦ **Sort Criteria**: NONE

Revision: 5 — Last modified: Mar 07, 2022

4.9.38. Undo an ACTIVE Pay Run

1. Click **Pay Day** from the Side Bar.
2. Click **Undo**.
3. Click **Select ALL Employees** to undo all unposted pays.
4. Click **Click here to Continue**.

Revision: 2 — Last modified: Jun 25, 2020

4.9.39. Process a Pay Run with a Concessional (Before Tax) Superannuation Contribution Deduction

1. When composing the **Employees Pay**, navigate to **Deductions**
2. Select **Concessional Super (Before Tax)**.
3. Enter the **QTY**, which can be either positive or negative.
4. Make any other changes as necessary.
5. Click **Pending** or **OK** to save all changes.

Revision: 1 — Last modified: May 22, 2020

4.9.40. Process a Pay Run with a Non-Concessional (After Tax) Superannuation Contribution Deduction

1. When composing the **Employees Pay**, navigate to **Deductions**
2. Select **Non-Concessional Super (After Tax)**.
3. Enter the **QTY**, which can be either positive or negative.
4. Make any other changes as necessary.
5. Click **Pending** or **OK** to save all changes.

Revision: 1 — Last modified: May 22, 2020

4.9.41. Employee's Annual, Sick, Long Service and/or RDO's/TIL Leave

Entitlements are not accruing

> ❗ If you make changes to an Award & Agreement, it will also affect any other Employees that are assigned. You can ensure no other Employees are linked to the same Award & Agreement (as the one you are amending) by following **Step 1** below.

If your Employees Leave Entitlements are not accruing,

1. Read **here** to verify which award the Employee is linked to.
2. Ensure the Award they are linked to has been updated with the correct entitlements and Accrual Method for
   a. **Annual Leave**,
   b. **Personal Leave**
   c. **Long Service Leave** *and/or*
   d. **RDO's / TIL**
3. Check the **Paid By** setting in each of the **Pay Rates** you use for this Employee
   a. Print a **Pay Rates** Report, by **Specific Employee**.
   b. Access each of the Pay Rates listed on this report to check the Paid By setting
      i. If the **Accrual Method** in the Award was set to **Per Hour Pro-Rata** and the **Paid by** Setting in the Pay Rate is any of the below, Leave will not accumulate.
         i. **Per Day**
         ii. **Per GST Hour**
         iii. **Per Kilometre**
         iv. **Per Lump Sum**
         v. **Per Month**
         vi. **Per Pay Period**
         vii. **Per Unit**
         viii. **Per Unit – Punnet**
         ix. **Per Week**

Once the correct entitlements and Accrual Method have been allocated as required, please follow either

1. **How do I use the Accrual Calculator to recalculate my Employees Accruals as they were not set up OR set up incorrectly?** *OR*
2. **How do I manually recalculate my Employees Accruals?**

Revision: 13 — Last modified: Sep 08, 2020

4.9.41.1. Locate the Award & Agreement (ID) the Employee is linked to

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to view (click once to highlight).
3. Scroll across to locate and make note of the **Award #**.

Revision: 4 — Last modified: Jun 15, 2020

4.9.41.2. Enter the Employees Annual Leave Accrual Entitlement

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Complete **(Weeks)** with the correct number of weeks entitlement for **Annual Leave**. *eg. Under the NES, an Employee is entitled to 4 Weeks leave.*
6. Ensure the **Accrual Method** is set as required – The **Accrual Method** defines how the leave entitlements accumulate.
   a. **on Anniversary of 'Accruals Commencement' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Accruals Commencement** date has been included in the date range of a pay run.
   b. **on Anniversary of 'Date Hired' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Date Hired** has been included in the date range of a pay run.
   c. **on Anniversary of 'Specific Date' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Specific Date** that is

outlined in this window has been included in the date range of a pay run.

    d. **Per Hour (Pro Rata)**: The **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted.

    e. **Per Hour (Pro Rata) After X Hours**: Once the **Hours** has been exceeded, the **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted.

    f. **Per Pay Period (Lump Sum)**: The **Weekly**, **Fortnightly** or **Monthly** Entitlement will be automatically applied to the Employees Accrual Balances once the pay run is posted.

7. Click **Save** then **Exit**.

Revision: 8 — Last modified: Feb 01, 2023

4.9.41.3. Enter the Employees Personal (Sick) Leave Accrual Entitlement

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Personal Leave**.
6. Enter the **(Days)** entitlement for the **First** year of employment (eg. 10 Days as per the **NES**)
7. Enter the **(Days)** entitlement for the **Thereafter** years of employment (eg. 10 Days as per the **NES**)
8. Ensure the **Accrual Method** for both **First** and **Thereafter** are set as required – The Accrual Method defines how the leave entitlements accumulate.

    a. **on Anniversary of 'Accruals Commencement' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Accruals Commencement** date has been included in the date range of a pay run.

    b. **on Anniversary of 'Date Hired' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Date Hired** has been included in the date range of a pay run.

    c. **on Anniversary of 'Specific Date' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Specific Date** that is outlined in this window has been included in the date range of a pay run.

    d. **Per Hour (Pro Rata)**: The **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted.

    e. **Per Hour (Pro Rata) After X Hours**: Once the **Hours** has been exceeded, the **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted.

    f. **Per Pay Period (Lump Sum)**: The **Weekly**, **Fortnightly** or **Monthly** Entitlement will be automatically applied to the Employees Accrual Balances once the pay run is posted.

9. Click **Save** then **Exit**.

4.9.41.4. Enter the Employees Long Service Leave Accrual Entitlement

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **Long Service Leave**.
6. Complete both **Years** and **= Weeks** with the correct number of years and weeks for **Long Service Leave**.**eg. in Queensland, an Employee is entitled to 8.667 weeks leave after 10 years of continuous service**.
7. Ensure the **Accrual Method** is set as required – The **Accrual Method** defines how the leave entitlements accumulate.
   a. **on Anniversary of 'Accruals Commencement' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Accruals Commencement** date has been included in the date range of a pay run.
   b. **on Anniversary of 'Date Hired' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Date Hired** has been included in the date range of a pay run.
   c. **on Anniversary of 'Specific Date' (Lump Sum)**: The **Yearly** Entitlement will be automatically applied to the Employees Accrual Balances once the **Specific Date** that is outlined in this window has been included in the date range of a pay run.
   d. **Per Hour (Pro Rata)**: The **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted.
   e. **Per Hour (Pro Rata) After X Hours**: Once the **Hours** has been exceeded, the **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted.
   f. **Per Pay Period (Lump Sum)**: The **Weekly**, **Fortnightly** or **Monthly** Entitlement will be automatically applied to the Employees Accrual Balances once the pay run is posted.
   g. **Percentage of Hours worked**: Accruals will accumulate based on the rule outlined in this window and the combination of pay rates used.
8. Click **Save** then **Exit**.

Revision: 6 — Last modified: Feb 01, 2023

4.9.41.5. Enter the Employees RDO's / TIL Accrual Entitlement

✳ RDO's / TIL can either be set up as an Accrual (similar to Annual Leave, as below) *or* by Banking Hours by following **here** and **here**.

1. Click **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Click **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Click **Edit**.
4. Click **Accruals**.
5. Click **RDO / TIL**
6. Complete **(Days)** with the correct number of days entitlement for **RDo's / TIL**.**eg. 12 days**.
7. Ensure the **Accrual Method** is set as required – The **Accrual Method** defines how the leave entitlements accumulate.
   a. **Per Hour (Pro Rata)**: The **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted.
   b. **Per Hour (Pro Rata) Limited to yearly entitlement**: The **Hourly** Entitlement will be automatically multiplied by the number of hours entered during a pay run, and the total balance accumulated will be applied to the Employees Accrual Balances once the pay run is posted, capping at the **Yearly** entitlement.
   c. **Per Pay Period (Lump Sum)**: The **Weekly**, **Fortnightly** or **Monthly** Entitlement will be automatically applied to the Employees Accrual Balances once the pay run is posted.
   d. **Per Pay Period (Lump Sum) Limited to yearly entitlement**: The **Weekly**, **Fortnightly** or **Monthly** Entitlement will be automatically applied to the Employees Accrual Balances once the pay run is posted, capping at the **Yearly** entitlement.
   e. **Percentage of Hours worked**: Accruals will accumulate based on the rule outlined in this window and the combination of pay rates used.
8. Click **Save** then **Exit**.

