

STP 2 Training Webinars - 2021/2022

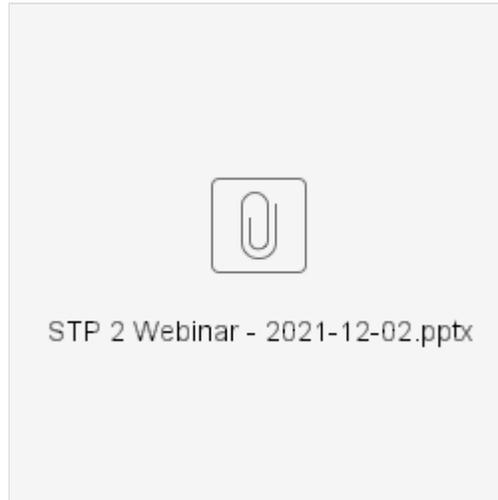
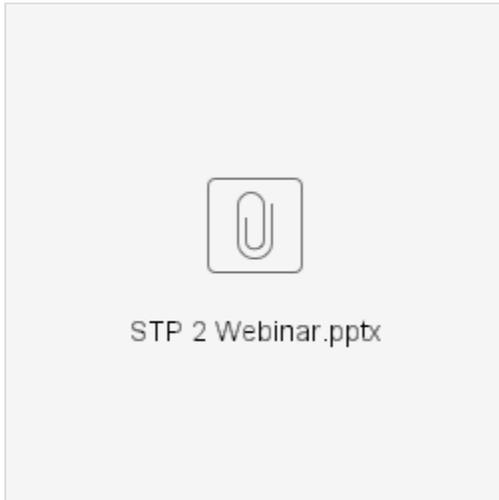
Summary

This Presentation is general in nature covering an introduction to Single Touch Payroll Phase 2. As we move through this process there will be updates to the PowerPoint presentation and new recordings from the subsequent webinars.

Please watch this page to receive updates to the questions raised during these webinars

Webinar One - 22 Nov 2021

Webinar Two - 02 Dec 2021



Click here to view the recording for 22 November : [STP2 Webinar - 2021-11-22.mp4](#)

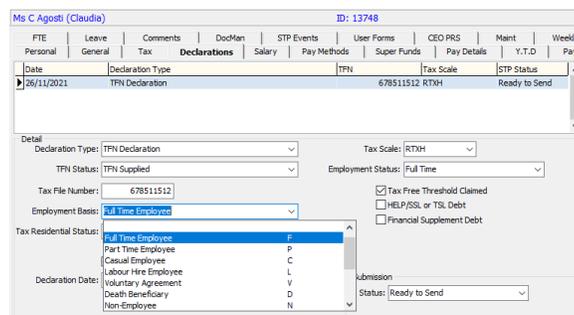
Click here to view the recording for 2 December : [STP2 Webinar - 2021-12-02.mp4](#)

Tax File Number Declarations

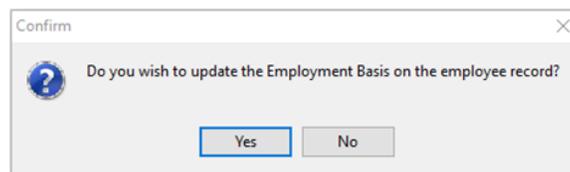
What is changing with the Tax File Number Declaration?

The key changes are:

- For STP 2 "Payment Basis" has been renamed "Employment Basis"
- There are additional Employment Basis options to select including : Voluntary Agreement, Death Beneficiary and Non-Employee
- Pension / Annuity Payee however, is no longer an option so this has been set to inactive



A confirmation message will populate where a change made on the Declarations tab requires an update to the Tax tab



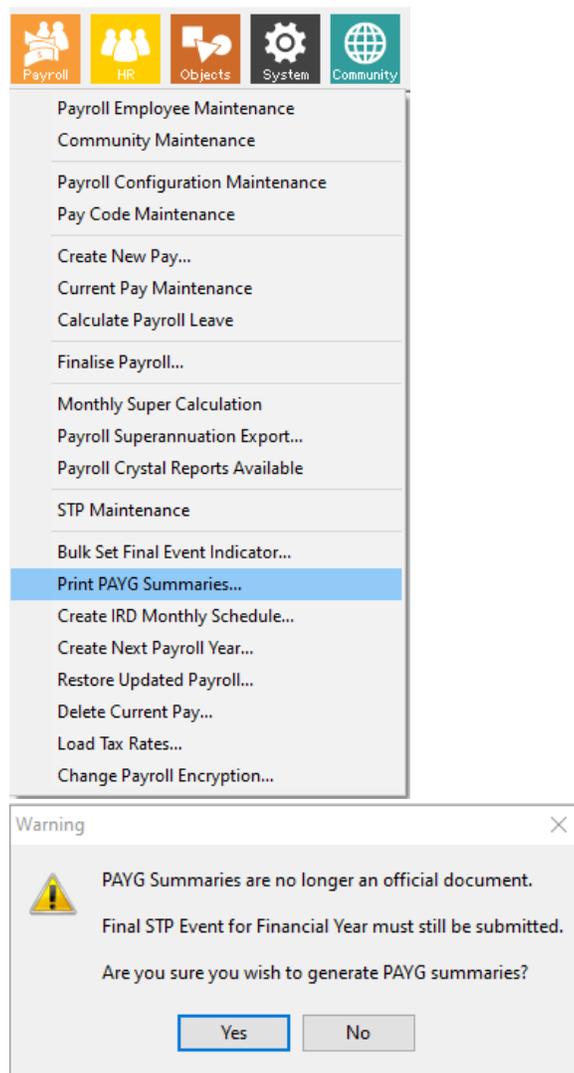
You will still need to set the record to Ready to Send for it to be included in the STP submission file

