



STP Phase 2

**PAD Code and Employee
Maintenance Additions**



Introduction

STP Phase 2 will introduce changes in the Employee Maintenance and PAD Code Maintenance functions to enable extended reporting as required by the ATO.

This document details the changes and the actions required to prepare your business for the new reporting requirement introduced with STP Phase 2.

Please note STP Phase 2 reporting will not commence until 1st July 2022. The current STP process will continue to operate as normal until the cut over.

For more information on STP Phase 2 please visit [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)/)

Please note Sympac Payroll should only be used for reporting payments made in AUD only.

Employee Maintenance

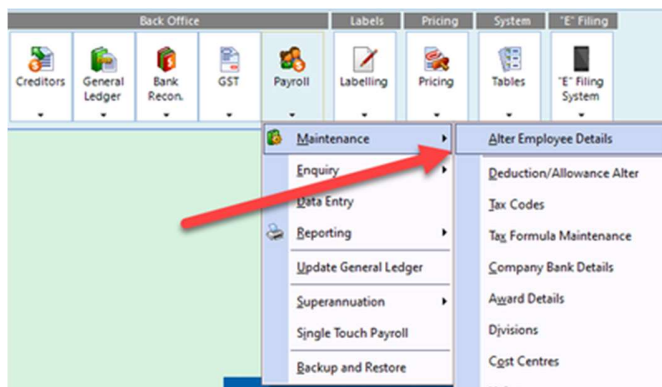
New fields added

- Termination reason
- Income Type

Fields updated

- Category

Select Alter Employee Details from the Payroll menu

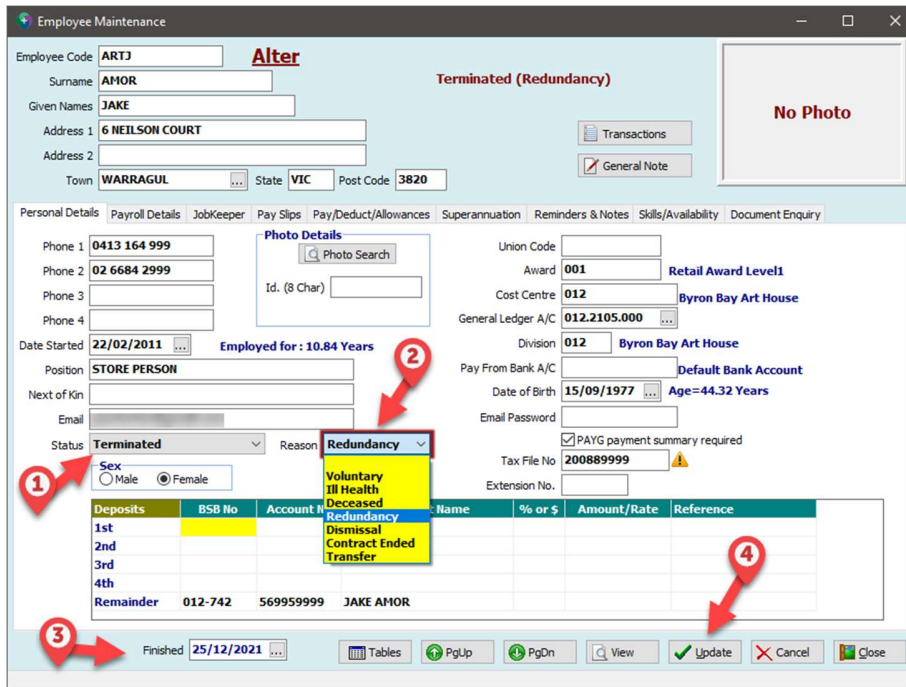


Termination

To terminate an employee

1. Select **Personal Details** tab
2. Select **Terminated** from the Status drop list
3. Select a termination **Reason**
4. Enter a **Finished** date

5. Click the **Update** button



Employee Maintenance

Employee Code: **ARTJ** **Alter**

Surname: **AMOR** **Terminated (Redundancy)**

Given Names: **JAKE**

Address 1: **6 NEILSON COURT**

Address 2:

Town: **WARRAGUL** State: **VIC** Post Code: **3820**

Personal Details | Payroll Details | JobKeeper | Pay Slips | Pay/Deduct/Allowances | Superannuation | Reminders & Notes | Skills/Availability | Document Enquiry

Phone 1: **0413 164 999** Photo Details: Photo Search

Phone 2: **02 6684 2999** Id. (8 Char):

Phone 3:

Phone 4:

Date Started: **22/02/2011** Employed for: **10.84 Years**

Position: **STORE PERSON**

Next of Kin:

Email:

Status: **Terminated** Reason: **Redundancy**

Sex: Male Female

Union Code:

Award: **001** Retail Award Level1

Cost Centre: **012** Byron Bay Art House

General Ledger A/c: **012.2105.000**

Division: **012** Byron Bay Art House

Pay From Bank A/c: Default Bank Account

Date of Birth: **15/09/1977** Age: **44.32 Years**

Email Password:

PAYG payment summary required

Tax File No: **200889999**

Extension No.:

Deposits	BSB No	Account No	Name	% or \$	Amount/Rate	Reference
1st						
2nd						
3rd						
4th						
Remainder	012-742	569959999	JAKE AMOR			

Finished: **25/12/2021**

Buttons: Tables, PgUp, PgDn, View, **Update**, Cancel, Close

Employee Income Type

The Category field has been modified and Income Type field added to allow the ATO Employee Basis and Income Type to be determined.