Revision: 6 — Last modified: Jul 10, 2020

4.9.41.6. Use the Accrual Calculator to recalculate Employees Accruals

1. Ensure you've followed **Why are my Employee's Leave Entitlements not accruing?**
2. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
3. Select the employee to edit (click once to highlight).
4. Click **Edit**.
5. Click **Accruals**.
   a. Navigate to **Accruals Commence** and ensure it is set to the Date the Employee commenced as Full Time, Part Time or Salary.
   b. If required, adjust the **Accruals Commence** Date accordingly.
   c. Click **Save**
6. Click **Click here to Check or Update Accrual Calculations**.
7. The Accrual Calculator window will display. Using the **Accruals Commencement Date**, your Leave entitlements will be displayed under **Estimated Balance**.
   How does the e-PayDay® Accrual Calculator work out my Accrual Balances?.
   a. If you wish to update the Employees Current Balance with the Estimated Balance, click **Save** (Floppy Disc Icon)
   b. If you do not wish to update the Employees Current Balance, click **Exit**

4.9.41.7. Manually recalculate Employees Accruals

> **!** The below instructions will only assist if the employee has remained working the same hours for the entire period of employment. If the employee was changed status (eg. from full timje to Part Time) at any point during thier employment, it would be best to print an Employee Hours Summary Report instead and use these hours in conjunction with the **Hourly Entitlement** in the Award to recalculate the Accruals

1. Ensure you've followed **here**
   a. Take note of the **Weekly Entitlement** (Hours) for each Leave Type.
2. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
3. Select the employee to edit (click once to highlight).
4. Click **Edit**.
5. Click **Accruals**.
   a. Navigate to **Accruals Commence** and ensure it is set to the Date the Employee commenced as Full Time, Part Time or Salary.
   b. If required, adjust the **Accruals Commence** Date accordingly.
   c. Click **Save**
6. Take note of the **Period of Employment** (Number of weeks)
7. Click **Exit**.
8. Now you have the information you require, you can manually recalculate the outstanding balance. The Formula to recalculate the Employees Accruals is (TWW x WE – LT) which is the Total Weeks Worked (**TWW**) multiplied by the Weekly Entitlement (**WE**) less any Leave Taken ((TWW x WE – LT))
   eg. If **TWW** is **325.00**, **WE** is **2.923** and **LT** is **602.7433**, The total outstanding balance for **Annual Leave** is **347.2317** hours.
9. Repeat **Step 8** for all Accruals (Annual Leave, Long Service Leave and Personal Leave).
10. Click **Employees** > **Edit Employees** *or*
    Click **Employees** from the Side Bar.
11. Select the employee to edit (click once to highlight).
12. Click **Edit**.
13. Click **Accruals**.
14. Click **Edit**.
15. Adjust the Balance for the required Leave options.
16. Click **Save**.

4.9.42. Employee's Annual, Sick, Long Service and/or RDO's/TIL Leave

Entitlements are accruing when they shouldn't be

> ❗ If you make changes to an Award & Agreement, it will also affect any other Employees that are assigned. You can ensure no other Employees are linked to the same Award & Agreement (as the one you are amending) by following **Step 1** below.

If your Employees Leave Entitlements are accruing when they shouldn't;t be

1. Read **here** to verify which award the Employee is linked to.
2. Ensure the Award they are linked to has been updated with the correct entitlements and Accrual Method for
   a. **Annual Leave**,
   b. **Personal Leave**
   c. **Long Service Leave** *and/or*
   d. **RDO's / TIL**

Once the correct entitlements and Accrual Method have been allocated as required, please follow either

1. **How do I use the Accrual Calculator to recalculate my Employees Accruals as they were not set up OR set up incorrectly?** *OR*
2. **Edit existing Accrual Balances**

Revision: 4 — Last modified: Jun 06, 2022

4.9.43. Employer SG (Superannuation Guarantee) is not accruing

> ❗ If you make changes to an Award & Agreement, it will also affect any other Employees that are assigned. You can ensure no other Employees are linked to the same Award & Agreement (as the one you are amending) by following **Step 1** below.

If your Employee's Superannuation Guarantee not accruing,

1. Verify which award the Employee is linked to by following **How do I locate the Award & Agreement (ID) the Employee is linked to?**
2. Ensure the Award they are linked to has been updated with the correct rules in
   a. **Superannuation**
      i. **SG (% or $)** should be completed.
      ii. **Starts After X.X Weeks** should be **0.0**
      iii. Default is **Calculated on Applicable Payrate**.
      iv. **Preset Contribution Limits** and **Maximum Super Contribution Base**.should be **0.00**
      v. **SG on Salary Sacrifice?** and **SG on Annual Leave Loading** should be set as

required.

    b. **Super Rules**

        i. **This window is set as required**

3. Check the **SG** setting in each of the **Pay Rates** and/or **Allowances** you use for this Employee
    a. Print a **Pay Rates** Report, by **Selected or ALL Employees**.
    b. Print a **Allowances** Report by **Selected or ALL Employees**
    c. Access each Pay Rate and/or Allowance listed on this report to check the Superannuation setting.

4. Ensure the relevant Superannuation Start Date and Percentage are recorded in the Employee.
    a. **SG (% or $)** should be completed.
    b. **SG Start Date** is not set in the future.

Once the correct rules have been set up as required, please contact your accountant for assistance with calculating the amount outstanding to record in the next pay run, read **here**.

Revision: 10 — Last modified: Mar 28, 2023

4.9.44. Employer SG (Superannuation Guarantee) is accruing when it shouldn't be

> ❗ If you make changes to an Award & Agreement, it will also affect any other Employees that are assigned. You can ensure no other Employees are linked to the same Award & Agreement (as the one you are amending) by following **Step 1** below.

If your Employee's Superannuation Guarantee is accruing when it shouldn't be

1. Verify which award the Employee is linked to by following **How do I locate the Award & Agreement (ID) the Employee is linked to?**
2. Ensure the Award they are linked to has been updated with the correct rules in
    a. **Superannuation**
        i. **SG (% or $)** should be completed.
        ii. **Starts After X.X Weeks**
        iii. Default is **Calculated on Applicable Payrate**.
        iv. **Preset Contribution Limits** and **Maximum Super Contribution Base**
    b. **Super Rules**
        i. **This window is set as required**

Revision: 3 — Last modified: Apr 19, 2022

4.9.45. Edit Employees Bank Details during a Pay Run

1. When composing the **Employees Pay**, click **Edit** (Pencil Icon) next to the Employees name.
2. Select **Pay Run**.
3. Navigate to **Payment Method**.

4. Select **Edit** (Pencil Icon).
5. Select the Bank Account to edit (click once to highlight).
6. Select **Edit**.
7. Make any changes as necessary.
8. Seect **Save** then **Exit**.
9. Click **Exit** again to close the Employee Window.
10. Click **Pending** or **OK** to update the Bank Account on the relevant reports.

Revision: 1 — Last modified: Jan 21, 2022

4.9.46. The Posting Date is NOT in the Current Financial Year

If the alert states that the Current Financial Year is

1. **01/07/2021 to 30/06/2022**, End of Finacial Year must be completed by following the **BEFORE** you can commence this pay run.
    a. Based on the dates, it seems as if **Step 8** of the **EOFY Guide** has been missed.
2. **01/07/2023 to 30/06/2024**, read **here**
3. **01/07/2024 to 30/06/2025**, read **here**

Revision: 6 — Last modified: Jun 01, 2022

4.9.47. Undo the Pay Run for a selected Employee

1. Click **Pay Day** from the Side Bar.
2. Select the employee to undo (click once to highlight).
3. Click **Undo**.
4. Click **Click here to Continue**.

Revision: 2 — Last modified: Aug 24, 2022

4.9.48. Pay Run mis-match

The above alert is displayed when pay run data for this employee exists in the database for the dates selected.

Select **Yes** to load the existing Pay Run Data from the database

Select **No** to load the employees normal pay run data

Select **Cancel** to close the Employees Pay Envelope

Revision: 3 — Last modified: Dec 14, 2022

4.9.49. You need to mirror the Superannuation information from Employee to EmpSuper

1. When composing the **Employees Pay**, click **Edit** (Pencil Icon) next to the Employees Name.
2. Select **Superannuation**.
3. Navigate to **Employee Superannuation Personal Contribution Details**.
   a. Select the **Member Superannuation Fund**.
   b. Enter the **Member Super Number**.
4. Select **Save** then **Exit**.

Revision: 1 — Last modified: Dec 12, 2022

4.10. Reporting

Revision: 2 — Last modified: Nov 26, 2019

4.10.1. Crystal Reports

Revision: 1 — Last modified: Mar 23, 2023

4.10.1.1. An error has occurred in frmReports : ReportPreview (Recipient Created Tax Invoice)

1. Close **Reports** and **Pay Day**.
2. Click **File** > **Company** > **Government**
3. Click **Copy Company Details**.
4. Click **Save** then **Exit**.
5. Access **Pay Day** and preview, print or export the **Recipient Created Tax Invoice**.

Revision: 1 — Last modified: Dec 17, 2019

4.10.1.2. Crystal Reports: Group Condition Not Found

This error is as a result of a 'Sort By' criteria being selected that is not coded to be supported by the report being previewed. This issue has been reported to the development for resolution in a future

upgrade. In the mean time, simply leave the 'Sort By' criteria as None.

4.10.1.3. Previewing Reports: Logon Failed error

Typically the report needs to be replaced. Please request a Support Call **here**

4.10.1.4. Error 429 and Error 484: Crystal Reports – Print Reports

Ensure Crystal Reports is installed

1. Navigate to **C:\e-PayDay BE** **Please note that although by default the e-PayDay Client (application) files are installed to C:\e-PayDay BE, this path MAY be different if you have elected to install the Client (application) files to a different location.**
2. Double click **Crystal Reports XI Runtimes.exe**
   a. If Crystal reports is not installed, the program will begin installing immediately
   b. If Crystal Reports has already been installed, you will be presented with 3 options: **Repair**, **Modify** and **Remove**.
      i. If you are presented with these options, close Crystal Reports XI Runtimes.