Income Statement

Will we still be able to produce Income Statements?

Income Statements are available to your employees via their MyGov account.

The Print PAYG Summaries process still exists in Synergetic however they are no longer an official document.



Income Streams

When the changeover happens, I assume all existing pay codes will be applied a default income stream code? Pay officers will then need to double check if they are correct or not?

Yes, the upgrade will apply a default Income Stream of Salary and Wages. Where you have another Income Stream, this will need to be checked manually.

Upgrade Process

When can we book to update to v70, and will this be done via Synergetic Support?

Once Synergetic STP2 has been approved by the ATO we will announce which build of v70 is involved along with the process for booking in your upgrade

Will information on upgrading be sent to us via mail or will we have to go somewhere to get access to this information.

The information on when, where and how to book upgrades will be released soon.

How long does the Update process take?

The STP 2 v.70 upgrade will be around 3 hours.

As long as the client is running SQL 2016 or above no pre prep is required. Standard practice is to do the test server at least a couple of weeks prior to production.

Usual practice is to create two tickets, one for test and one for production. Synergetic suggests schools upgrade their test database a couple of weeks prior production.

We have a 'test Synergetic database'. When we upgrade to v70 does that test environment get upgraded too.

Will there be enough time for us all to plan before the cut over

Is there anything we should be doing now to prepare for it?

Always request your test instance is upgraded if you want them to remain in sync

The aim of the Webinars is to provide sufficient information so that you can plan your configurations

We will start the upgrade process as soon as we can after receiving ATO White List approval

We recommend that you book in for your upgrade as early as possible after you receive the notification

Review the information from the ATO : [https://www.ato.gov.au/Business/Single-Touch-Payroll/Expanding-Single-Touch-Payroll-\(Phase-2\)/](https://www.ato.gov.au/Business/Single-Touch-Payroll/Expanding-Single-Touch-Payroll-(Phase-2)/)

Engage with our STP2 webinar series, we are here to help : <https://educationhorizons.arlo.co/w/courses/74-synergetic-stp-2>

Check you have SQL2016 (required for v70)

Watch for the announcement of which build of v70 and book in your upgrade as early as possible

In relation to your pay codes, consider :

- Do any pay codes need to be set with a different income stream from Salaries & Wages
- Which pay codes will need to a different reporting category

In relation to employees, review :

- the termination reason recorded for any employee terminated in FY2022

Tax Scales

Can you do a comparison of the STP tax rates and the STP 2 tax rates to see if anything changed in the upgrade?

The Lookup table luPayrollTaxationRate includes the old tax rates as well as the new tax rates, you will be able to use this as a guide when comparing pre and post upgrade tax rates.

Code	Description	IncomeType	IncomeCategory	IncomeSubCategory	IncomeStream	ReportingCategory	ReportingSubCategory	ReportingCode	ReportingSubCode
8000	Regular, No Tax Free Threshold	R	0	0	0	0	0	0	0
8001	Regular, Tax Free Threshold, Study & Training Support Loan	R	0	0	0	0	0	0	0
8002	Regular, Tax Free Threshold	R	0	0	0	0	0	0	0
8003	Foreign Resident, Foreign Resident, Study & Training Support Loan	F	0	0	0	0	0	0	0
8004	Foreign Resident, Foreign Resident	F	0	0	0	0	0	0	0
8005	No TRN, Australian resident	N	0	0	0	0	0	0	0
8006	No TRN, Foreign resident	N	0	0	0	0	0	0	0
8007	Regular, Tax Free Threshold, Study & Training Support Loan, Pt	R	0	0	0	0	0	0	0
8008	Regular, Tax Free Threshold, Full Medicare exemption	R	0	0	0	0	0	0	0
8009	Regular, Tax Free Threshold, Half Medicare exemption	R	0	0	0	0	0	0	0
8010	General and Personal, Single	S	0	0	0	0	0	0	0
8011	General and Personal, Other separated	S	0	0	0	0	0	0	0
8012	General and Personal, Married	S	0	0	0	0	0	0	0

You can also use the Highlight Pay Variations when running the payroll journal listing report to show where variations have occurred

Flagged for display

Totals Only

Payment Methods

Factors using @ format

Highlight Pay Variations

Show Pay Variations for Casuals

Exclude records whose status is:

