

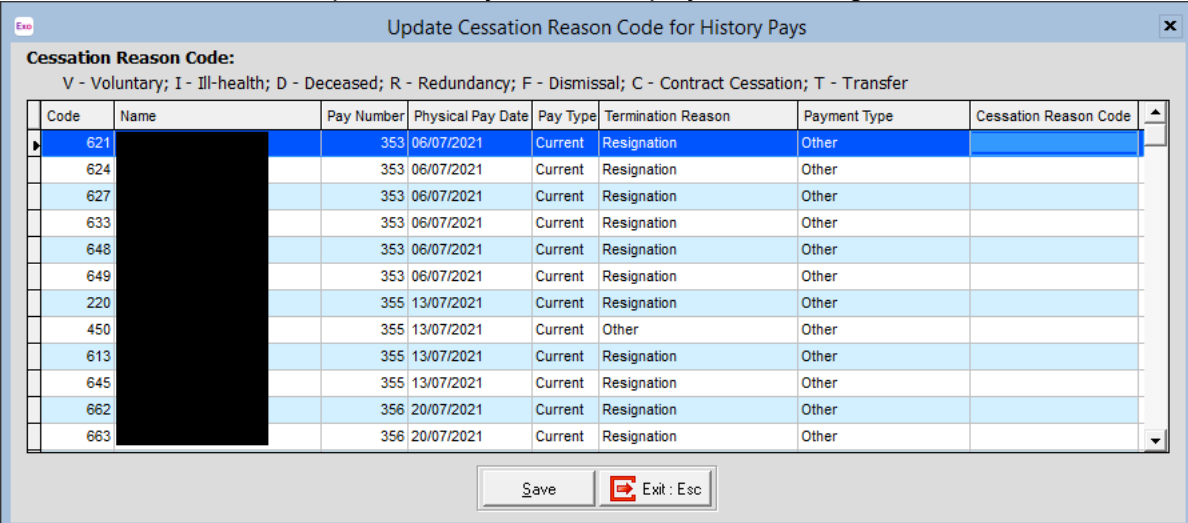
MYOB Exo Payroll STP 2 Set Up Supplement Guide

Please note: these instructions are to be read in conjunction with the STP Phase 2 Customer Guide as provided by MYOB:

<https://help.myob.com/wiki/display/exoemp/STP+Phase+2+Customer+Guide+-+AU>

Cessation Types

STP Phase 2 uses a new field in the Termination Wizard to explain the reason why an employee ceased employment. If the upgrade to version 2021.09 is performed and the system identifies that there are employees who have been terminated in the current year but have not had the cessation reason field completed, the system will display the following screen:



Code	Name	Pay Number	Physical Pay Date	Pay Type	Termination Reason	Payment Type	Cessation Reason Code
621		353	06/07/2021	Current	Resignation	Other	
624		353	06/07/2021	Current	Resignation	Other	
627		353	06/07/2021	Current	Resignation	Other	
633		353	06/07/2021	Current	Resignation	Other	
648		353	06/07/2021	Current	Resignation	Other	
649		353	06/07/2021	Current	Resignation	Other	
220		355	13/07/2021	Current	Resignation	Other	
450		355	13/07/2021	Current	Other	Other	
613		355	13/07/2021	Current	Resignation	Other	
645		355	13/07/2021	Current	Resignation	Other	
662		356	20/07/2021	Current	Resignation	Other	
663		356	20/07/2021	Current	Resignation	Other	

You will need to complete the Cessation Reason Code in the right hand column using the legend at the top of the screen i.e.

V for Voluntary

I for Ill Health

D for Deceased

R for Redundancy

F for Dismissed

C for Contract Cessation

T for Transfer

Once you have completed the field for each ex-staff member identified in the screen above click Save.

Important notes:

1. If you do not know the reason when the window pops up press Escape or Exit and the screen will return when you log in next
2. If you only know the answers to some of the items, complete those that you know and click Save. The screen will return with the remaining unanswered ex-employees when you log in next.
3. **Warning** – if you save a record with the wrong response, the only way you can change this is to reinstate the employee and then re-terminate them using the correct Cessation Reason Code. This is a lot of work for one entry so it is suggested that you take your time and enter the correct value in the first instance.