Ensure your Default printer is assigned

1. Access your **Start Menu** in Windows (bottom right-hand corner)
2. Select **Control Panel**
3. Select **Devices (and Printers)**
4. Ensure you have a default printer set. **Your default printer will be indicated by a green tick displayed next to the device**.
   a. If you do not have a green tick next to any printer available on your pc, right-click on the device you would like and select Set as Default Printer.
   b. If the default Printer is set, **the resolution to this issue is to ensure that in e-PayDay®, click Preview then click Print from within the Preview screen.**

> ✱ If the above issue is not resolved after following this article, please request a support call here.

4.10.1.5. Error -2147221164 – Class not registered

Ensure Crystal Reports is installed

1. Navigate to **C:\e-PayDay BE** **Please note that although by default the e-PayDay Client (application) files are installed to C:\e-PayDay BE, this path MAY be different if you have elected to install the Client (application) files to a different location.**
2. Double click **Crystal Reports XI Runtimes.exe**
   a. If Crystal reports is not installed, the program will begin installing immediately
   b. If Crystal Reports has already been installed, you will be presented with 3 options: **Repair**, **Modify** and **Remove**.
      i. If you are presented with these options, close Crystal Reports XI Runtimes.

Ensure your Default printer is assigned

1. Access your **Start Menu** in Windows (bottom right-hand corner)
2. Select **Control Panel**
3. Select **Devices (and Printers)**
4. Ensure you have a default printer set. **Your default printer will be indicated by a green tick displayed next to the device**.
   a. If you do not have a green tick next to any printer available on your pc, right-click on the device you would like and select Set as Default Printer.
   b. If the default Printer is set, **the resolution to this issue is to ensure that in e-PayDay®, click Preview then click Print from within the Preview screen.**

✳ If the above issue is not resolved after following this article, please request a support call here.

Revision: 6 — Last modified: Mar 23, 2023

4.10.1.6. Error Info :- -2147024770 frmCrystalReports : Generate Report (Automation Error)

Ensure Crystal Reports is installed

1. Navigate to **C:\e-PayDay BE** **Please note that although by default the e-PayDay Client (application) files are installed to C:\e-PayDay BE, this path MAY be different if you have elected to install the Client (application) files to a different location.**
2. Double click **Crystal Reports XI Runtimes.exe**
   a. If Crystal reports is not installed, the program will begin installing immediately
   b. If Crystal Reports has already been installed, you will be presented with 3 options: **Repair**,

Modify and **Remove**.

      i. If you are presented with these options, close Crystal Reports XI Runtimes.

Ensure your Default printer is assigned

1. Access your **Start Menu** in Windows (bottom right-hand corner)
2. Select **Control Panel**
3. Select **Devices (and Printers)**
4. Ensure you have a default printer set. **Your default printer will be indicated by a green tick displayed next to the device**.
   a. If you do not have a green tick next to any printer available on your pc, right-click on the device you would like and select Set as Default Printer.
   b. If the default Printer is set, **the resolution to this issue is to ensure that in e-PayDay®, click Preview then click Print from within the Preview screen.**

> ✱ If the above issue is not resolved after following this article, please request a support call here.

Revision: 5 — Last modified: Mar 15, 2023

4.10.1.7. Error -2147189152 – Method '~' of object '~' failed

> ✱ This error may also occur when the Accounting Export Path is nor avaliable on the PC you are using.

Ensure Crystal Reports is installed

1. Navigate to **C:\e-PayDay BE** **Please note that although by default the e-PayDay Client (application) files are installed to C:\e-PayDay BE, this path MAY be different if you have elected to install the Client (application) files to a different location.**
2. Double click **Crystal Reports XI Runtimes.exe**
   a. If Crystal reports is not installed, the program will begin installing immediately
   b. If Crystal Reports has already been installed, you will be presented with 3 options: **Repair**, **Modify** and **Remove**.
      i. If you are presented with these options, close Crystal Reports XI Runtimes.

Ensure your Default printer is assigned

1. Access your **Start Menu** in Windows (bottom right-hand corner)
2. Select **Control Panel**
3. Select **Devices (and Printers)**
4. Ensure you have a default printer set. **Your default printer will be indicated by a green tick displayed next to the device**.

a. If you do not have a green tick next to any printer available on your pc, right-click on the device you would like and select Set as Default Printer.

b. If the default Printer is set, **the resolution to this issue is to ensure that in e-PayDay®, click Preview then click Print from within the Preview screen.**

✳ If the above issue is not resolved after following this article, please request a support call here.

Revision: 6 — Last modified: Mar 23, 2023

4.10.1.8. UFL 'u25samp1.dll' that implements this function is missing

Ensure Crystal Reports is installed

1. Navigate to **C:\e-PayDay BE** Please note that although by default the e-PayDay Client (application) files are installed to C:\e-PayDay BE, this path MAY be different if you have elected to install the Client (application) files to a different location.
2. Double click **Crystal Reports XI Runtimes.exe**
   a. If Crystal reports is not installed, the program will begin installing immediately
   b. If Crystal Reports has already been installed, you will be presented with 3 options: **Repair**, **Modify** and **Remove**.
      i. If you are presented with these options, close Crystal Reports XI Runtimes.

Ensure your Default printer is assigned

1. Access your **Start Menu** in Windows (bottom right-hand corner)
2. Select **Control Panel**
3. Select **Devices (and Printers)**
4. Ensure you have a default printer set. **Your default printer will be indicated by a green tick displayed next to the device**.
   a. If you do not have a green tick next to any printer available on your pc, right-click on the device you would like and select Set as Default Printer.
   b. If the default Printer is set, **the resolution to this issue is to ensure that in e-PayDay®, click Preview then click Print from within the Preview screen.**

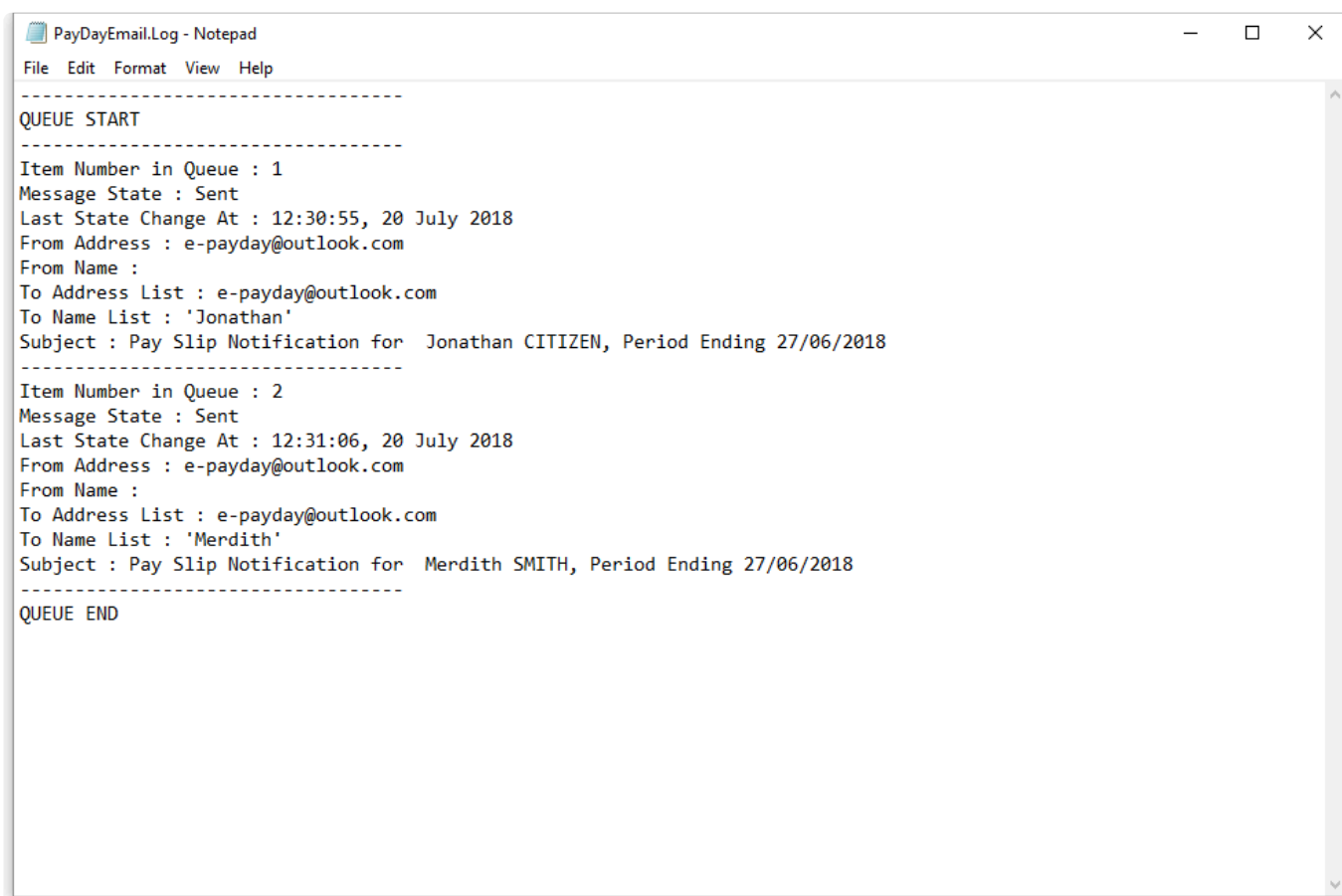✳ If the above issue is not resolved after following this article, please request a support call here.