Payroll Journal Listing

***** PAY DETAILS ***** ALLOW'S / DEDUCT'S *****

O'SHEA, Andrew P (13716) TEACP Fortnightly Method: EFT

Posting: 309 Pay Date: 20/09/2021 G/L Date: 20/09/2021 Pay Period End Date: 20/09/2021

Type	Rate	Units	Amount	G/L	Type	G/L	Amount
Primary Teacher	30.00	76.00	\$2,280.00	1001.0000	Union Fees	1550.0000	-\$10.00
A O Shea - Gross Wages					Employer Super @ 0.1000	1752.0000	\$230.00
Personal Leave		1.00	\$30.00	1001.0000			
Termination Pay			\$6,000.00	1001.0000			

Tax: \$432.00 Net Pay: \$ 7,858.00

Last Net: \$988.78 Variation: \$6,879.22 *****

Leave

Will Synergetic link the leave codes and pay codes so when a record of leave is entered, it goes thru to current or future pay runs?

Yes, the Leave functionality has not changed with STP 2 you are still able to link your leave pay codes to a leave code.

The additional step in STP 2 is when recording paid leave you will need to add a Paid Leave Type

If someone takes annual leave but I don't receive the leave form on time, can it be adjusted in the next pay?

All of Catholic Education leave is managed in total with CEVN. If a new staff member comes in they may have a opening balance or if they leave and continue in Catholic Education the leave entitlement remains and stays with CEVN. How do we manage this in Synergetic. We currently do not manage leave in Synergetic at all, it is all done in CEVN

Is Personal leave taken recorded in dollars or hours/days or both

SQL 2016

Is it possible to check within Synergetic if we have SQL 2016 as a minimum? or is this something our IT people will know about.

In the "About" I can see we are currently on v69, that we use SQLA but not what year it is. Thank you?

Salary Sacrifice

Please provide some more details on reporting the salary sacrifice (other than super) under STP 2

Yes. The actual pay and STP process has not substantially changed for STP 2, so these types of adjustments or fixes in next pay are still the same as per STP.

If you are not maintaining leave entitlements in Synergetic your leave Pay Codes will not be linked to a leave code.

With STP 2 when a Paid Leave Pay Code is applied the user will be prompted to confirm the Paid Leave Type (see the list below). If a Default Paid Leave Type has been set in the Pay Code the user has the option to change this record when applying the Pay Code to a current pay

Leave taken is usually recorded in a current pay with a Rate and Units

This is something your Sys Admin will be able to answer for you.

Salary Sacrifice is either Salary Sacrifice - Super or Salary Sacrifice - Other. There is a Reporting Category for each.

The Upgrade will update the Reporting Category from Individual - Gross using the Pay Code Type to determine whether the new Reporting Category should be Salary Sacrifice - Super or Salary Sacrifice - Other.

Employee Salary Sacrifice 2% USACSUP2%

General | Superannuation | Employees | Events |

General

Pay Code Type: Superannuation - Salary Sacrifice Active

Description: Employee Salary Sacrifice 2%

Short Description: SaSac2%

Income Stream Type: Salary and Wages

Reporting Category: Salary Sacrifice - Super

Leave Code: Include in Superannuation Calculation Include in Timesheets

Award Code: Include in Leave Calculation Include in Earners Levy Calculation

Debtor Fee Code: Include Factor in Leave Calculation Contributes to OTE

General Ledger

Code: 4062.000G

Sub Allocation Code:

Pay

Pay Rate: 0

Pay Units: 0 Pay Amount: 0.00

Pay Factor: 0.02

Employee Salary Sacrifice \$50 RSACSUP50

General | Superannuation | Employees | Events |

General

Pay Code Type: Deduction - Pre-Tax (non-superannuation) Active

Description: Employee Salary Sacrifice \$50

Short Description: SaSac50

Income Stream Type: Salary and Wages

Reporting Category: Salary Sacrifice - Other

Leave Code: Include in Superannuation Calculation Include in Timesheets

Award Code: Include in Leave Calculation Include in Earners Levy Calculation

Debtor Fee Code: Include Factor in Leave Calculation Contributes to OTE

General Ledger

Code: 4062.000G

Sub Allocation Code:

Pay

Pay Rate: 0

Pay Units: 1 Pay Amount: -50.00

Pay Factor: 0

STP Process

Is there any difference to what we do in terms of STP transmission after we upgrade?

STP 2 does not change the **Finalise Payroll** or **Process STP**

SYNWeb / Staff Kiosk

Is Staff Kiosk on Synweb being updated to allow staff to provide Payroll team with updated information?

An update to Staff Kiosk is not part of the STP 2 update project

Consulting Services for STP 2

Once we have updated to STP 2 and before we process the payment can someone in Synergetic come and check our data. We did this for STP1 and we are more than happy to do this again. We know there are some costs involved.

Professional Services Finance Specialist Consultants will be available to assist schools with the transition to STP 2.

Someone who can validate our data before we process the first pay with STP2.

Please log a Consulting Services ticket and one of our team will be in touch. This will be a paid engagement.