Income Stream Types

When assigning Income Stream types to your employees on the Standard Pay tab of their Masterfile, the options available to you are governed by the selection you make in the Tax Classification screen of the employee Masterfile.

Employee Maintenance

Employee Details | Leave Entitlements | Other | User Defined | Notes | Standard Pay

Required Information

Code: 1
Surname: [Redacted]
First Names: [Redacted]
Alpha Code: [Redacted]
Start Date: 08/12/2016 Service: 5.3
Cost Centre: [Redacted]
Department: [Redacted]
Pay Frequency: Weekly
Payslip Name: [Redacted]
Address Line 1: [Redacted]
Address Line 2: [Redacted]
Suburb: [Redacted]
State: QLD Post Code: 4[Redacted]
Country: [Redacted]
Telephone: [Redacted]
Mobile: [Redacted]
Occupation: [Redacted]
 Apprentice

Tax Classification

TFN: [Redacted] FTB: 0
Standard Employee
Medicare Exemption: None Scale I
 Claim Tax Free Threshold
Medicare Levy Variation
 Earnings are Not Liable for Payroll Tax
WorkCover: [Redacted] Use WorkCover rate
Male [Redacted] Part-time [Redacted]
Wage [Redacted] Permanent [Redacted]
Standard Hours: 38.00 per pay 7.60 per day
Birth Date: [Redacted] Age: [Redacted]
Due Back Date: //
Annual Review: //

Prev : F7 | Next : F8 | Find : F9 | Save : F10 | Delete : F6 | Exit : Esc

* If you choose Working Holiday Maker from the Tax Classification

Standard Employee
Standard Employee
Standard Employee with Student Loan
Standard Employee without Tax File Number
Actors, variety artists and entertainers
Withholding Variation
Working Holiday Maker
Seasonal worker Programme

Then the Income Stream will automatically select WHM and you need to select the employee's Home Country.

Single Touch Payroll - Income Stream Type

Individual Non-Business: SAW, CHP, IAA, WHM, SWP
Business Personal Services: VOL, LAB, OSP
INB: FEI, JPD* (depreciated)

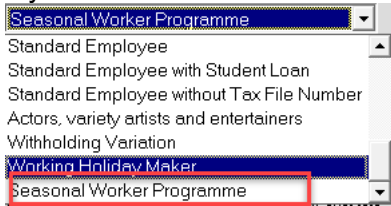
Pay As You Go Withholding is dependent upon Income Type. If working in another country, then it is the residual PAYGW payable after deducting Foreign Tax Paid (or payable) from the PAYGW as per the Tax Treatment

Income Stream Type: WHM Working Holiday Makers
Home Country (Code): [Redacted]