Revision: 2 — Last modified: Mar 21, 2023

4.10.2. Confirm Pay Slips have been e-mailed successfully

✳ **Company SMTP e-Mail Settings** will be automatically given prority over **GLOBAL SMTP e-Mail Settings** if they are both established.

❗ **Log e-Mail after processing ?** must be selected for all emails are logged to a text document once they have been sent.

1. Click **Options** > **View PayDayEmail.Log**.
2. The following Note Pad document will open, If **Message State** displays **Sent** then your Pay Slips / Payment Summaries have been e-mailed successfully.

```
PayDayEmail.Log - Notepad                                        —    □    ×
File  Edit  Format  View  Help
-------------------------------------
QUEUE START
-------------------------------------
Item Number in Queue : 1
Message State : Sent
Last State Change At : 12:30:55, 20 July 2018
From Address : e-payday@outlook.com
From Name :
To Address List : e-payday@outlook.com
To Name List : 'Jonathan'
Subject : Pay Slip Notification for  Jonathan CITIZEN, Period Ending 27/06/2018
-------------------------------------
Item Number in Queue : 2
Message State : Sent
Last State Change At : 12:31:06, 20 July 2018
From Address : e-payday@outlook.com
From Name :
To Address List : e-payday@outlook.com
To Name List : 'Merdith'
Subject : Pay Slip Notification for  Merdith SMITH, Period Ending 27/06/2018
-------------------------------------
QUEUE END
```

Revision: 8 — Last modified: Jun 01, 2020

4.10.3. Preview a Report

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the Side Bar.
2. Select the Report you require
3. Navigate to **Report Selection Criteria** and update as required.

4. Click **Preview**.

4.10.4. Print a Report

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the Side Bar.
2. Select the report you wish to print
3. Select the **Report Selection Criteria** you require
4. Click **Print**

4.10.5. Export a PDF Report

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the Side Bar.
2. Select the Report you require
3. Navigate to **Report Selection Criteria** and update as required.
4. Click **Export PDF**

4.10.6. Export a .CSV Report

1. Depending on the report window you have open, select the report you wish to preview
2. Select the **Report Selection Criteria** you require
3. Click **Preview**
4. Once the report is previewed, click the **Export** Icon in the top left of the preview window.
5. In **Format**, select **Separated Values (.CSV)**.
6. In **Destination**, leave as **Disk File**.
7. Click **OK**.
8. Select the **Delimiter**, the default setting is open quotation marks,
9. Select the **Character**, the default is a comma.
10. Select **Same number formats as in report** if required.
11. Select **Same date formats as in report** if required.
12. Click **OK**,
13. Select the path to save the exported report to.
14. Click **Save**.

4.10.7. Search Reports

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the side bar.

2. Navigate to **Search**.
3. Type the name of the required report.

4.10.8. Limit Report Options

1. Click **Reports** > **Print Reports** *or*
    Click **Reports** from the sidebar.
2. Click **Configure**.
3. Click **Toggle All** to deselect all the Reports listed in this window.
4. Select **Show Report** for each Report you wish to have available for selection.
5. Click **Save** then **Exit**.

4.10.9. View ONLY Active Reports

1. Click **Reports** > **Print Reports** *or*
    Click **Reports** from the side bar.
2. Navigate to **Show available Reports**
3. Deselect **Inactive**.
4. Select **Active**.

4.10.10. View ONLY Inactive Reports

1. Click **Reports** > **Print Reports** *or*
    Click **Reports** from the side bar.
2. Navigate to **Show available Reports**
3. Deselect **Active**.
4. Select **Inactive**.

4.10.11. Add Report Batch

1. Click **Reports** > **Print Reports** *or*
    Click **Reports** from the side bar.
2. Navigate to **Batch Reports Selection…**
3. Click **New Batch**.
4. Enter the name of the Batch of Reports you are creating.
5. Select the first report you require from the left-hand menu.
6. Select the **Report Selection Criteria** you require
7. Click **>>Add>>**.
8. Repeat **Steps 5 – 7** until all required Reports are listed under **Selected Reports…**

9. Click **Save**.

4.10.12. Edit Report Batch

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the side bar.
2. Navigate to **Batch Reports Selection…**
3. Click **Select Batch…**.
4. Select the batch you wish to edit.
5. Make any changes as necessary (eg. Remove Reports or Add new Reports).
6. Click **Save**.

4.10.13. Rename Report Batch

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the side bar.
2. Navigate to **Batch Reports Selection…**
3. Click **Select Batch…**.
4. Select the batch you wish to rename.
5. Navigate to **Edit Name…**
6. Change the name the batch.
7. Click **Save**

4.10.14. Delete Report Batch

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the side bar.
2. Navigate to **Batch Reports Selection…**
3. Click **Select Batch…**.
4. Select the batch you wish to delete.
5. Click **Delete**.

4.10.15. Print, Preview or Export a Report Batch

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the side bar.
2. Navigate to **Batch Reports Selection…**
3. Click **Select Batch…**.

4. Select the batch you wish to print, preview or export.
5. Click **Preview Batch**, **Print Batch** or **Export PDF Batch**.

4.10.16. Export the Employee Masterfile Report as .CSV

1. Click **Reports** > **Print Reports** *or*
    Click **Reports** from the side bar.
2. Navigate to **Search**.
3. Type in **Employee Masterfile**.
4. Select the **Employee Masterfile** Report.
5. Click **Export CSV**.
6. Choose the location that to wish to save the CSV file to.
7. Click **Save**.

4.10.17. Quickly change Report Windows

1. Depending on the report window you have open, navigate to **Go To**
2. Choose the Reports section you wish to access by selecting from the drop-down menu.

4.10.18. Some or all of my Reports are missing

1. Click **Reports** > **Print Reports** *or*
    Click **Reports** from the sidebar.
2. Navigate to **Show available Reports**
3. Deselect **Active**.
4. Select **Inactive**.
5. If the report you require is now displayed, click **Configure**.
6. Select **Show Report** for each Report you wish to have available for selection.
7. Click **Save** then **Exit**.

4.10.19. Print the Employee Hours Summary for a specific Employee/s

1. Click **Reports** > **Print Reports** *or*
    Click **Reports** from the Side Bar.

2. Select the **Employee Hours Summary** Report.

3. Navigate to **Report Selection Criteria**.

4. Change **Report by** from **Active Employees to *Specific Employee/s**.

5. Select the Employee or Employees your require by holding the CTRL Key

6. Click **Ok**.

7. Change **Report Period** from **Current Pay Period** to **Specific Date Range**.

8. Select the Date Range.

9. Click **Preview**, **Print** or **Export PDF**.

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4.10.20. Print the Deductions Report to display Child Support Payments

> ❗ You also have the option to set Child Support as a Variable Deductions which can be included and disbursed as part of your **FAST-Bank™*** File.

> ❗ The option to select **Child Support** as a specific Item or Centre will only be available if you have followed **How do I add a Child Support Deduction?**

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the Side Bar.

2. Select the **Deductions** Report.

3. Navigate to **Report Selection Criteria**.

4. Change **Report by** from **Active – Grouped by Item/Centre** to **Specific Item/s or Centre/s**.

5. Select **Child Support**.

6. Click **Ok**.

7. Change **Report Period** from **Current Pay Period** to **Specific Date Range**.

8. Select the Date Range.

9. Click **Preview**, **Print** or **Export PDF**.

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4.10.21. Print the Pay Rates Report to display Overtime

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the Side Bar.

2. Select the **Pay Rates** Report.

3. Navigate to **Report Selection Criteria**.

4. Change **Report by** from **Active – Grouped by Item/Centre** to **Specific Item/s or Centre/s**.

5. Select **Overtime 1.5** and **Overtime Double** *or* any specific item/s or centres you have set up.

6. Click **Ok**.

7. Change **Report Period** from **Current Pay Period** to **Specific Date Range**.
8. Select the Date Range.
9. Click **Preview**, **Print** or **Export PDF**.

4.10.22. Print the Pay Rates Report to display WorkCover Payments

> ❗ The option to select **WorkCover** as a specific Item or Centre will only be available if you have followed How do I add a WorkCover Pay Rate? **here**

1. Click **Reports** > **Print Reports** *or*
    Click **Reports** from the Side Bar.
2. Select the **Pay Rates** Report.
3. Navigate to **Report Selection Criteria**.
4. Change **Report by** from **Active – Grouped by Item/Centre** to **Specific Item/s or Centre/s**.
5. Select **WorkCover**.
6. Click **Ok**.
7. Change **Report Period** from **Current Pay Period** to **Specific Date Range**.
8. Select the Date Range.
9. Click **Preview**, **Print** or **Export PDF**.

4.10.23. Print the Pay Rates Reports to display Director's Fees Payments

> ❗ The option to select **Director's Fees** as a specific Item or Centre will only be available if you have followed How do I add a Director's Fees Pay Rate? **here**

1. Click **Reports** > **Print Reports** *or*
    Click **Reports** from the Side Bar.
2. Select the **Pay Rates** Report.
3. Navigate to **Report Selection Criteria**.
4. Change **Report by** from **Active – Grouped by Item/Centre** to **Specific Item/s or Centre/s**.
5. Select **Director's Fees**.
6. Click **Ok**.
7. Change **Report Period** from **Current Pay Period** to **Specific Date Range**.
8. Select the Date Range.
9. Click **Preview**, **Print** or **Export PDF**.

4.10.24. Recommended Reports before rolling back (restoring a back up)

The list of reports will depend on the information required to re-enter back into the software. For example, is it just the pay run information needing to be re-entered or Super payments?

Generally, we recommend

1. e-Cost™ Cost Centre Report
2. e-Time™ Adjusted and Initial Scan Report
3. Pay Advice Slips (2 Up) (Plain Paper A4 – 210 × 297mm)
4. Payroll Analysis
5. Total Periodic Superannuation Contributions
6. *If any NEW Employees were added – Employee Masterfile

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4.10.25. Employee's Hours (QTY) are not being displayed on their Pay Slip

Typically this will be as the Employee and/or their Award & Agreement has been set to **Salary**.

1. Verify which award the Employee is linked to, read **here**
2. If required, Edit the Employee's Award
   a. Click **Awards & Agreements** > **Edit Awards & Agreements** or
      Click **Award & Agreements** from the Side Bar.
   b. Select the **Award or Agreement** to edit (click once to highlight).
   c. Click **Edit**.
   d. In **Type**, select **Full Time**.
   e. Click **Save** then **Exit**.
3. If required, edit the Employee
   a. Click **Employees** > **Edit Employees** or
      Click **Employees** from the Side Bar.
   b. Select the employee to edit (click once to highlight).
   c. Click **Edit**.
   d. Click **Employment**.
   e. Navigate to **Status** and update to **Full-Time**.
   f. Click **Save** then **Exit**.

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4.10.26. Employee UNPAID Superannuation Contributions are still allocated to their old Superannuation Fund

> ✳ Typically, when the Employee was moved to the new Superannuation Fund, **NO** was selected when the options displayed allowing you to move their contributions to the new fund.

1. Click **Employees** > **Edit Employees** *or*
   Click **Employees** from the Side Bar.
2. Select the employee to edit (click once to highlight).
3. Click **Edit**.
4. Click **Superannuation**.
5. Navigate to **Superannuation Fund** *or* **Member Super Fund** as required.
6. Click on the drop-down arrow and select the **OLD** Super Fund.
7. If there are any unpaid contributions, an alert will display: **Superannuation details for the employee have been changed. Do you wish to update any Superannuation details for any unpaid contributions?**
8. Click **Yes**.
9. Navigate to **Superannuation Fund** *or* **Member Super Fund** and update AGAIN as required.
10. Click on the drop-down arrow and select the **NEW** Super Fund.
11. If there are any unpaid contributions, an alert will display: **Superannuation details for the employee have been changed. Do you wish to update any Superannuation details for any unpaid contributions?**
12. Click **Yes**.
13. Click **Exit**.
14. The Employee's outstanding contributions should now be listed under the correct Superannuation Fund.

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4.10.27. Send the SG Contributions Statement (e-mail) Report by e-Mail

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the side bar.
2. Select **SG Contributions Statement (e-mail)**
3. Click **e-Mail**.
4. The e-Mail Status window will display and as each employee is emailed their copy of the Report, the Status will update from Sending to Sent.
5. Once all reports have been emailed, click **Click here to Continue**, **Exit** then **Exit** again.

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4.10.28. Send the Deduction Payee Contributions Statement (Non-Super) (e-mail) Report by e-Mail

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the side bar.
2. Select **Deduction Payee Contributions Statement (Non-Super) (e-mail)**.
3. Click **e-Mail**.
4. The e-Mail Status window will display and as each employee is emailed their copy of the Report, the Status will update from Sending to Sent.
5. Once all reports have been emailed, click **Click here to Continue**, **Exit** then **Exit** again.

Revision: 4 — Last modified: Jun 01, 2020

4.10.29. e-Leave™ Report List

Currently, the following **e-Leave™** reports are available,

- e-Leave™ Register – Annual leave
- e-Leave™ Register – Leave with Pay
- e-Leave™ Register – Leave without Pay
- e-Leave™ Register – Long Service Leave
- e-Leave™ Register – Other
- e-Leave™ Register – Personal Leave
- e-Leave™ Register – Public Holiday
- e-Leave™ Register – RDO's
- e-Leave™ Register – TIL
- e-Leave™ Schedule

Revision: 3 — Last modified: Jun 01, 2020

4.10.30. Reports you should print when you have sold or closed your business

We recommend following our e-PayDay® Legacy Single Touch Payroll End Of Financial Year Survival Guide **here**

Revision: 10 — Last modified: Apr 17, 2020

4.10.31. Print a specific Employees Payment Summary for the current Financial Year

> **!** When **STP Reporting**, the Employees YTD Information is automatically available in MyGov once you have processed their **Cessation Pay Run**. Therefore this report no longer needs to be provided to the Employee manually, however, you still have the option to print these reports.
>
> Due to reporting differences, we do not recommend providing the printed payment summary to an Employee if they have a **Concessional (Before Tax) Superannuation Contribution Deduction**.

1. Click **File** > **End of Financial Year** > **Step 3 – Print Payment Summaries** > **Individual Non-Business**
2. Navigate to **Report by..** and select from the following options
   - **Selected individual non-business (A4)**
   - **Selected Business and Personal Services Income (A4)**
   - **Selected ETP (A4)**
   - **Selected foreign employment (A4)**
   - **Selected where ABN Not Quoted**
3. Select the required Employee (click once to highlight) then click **OK**.
4. Click **Preview**, **Print**, **Export PDF** *or* **e-Mail**.
5. Click **Exit** to close the **Reports** Window.

Revision: 7 — Last modified: Jun 01, 2020

4.10.32. Resend (e-mail) previous Financial Years Payment Summaries

1. Open the relevant Company Archive by following **How do I open a Company Archive?**
2. Click **File** > **End of Financial Year** > **Step 2 – Print End of Financial Year Reports**
3. Select **Payment Summaries**.
4. Navigate to **Report Selection Criteria**.
5. Select **Report by** and select from the required options;
   - All Business and Personal Services Income (A4)
   - Selected Business and Personal Services Income (A4)
   - All ETP (A4)
   - Selected ETP (A4)
   - All foreign employment (A4)
   - Selected foreign employment (A4)
   - All individual non-business (A4)
   - Selected individual non-business (A4)
   - All where ABN Not Quoted
   - Selected where ABN Not Quoted
6. Click **e-Mail**.

7. The e-Mail Status window will display and as each employee is emailed their payslip, the Status will update from Sending to Sent.

8. Once all payment summaries have been emailed, click **Click here to Continue**, **Exit** then **Exit** again.

Revision: 2 — Last modified: Apr 17, 2020

4.10.33. Reprint previous Financial Years Payment Summaries

✳ **Company SMTP e-Mail Settings** will be automatically given prority over **GLOBAL SMTP e-Mail Settings** if they are both established.

1. Click **File** > **Open Company Archive**.
2. Select the Financial Year Ending you wish to view from the drop-down menu.
3. Click **Open**.
4. Once the Archive has been opened, the Title Bar will display **(20XX Archive)** after your ABN.
5. Click **File** > **End of Financial Year** > **Step 3 – Print Payment Summaries** > **Summary**.
6. Navigate to **Report by** and change as required,
    a. eg. If you require a specific PAYG Employee, change **Report to** to **Selected Individual Non-Business**. A window will then display allowing you to choose which Employees you wish to reprint.
7. Click **Preview**, **Print**, **Export PDF** *or* **e-Mail**.
    a. If **e-Mail** is selected, the e-Mail Status window will display and as each employee is emailed their payslip, the Status will update from Sending to Sent.
        i. Once all payslips have been emailed, click **Click here to Continue** then **Exit**.
8. Click **Exit** to close the **Reports** Window.
9. **To close the Archive**, click **File** > **Open**.
10. Select the Company you wish to access.
11. Click **Open**.
12. Once the Archive has been closed, the Title Bar will **NO LONGER** display **(20XX Archive)** after your ABN.

Revision: 8 — Last modified: Jun 01, 2022

4.10.34. Reprint previous Financial Years Reports

Open the relevant Financial Year Archive

1. Select **File** > **Open Company Archive**.
2. Select the Financial Year Ending you wish to view from the drop-down menu.
3. Select **Open**.
4. Once the Archive has been opened, the Title Bar will display **(20XX Archive)** after your ABN.