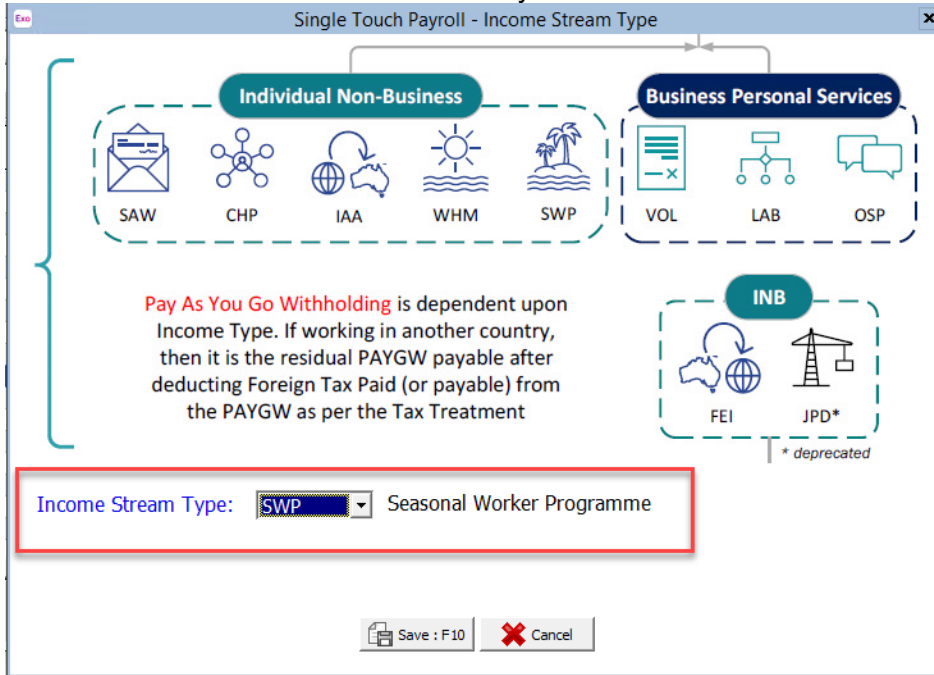
Save : F10 | Cancel

The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.

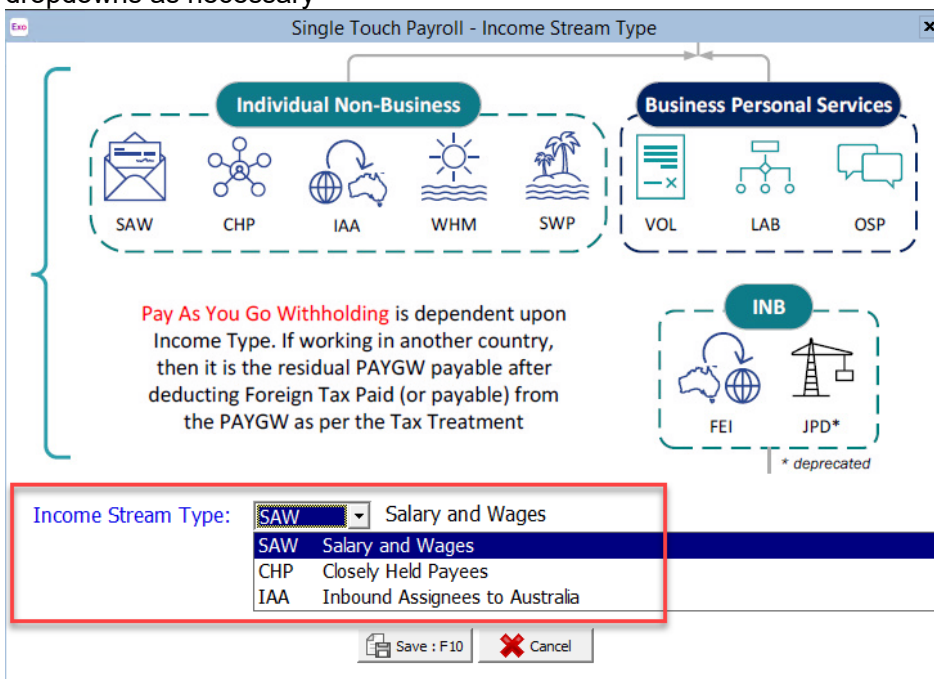
If you choose Seasonal Worker Programme from the Tax Classification



Then the Income Stream will automatically select SWP



If you choose any other option from the Tax Classification, the Income Stream will give you the option to choose SAW, CHP or IAA and you will need to select the option plus any further dropdowns as necessary



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Further Considerations:

Allowances, Deductions and Cost Centres

If a particular allowance needs to be split into more detailed allowances due to STP reporting purposes, then please be aware of the cost centres that the allowances are coded to.