Reprint EOFY Reports

1. Select **File** > **End of Financial Year** > **Step 2 – Print End of Financial Year Reports**
2. Select the report you require per Print End Of Financial Year Reports
3. Select **Preview**, **Print** *or* **Export PDF**.
4. Select **Exit** to close the **Reports** Window.

Reprint 'Normal' Reports

1. Select **Reports** > **Print Reports** or
   Select **Reports** for the sidebar.
2. Select the report you require.
3. Select **Preview**, **Print** *or* **Export PDF**.
4. Select **Exit** to close the **Reports** Window.

Close the Archive

1. Select **File** > **Open**.
2. Select the Company you wish to access.
3. Select **Open**.
4. Once the Archive has been closed, the Title Bar will **NO LONGER** display **(20XX Archive)** after your ABN.

Revision: 10 — Last modified: Sep 01, 2022

4.10.35. Print the Deductions Report for a Specific Employee

1. Click **Reports** > **Print Reports** *or*
   Click **Reports** from the Side Bar.
2. Select the **Deductions** Report.
3. Navigate to **Report Selection Criteria**.
4. Change **Report by** from **Active – Grouped by Item/Centre** to **Select Employee/s**.
5. Select the Employee/s you require.
6. Click **Ok**.
7. Change **Report Period** from **Current Pay Period** to **Specific Date Range**.
8. Select the Date Range.
9. Click **Preview**, **Print** or **Export PDF**.

Revision: 1 — Last modified: Jul 20, 2020

4.11. Options

Revision: 1 — Last modified: Oct 21, 2022

4.11.1. Update GLOBAL SMTP e-Mail

Settings

> ✱ There are two windows the e-mail settings can be stored in, being **GLOBAL SMTP e-Mail Settings** and **Company SMTP e-Mail Settings**.
> We recommend establishing **GLOBAL SMTP e-Mail Settings** **UNLESS** you require unique **Company SMTP e-Mail Settings**

1. Click **Options** > **Configure GLOBAL SMTP Email Settings**.
2. Update the following fields as required,
    a. **SMTP server** name
    b. **Port** ID
    c. **This server requires an encrypted connection (TLS/SSL)**
    d. **Username** and **Password**
    e. **Log on using Secure Password Authentication (SPA)**
    f. Tick **Log e-Mail after processing ?** so all emails are logged to a text document once they have been sent.
    g. To add a delay between each email being sent, enter the number of seconds delay in **Delay Period**.
    h. To send multiple emails sent at once with a set delay between each batch, select **Send e-Mails in a Batch?**
        i. Enter the number of emails to be sent in one batch in **After Sending X e-Mails** and the number of minutes delay between in batch in **Wait X Minutes**.
3. Select **Save** then **Exit**.

Revision: 2 — Last modified: Oct 21, 2022

4.12. e-PayDay® Hosted

Revision: 1 — Last modified: Nov 11, 2019

4.12.1. Access e-PayDay® Hosted on Windows OS

> ❗ If you need to access e-PayDay® Hosted on MAC OS, please read **here**

> ✱ You also have the ability to set up a Desktop Shortcut, please read **here**

1. Access e-PayDay® Hosted **here**
2. Enter your **First.Surname** (Username)
3. Enter your **Password**
4. Click **Sign In**
5. Select **e-PayDay BE_First.Surname** to launch the program.

6. If you're using **Google Chrome**, the application will download and will need to be run manually by clicking once.

    a. If you're presented with **Windows Security** prompt, please enter your FULL USERNAME (eg. **e-PayDay\John.Citizen**) and Password again then click **Ok**.
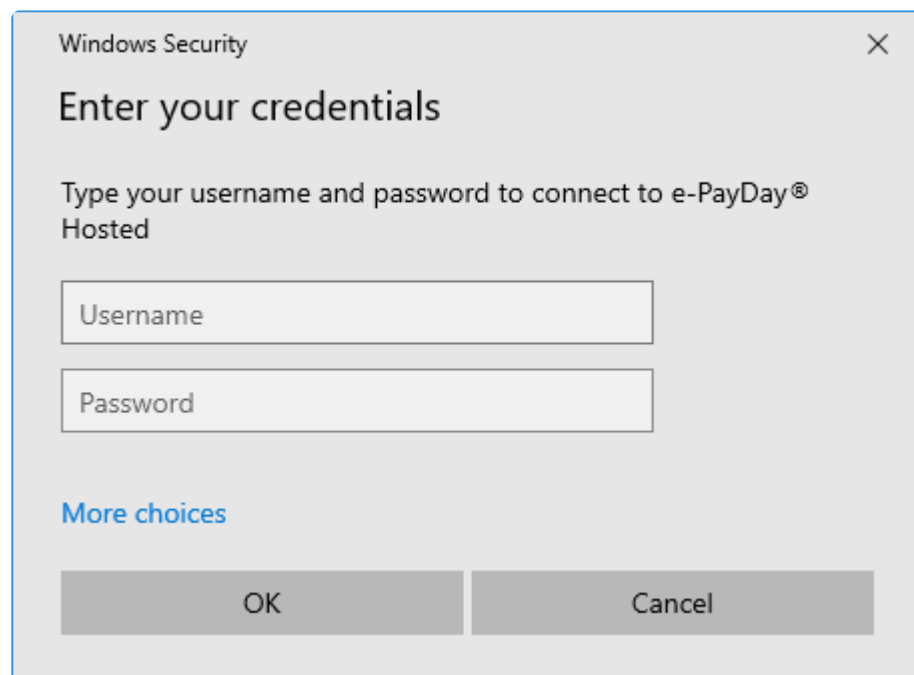
Revision: 10 — Last modified: Oct 04, 2022

4.12.2. Access e-PayDay® Hosted on MAC OS

1. Create a Desktop Shortcut to e-PayDay® Hosted, read **here**

Revision: 4 — Last modified: Mar 10, 2020

4.12.3. Access e-PayDay® Hosted on an Android Device

> ⚠ This documentation may not be suitable for **all** Android devices, especially if they do not have Google Play access.

1. Access **Google Play Store**.
2. In **Search for apps & games** enter **Remote Desktop 8**.
    a. The **Developer** should be listed as **Microsoft Corporation**
3. Download and install.
4. Once installed, open the application.
    a. You should be presented with a screen displaying License terms.
    b. Select **Accept**.

5. In the top right, click the **+** icon.

6. Select **Remote Resource Feed**.

7. In **Feed URL** enter **https://hosted.e-payday.cloud/rdweb/feed**

8. Click **Next**

9. Select **Choose user account**

10. Select **Add user account**.

11. In **Username** enter your **User name** (eg. e-PayDay\John.Citizen)

12. In **Password** enter your **Password for e-PayDay® Hosted**

13. Click **Save**

14. Click **Save**

15. Select **Apps**

16. Select **e-PayDay BE_First.Surname**

17. Select **Connect**

18. Follow the prompts relating to **App Permissions**

    a. Please be mindful that if you choose to **Deny** the **App Permissions**, you may not be able to continue.

Revision: 4 — Last modified: Jan 11, 2021

4.12.4. Create a Desktop Icon Shortcut e-PayDay® Hosted

MAC OS

1. Access the **App Store**.
2. In **Search**, enter **Microsoft Remote Desktop**
3. Download and install.
4. Once installed, open the application and select **Remote Resources**.
5. Enter **https://hosted.e-payday.cloud/rdweb/feed**
6. Enter your **User name** (eg. e-PayDay\John.Citizen) and **Password**.
7. Click **Save**
8. To avoid issues with obtaining reports from e-PayDay® Hosted, we also recommend clicking the **settings** (cog) icon, then select **Preferences**.
9. The icon should now be displayed for you to access.
10. In **If folder redirection is enabled for Remote Desktop Resources or RDP Files, redirect**, select **Choose Folder**
11. Once you have selected the folder you require, close this window.

WINDOWS OS

1. In Type here to search within Windows, type **Control Panel**.
2. Select **Control Panel** from the displayed results.
3. Change **View By** to **Large Icons**
4. Select **RemoteApp and Desktop Connections**.
5. Select **Access RemoteApp and desktops**.
6. in **Email address or connection URL**, enter **https://hosted.e-payday.cloud/rdweb/feed**
7. Select **Next** twice.

8. In Windows Security, enter your **User name** (eg. e-PayDay\John.Citizen) and **Password**.
9. Select **OK**.
10. Once the Application has been successfully created, select **Finish**.
11. Select **View resources**.
12. Right-click on the displayed application and select **Copy**.
    a. eg. **e-PayDay BE_John Citizen (e-PayDay® Hosted)**
13. Paste the Icon to the location you require (eg. Desktop).

Revision: 4 — Last modified: Oct 11, 2022

4.12.5. Change your Password for e-PayDay® Hosted

> ✳ Please read **Single Touch Payroll Security Requirements and User Access Accounts** for more information about this change.

> ❗ If you cannot remember your previous password, please log a support request **here** so we may reset it for you.