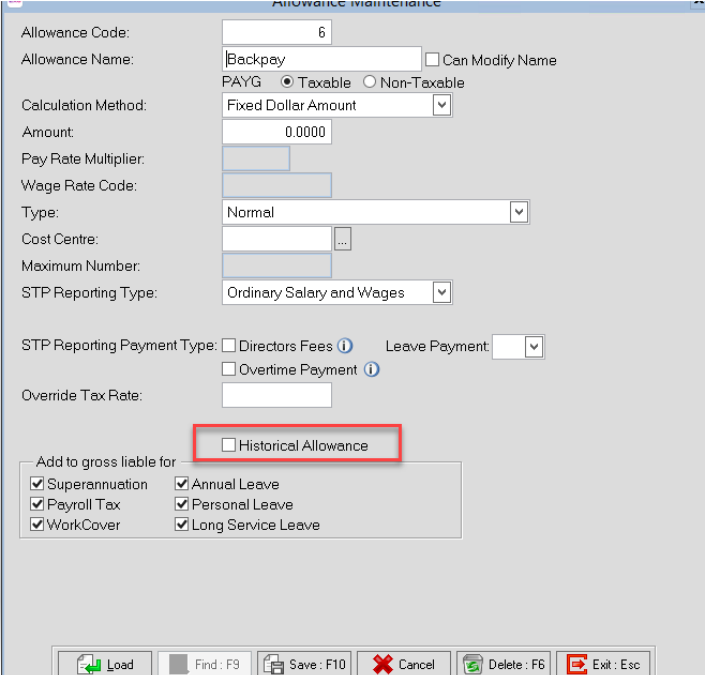
Cost centres only affect reporting to the GL – they are not used for STP Phase 2 purposes

So if you have an allowance currently coded to cost centre 1234 and for STP purposes you need to split that allowance into 2 allowances, please ensure that the 2 allowances are coded to cost centre 1234 to maintain General Ledger posting integrity.

The above also applies to deductions.

Changes to Allowances and Deductions

As part of the move to STP Phase 2 you may identify allowances or deductions that are no longer applicable. In this case, we do not delete the allowance or deduction but instead make it inactive by ticking the historical tick box.



ALLOWANCE MAINTENANCE

Allowance Code:

Allowance Name: Can Modify Name

PAYG: Taxable Non-Taxable

Calculation Method:

Amount:

Pay Rate Multiplier:

Wage Rate Code:

Type:

Cost Centre:

Maximum Number:

STP Reporting Type:

STP Reporting Payment Type: Directors Fees Leave Payment:

Overtime Payment

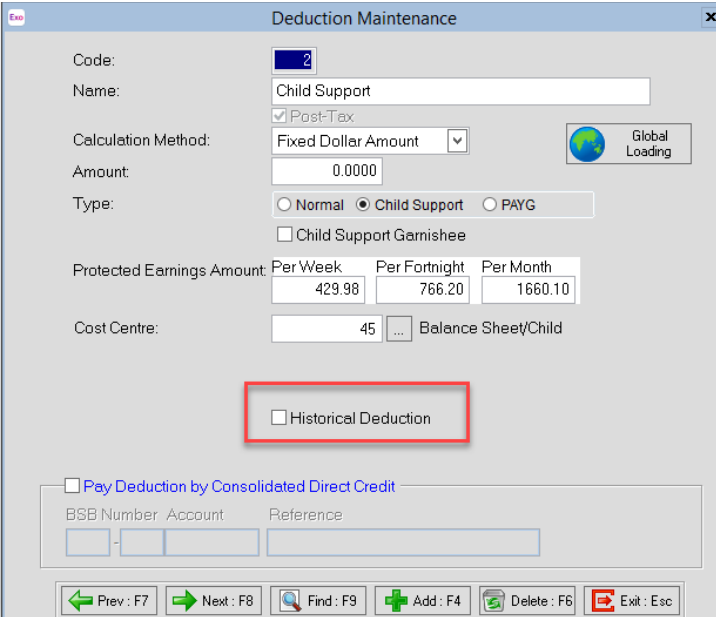
Override Tax Rate:

Historical Allowance

Add to gross liable for:

- Superannuation
- Annual Leave
- Payroll Tax
- Personal Leave
- WorkCover
- Long Service Leave

Buttons: Load, Find: F9, Save: F10, Cancel, Delete: F6, Exit: Esc



Deduction Maintenance

Code:

Name:

Post-Tax

Calculation Method: Global Loading

Amount:

Type: Normal Child Support PAYG

Child Support Garnishee

Protected Earnings Amount:

Per Week	Per Fortnight	Per Month
429.98	766.20	1660.10

Cost Centre: Balance Sheet/Child

Historical Deduction

Pay Deduction by Consolidated Direct Credit

BSB Number: Account: Reference:

Buttons: Prev: F7, Next: F8, Find: F9, Add: F4, Delete: F6, Exit: Esc

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