1. Click **here** to change/update your password. Once the URL (web page) opens, enter the following credentials;
    a. In e-PayDay\First.Surname, enter your **User Name** (eg. e-PayDay\John.Citizen)
    b. In **Current Password**, enter the password you have been using for e-PayDay® Hosted *OR* if we have just reset your account, the default Password which is outlined in our e-mail.
    c. In **New Password** and **Confirm new Password**, enter a new password as per the requirements listed on the page.
    d. Once completed, click **Submit**.
    e. An alert will then display: **Your Password has been successfully changed**.
    f. Click **OK**.
    g. Now you can log in using your new credentials.

> ✳ You also have the ability to create a desktop icon (for quicker access to the product) for both **Windows** and **MAC**, read **here**

Revision: 9 — Last modified: Dec 30, 2020

4.12.6. Login Attempt Failed (Windows 7)

SYMPTOMS: When trying to connect to hosted.e-payday.cloud from a Windows 7 SP1 computer the client is able to log in to the website but when they click on the green e-PayDay BE icon to launch the application they are prompted to enter their Windows credentials again. However when they do even if they are correct they receive a Message Login Attempt Failed.

To resolve, follow Microsoft's Remote Desktop Protocol (RDP) 8.0 update for Windows 7 and Windows Server 2008 R2 documentation, read **here**

If further assistance is required, please contact your IT Professional.

Revision: 6 — Last modified: Dec 30, 2020

4.12.7. Your computer can't connect to the remote computer because an error occurred on the remote computer that you want to connect to. Contact your network administration for assistance.

1. Ensure you are running the most up to date version of Windows or MAC OSX
2. If you connect using a Desktop Shortcut, ensure you are running the most up to date version of Microsoft Remote Desktop.
3. If you are still unable to connect,
    a. Visit our Software Support Services website **here** to lodge a Support Request for assistance.

Revision: 1 — Last modified: Dec 30, 2020

4.12.8. Unable to use e-PayDay® Hosted's e-Mail settings

ISSUE: An error is being displayed when attempting to send emails using e-PayDay® Hosted's e-Mail settings

CAUSE:

1. The e-mail settings require updating.
2. Your domain name is protected using the SPF (Sender Policy Framework) record.

RESOLUTION:

1. Follow **Error Displayed when emailing Pay Slips or Payment Summaries in e-PayDay® Hosted**
2. Your IT will need to alter the TXT record on their domain to look like this: "v=spf1 mx a ip4:110.145.239.162 ip4:199.244.72.31 -all"

Revision: 3 — Last modified: Jun 01, 2020

4.12.9. Restore your e-PayDay® Hosted Data

to e-PayDay® Desktop

> ❗ Once your subscription is canceled, we will provide your data by a unique password-protected link which will remain available for 60 days after your cancellation is actioned.

1. Access the unique link provided by e-PayDay Administration to download your data
2. Enter the **Password** provided by e-PayDay Administration
3. Download your e-PayDay BE Folder.
4. Locate your downloaded e-PayDay BE Folder – this will typically save into your **Downloads** Folder unless you select a different location.
5. Right-Click on the file and select **Extract All**.
6. Select **Browse**
7. Navigate to **C:**
8. Click **Select Folder**
9. Click **Extract**
10. Download and Install **e-PayDay®**, read **here**

Revision: 10 — Last modified: Oct 28, 2022

4.12.10. Request assistance if you are unable to access e-PayDay® Hosted

> ❗ Notification regarding the specific username will ONLY be sent to the nominated e-mail address for the account. We are ONLY able to assist clients who submit support requests for their own account. We are unable to make any changes to the account if the Support Request is logged under different details to those we have linked to your account.

> ❗ If a request is logged and any information does not match our records, we will be unable to assist you. If requests are submitted outside of Support (eg. by e-mailing us) we will also be unable to assist you.

1. Visit our Software Support Services website **here**
2. Once the webpage loads, select **Support Requests** in **Category**
3. Select all appropriate options in **What are your preferred call back days?**
4. Select all appropriate options in **What are your preferred call back times (AEST)?**
5. Enter your **Contact Name**
6. Enter your **Telephone Number**
7. **Priority** will remain **Normal**
8. Enter your Company Name in **Subject**
9. In **Message**, enter the following information
    a. The **Username** of the User Account that is unable to be accessed.
    b. The reason the User Account is unable to be accessed (eg. forgotten password)

c. What we need to do to assist you (eg. reset password)

10. Click **Add CC** to add an additional e-mail address to this Support request.
11. Click **Add BCC** to add an additional blind e-mail address to this Support request.
12. Click **Attach a file** to attach documents or screen captures to this Support request.
13. Enter your name in **Full Name**
14. Enter your e-mail address in **Email**
15. Enter your Software Client Number (SCN) in **Software Client Number (SCN)**.
     a. If you do not know your Software Client Number (SCN) please use your Company Name.
16. Select your state in **State/Location.**
17. Click **Create Ticket.**

Revision: 15 — Last modified: Nov 19, 2020

4.13. Payroll News Archive

Revision: 1 — Last modified: May 23, 2022

4.13.1. JobMaker Hiring Credit

> ✳ The JobMaker Hiring Credit will give businesses incentives to take on additional young job seekers. This will help young people access job opportunities as the economy recovers.
>
> The JobMaker Hiring Credit (JMHC) measure started on 07 October 2020 and will run through to 06 October 2022.

> ❗ Employees who commenced employment prior to 07 October 2020 or after 06 October 2021 are not covered by the scheme and cannot be claimed for.
> Similarly, you can **not** claim **JobMaker Hiring Credits** if you are receiving **any JobKeeper Reimbursements.**

JobMaker Hiring Credit Rates

Through the JobMaker Hiring Credit payment scheme, eligible employers will be eligible to receive payments of up to:

• $200 a week – for each eligible additional employee aged 16 to 29 years old (inclusive).
• $100 a week – for each eligible additional employee aged 30 to 35 years old (inclusive).

JobMaker Hiring Credit Claim Cycle

The claim process for the JobMaker Hiring Credit is every three months in arrears from 01 February 2021 to 31 January 2023. A claim for an eligible employee can only be made for a period of up to 12 months after their commencement of employment with the employer, or until the STP reported cessation date, whichever comes first. The JobMaker Hiring Credit claim process will be online via ATO Online services and will not be managed via STP. Claims and amendments to claims must be undertaken within

the claim period for each JobMaker period.

1. Read **here** for **JobMaker Eligibility Criteria**
2. Read **here** to add a **JMHC-NOM** Allowance
3. Read **here** to notify the ATO that a Nominated Employee has met the minimum hours test.
4. Read **here** if a Nominated Employee is ceased within their first 12 months of Employment with you
5. Read **here** if you have rehired a previous Nominated Employee who has previously been ceased.

✳ Full JobMaker Hiring Credit documentation can be found on the ATO's website **here** for **ATO** Documentation on **JobMaker Hiring Credit**.

Revision: 26 — Last modified: Jun 17, 2022

4.13.1.1. JobMaker Hiring Credit Nomination

❗ The **JMHC-NOM Allowance** is only required to be reported **once** per eligible Employee.

Employees who are eligible for the JobMaker Hiring Credit need to be nominated through Single Touch Payroll (STP) Submissions.

Reporting of employees who have been nominated for the JobMaker Hiring Credit is expected to occur at the point of hiring during the JobMaker period dates, and prior to making a claim, noting it may take up to 72 hours for this information to be processed and made available for JobMaker Hiring Credit purposes.

1. Click **Pay Types** > **New Allowance** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Allowance** then click **New**.
2. In **Description** enter **JMHC-NOM**
3. Select **Per Lump Sum** in **Paid by**.
4. Set **Amount ($ or %)** to **$0.00001**
5. Select **Tax Treatment** of **Show Allowance separately in Allowance box**
6. Select the **STP Code** of **Other**
7. Ensure **Taxable** is selected.
8. Ensure **Include in W1** is selected
9. Ensure **Payroll Tax** is **NOT** selected
10. Copy the **Description** and paste into **Report to**,
11. Click **Save** then **Exit**.

4.13.1.2. JobMaker Hiring Credit Minimum Hours Declaration

> ❗ Employers are required to inform the ATO when a nominated employee has met the **minimum hours test** through Single Touch Payroll (STP) Submissions by using a **JMHC-PXX** Allowance. **You will need to report quarterly that the eligibility criteria have been met.**

1. Click **Pay Types** > **New Allowance** *or*
   Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Allowance** then click **New**.
2. Enter the required **Description** based on which **JobMaker Period** the **minimum hours test** was met in.
   a. Enter **JMHC-P01** for **Period 1**
   b. Enter **JMHC-P02** for **Period 2**
   c. Enter **JMHC-P03** for **Period 3**
   d. Enter **JMHC-P04** for **Period 4**

     e. Enter **JMHC-P05** for **Period 5**

     f. Enter **JMHC-P06** for **Period 6**

     g. Enter **JMHC-P07** for **Period 7**

     h. Enter **JMHC-P08** for **Period 8**

3. Select **Per Lump Sum** in **Paid by**.

4. Set **Amount ($ or %)** to **$0.00001**

5. Select **Tax Treatment** of **Show Allowance separately in Allowance box**

6. Select the **STP Code** of **Other**

7. Ensure **Taxable** is selected.

8. Ensure **Include in W1** is selected

9. Ensure **Payroll Tax** is **NOT** selected

10. Copy the **Description** and paste into **Report to**,

11. Click **Save** then **Exit**.

JobMaker Period	JobMaker Period Dates	JobMaker Claim Period Dates
Period 1	07 October 2020 to 06 January 2021	01 February 2021 to 30 April 2021
Period 2	07 January 2021 to 06 April 2021	01 May 2021 to 31 July 2021
Period 3	07 April 2021 to 06 July 2021	01 August 2021 to 31 October 2021
Period 4	07 July 2021 to 06 October 2021	01 November 2021 to 31 January 2022
Period 5	07 October 2021 to 06 January 2022	01 February 2022 to 30 April 2022
Period 6	07 January 2022 to 06 April 2022	01 May 2022 to 31 July 2022
Period 7	07 April 2022 to 06 July 2022	01 August 2022 to 31 October 2022
Period 8	07 July 2022 to 06 October 2022	01 November 2022 to 31 January 2023

Revision: 9 — Last modified: Jun 17, 2022

4.13.1.3. JobMaker Hiring Credit Cessation

✳ If an employee who has been nominated for JobMaker Hiring Credit ceases employment within 12 months of being hired you will need to inform the ATO of this via a Single Touch Payroll (STP) submission.

If you are ceasing the Employee within a Pay Run

1. Read **here** to process a Cessation (Termination) Pay

If the ceased Employee will not be included in any further Pay Runs

1. Read **here** to Manually cease the Employee and report the Cessation Date to the ATO.

Revision: 5 — Last modified: Jun 17, 2022

4.13.1.4. JobMaker Hiring Credit Rehire Nomination

> ❗ The **JMHC-RENOM Allowance** is only required to be reported **once** per eligible rehire. As the system design does not support multiple rehires, you will need to contact the ATO directly if an employee is rehired more than once.

> ❗ If a Nominated Employee has been ceased and subsequently rehired (whilst still meeting the eligibility criteria), then the employee can be nominated again.
>
> **When renominating a rehire, you will need to ensure that;**
> – The appropriate commencement date has been entered
> – A cessation date has previously been reported for the employee
> – Commencement date cannot be prior to the cessation date of the original nomination

1. Click **Pay Types** > **New Allowance** *or*

Click **Pay Types** from the Side Bar, Navigate to **Pay Type**, click on the drop-down menu and change to **Allowance** then click **New**.

2. In **Description** enter **JMHC-RENOM**
3. Select **Per Lump Sum** in **Paid by**.
4. Set **Amount ($ or %)** to **$0.00001**
5. Select **Tax Treatment** of **Show Allowance separately in Allowance box**
6. Select the **STP Code** of **Other**
7. Ensure **Taxable** is selected.
8. Ensure **Include in W1** is selected
9. Ensure **Payroll Tax** is **NOT** selected
10. Copy the **Description** and paste into **Report to**,
11. Click **Save** then **Exit**.

Revision: 13 — Last modified: Jun 17, 2022

4.13.2. Mandatory Employer Superannuation Guarantee Changes from 1 July 2022

From 1st July 2022,

1. The **$450.00 Calendar Month** Super Rule has been removed.
2. Mandatory Employer Superannuation Guarantee increases to **10.50%**

Revision: 7 — Last modified: May 31, 2022

4.13.2.1. Mandatory Employer Superannuation Guarantee increases to 10.50%

The **2022 Budget** confirmed that the mandatory Employer Superannuation Guarantee increases to **10.50%** from **1 July 2022**.

This increase was originally scheduled for **1 July 2016** however, the Government amended the legislation before this date, postponing these rate rises.
At this stage, the Government still plans to increase the mandatory Employer Superannuation Guarantee by half a percent per year for the next 4 years until reaching **12.00% on 1 July 2025**.

Once **Version 23.00** is installed, the following alert will be displayed,

Please select **Yes** to **automatically** increase all Awards and Employees which are presently set to **9.00%**, **9.25%**, **9.50%** and **10.00%** to **10.50%** Super.

Otherwise to manually increase all Awards and Employees to 10.50% Super, please select **No** and follow **Manually increase the Employer Superannuation Guarantee Percentage**

> ! Payees with a set $ amount are not affected by this change and we recommend reviewing this amount to confirm if this also requires increasing.
> Please follow **Manually increase the Mandatory Employer Superannuation Guarantee Percentage**

> ✳ ATO References:
> **Table 21: Super guarantee percentage**
> **How much super to pay**

Revision: 4 — Last modified: Jun 10, 2022

4.13.2.2. Removal of the Calendar Month Employer Superannuation Guarantee Rule

From 1st July 2022, the $450.00 Calendar Month Super Rule has been removed. This means that unless the employee is under 18 or a domestic/private worker and works more than 30 hours per week, superannuation will accrue from the first dollar they earn.

To remove the $450.00 rule and ensure your setup is correct for an Employee who is under 18 or a Domestic/Private Worker

1. Select **Awards & Agreements** > **Edit Awards & Agreements** *or*
   Select **Award & Agreements** from the Side Bar.
2. Select the Award or Agreement to edit (click once to highlight).
3. Select **Edit**.
4. Select **Super Rules**.
5. Select the Clear button (**X**) next to **Rules -Weekly**, **Rules – Calendar Month** and **Rules – User Specified Period**.
6. Select **Save**

7.   Update **Rules – Weekly** to match the required setup below
8.   Select **Save** then **Exit**.

Employees under 18

Domestic/Private Workers

Revision: 6 — Last modified: May 31, 2022

4.13.3. Mandatory Employer Superannuation Guarantee increases to 10.00% from 1 July 2021

The **2021 Budget** confirmed that the mandatory Employer Superannuation Guarantee increases to **10.00%** from **1 July 2021**.

This increase was originally scheduled for **1 July 2015** however, the Government amended the legislation before this date, postponing these rate rises.

At this stage, the Government still plans to increase the mandatory Employer Superannuation Guarantee by half a percent per year for the next 4 years until reaching **12.00% on 1 July 2025**.

Once **Version 22.00** is installed, the following alert will be displayed,

Please select **Yes** to **automatically** increase all Awards and Employees which are presently set to **9.00%**, **9.25%** and **9.50%** to **10.00%** Super.

Otherwise to manually increase all Awards and Employees to 10.00% Super, please select **No** and follow **Manually increase the Mandatory Employer Superannuation Guarantee Percentage**

> ! Payees with a set $ amount are not affected by this change and we recommend reviewing this amount to confirm if this also requires increasing.
> Please follow **Manually increase the Mandatory Employer Superannuation Guarantee Percentage**

> ✳ ATO References:
> **Table 21: Super guarantee percentage**
> **How much super to pay**

Last modified: Jun 28, 2021

4.13.4. Windows protected your PC (From Version 21.10)

Windows 8 and Windows 10 include a security feature called Windows SmartScreen that is enabled by default. SmartScreen is a background service that monitors the execution of applications on your computer to block the program from running until you accept or deny the request.

If the below alert displays when installing **the latest release**, please click **More Info** then **Run anyway** to install.

Windows protected your PC

Microsoft Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk.

More info

×

Don't run

Revision: 4 — Last modified: Jul 30, 2020

4.13.5. Working Holiday Maker changes from 1 January 2017

What is a Working Holiday Maker?

The Working Holiday Maker program allows young adults (18 to 30) from eligible partner countries to work in Australia while having an extended holiday. Work in Australia must not be the main purpose of the visa holder's visit. The Working Holiday Maker program includes the Working Holiday (subclass 417), Temporary Work (Skilled) visa (subclass 457) & Work and Holiday (subclass 462) visas.

What do I need to do to employ a Working Holiday Maker?

To employ working holiday makers in Australia on a visa subclass 417, 457 or 462, you need to:

1. Register your Company with the ATO **here** before your first payment to a working holiday maker.
2. Check your worker has a visa subclass 417, 457 or 462 using the Visa Entitlement Verification Online (VEVO) service **here**
3. Set that you are Registered as an employer of Working Holiday Makers in your Company Details, read **here**
4. Add the new Working Holiday Maker Employee using the Employee Wizard, read **here**

With the changes to Working Holiday Makers, what do I do on and after 1 January 2017 to correctly update existing Employees?

1. Register your Company with the ATO **here** before your first payment to a working holiday maker.
2. Check your worker has a visa subclass 417, 457 or 462 using the Visa Entitlement Verification Online (VEVO) service **here**
3. Set that you are Registered as an employer of Working Holiday Makers in your Company Details, read **here**
4. Read **here** to set that you are Registered as an employer of Working Holiday Makers
5. Read **here** to manually cease (terminate) the required Employee/s.
6. Read **here** to reinstate the required Employee/s.
7. Read **here** to change the Employees Payee Type to Working Holiday Maker

Revision: 14 — Last modified: May 23, 2022

5. Acronyms

Acronyms	Definition
ATO	Australian Taxation Office
AEST	Australian Eastern Standard Time
STP	Single Touch Payroll
SBR	Standard Business Reporting
SBR V2	Standard Business Reporting Version 2.0 – specifically for STP
AL	Annual Leave
PL	Personal Leave
LSL	Long Service Leave
FT	Full Time
PT	Part Time

Revision: 4 — Last modified: Apr 30, 2019