- F (Full time) – a person who is engaged for the full ordinary hours of work as agreed between the payer and the payee and/or set by an award, registered agreement or other engagement arrangement. A full-time payee has an expectation of continuity of the employment or engagement on either an ongoing or fixed term basis
- P (Part time) – a person who is engaged for less than the full ordinary hours of work, as agreed between the payer and the payee and/or set by an award, registered agreement or other engagement arrangement. A part time payee has an expectation of continuity of the employment or engagement on either an ongoing or fixed term basis
- C (Casual) – a person who does not have a firm commitment in advance from a payer about how long they will be employed or engaged, or for the days or hours they will work. A casual payee also does not commit to all work a payer may offer. A casual payee has no expectation of continuity of the employment or engagement
- L (Labour Hire) – a contractor who has been engaged by a payer to work for their client. The hours of work and duration of engagement are not factors for consideration
- N (Non-Employee) – a payee who is not in scope of STP for payments but may be included in STP for voluntary reporting of superannuation liabilities only. **New**



Income Type

Income Type for each of your employees. Check with your accounting advisor or the ATO if you're not sure which one to choose.

Available options:

- Salary and wages (this is the most common income type)
- Closely held payee (learn more about this at <https://www.ato.gov.au/Business/Single-Touch-Payroll/Concessional-reporting/Closely-held-payees/>)
- Labour hire
- Working Holiday Maker (you will also need to choose the employee's Country of Origin)

This is a new field:

Select an Income **Category**

Select an **Income Type** (most employees will be Salary and Wages)

Click the **Update** button

Working Holiday Maker

Working holidaymakers require a country of residence for reporting to the ATO



Personal Details Payroll Details JobKeeper Pay Slips Pay/Deduct/Allowances

Tax Scale **02: Claiming TFT**

Weekly Normal Hours **38.00** (5 Day Week)

Normal Hourly Rate \$ **27.83400**

Gross Salary at
Per Week \$ **1057.69** Per Annum \$ **55151.10**

Payment Method **Bank Transfer** YTD Gross 3173.08

Pay Frequency **Weekly** YTD Net 2627.08

Family Tax Allow. **0.00** YTD Tax 546.00

Rebates **0.00**

Extra Tax **0.00**

Category **Permanent/Salary**

Income Type **Working Holiday Maker**

Resident Country **Viet Nam (vn)**

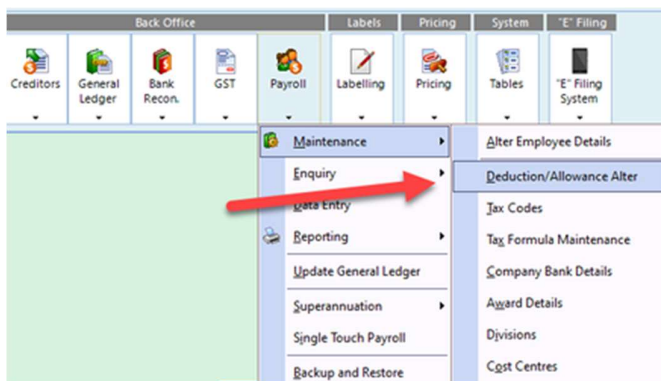
Pay Run Group **0**

Deduction/Allowance Alter

Three additional reporting categories have been added to the PAD code maintenance

- Income Type
- Allowance Type
- Deduction Type

Select Deduction/Allowance Alter from the Payroll menu



Three additional columns have been added to cater for STP phase 2. The original Allowance and Deduction type columns will remain for the transition period.

Income Category

- Income Category

Is to allow the disaggregation of Gross Payments in STP phase 2. This should only be assigned to a **Pay** PAD code. The default value is **Gross**.



- Allowance Type.

Allow Type II is an updated version of Allow Type for STP phase 2. This should only be assigned to an Allow PAD code. The default value is Other.

- Deduction Type

Deduct Type II is an updated version of Deduct Type for STP phase 2. This should only be assigned to a Deduct PAD code. The default value is Not Reportable.

Pay Codes (Allowances & Deductions)																				
Code	Description	PAY	RATE	TYPE	FIXED	BENEFIT	YES	NO	Y	1	0.00000	2105.000	Yes	Dir	Allow Type	Deduction Type	Category	Allow Type II	Deduction Type II	
001	ORDINARY TIME	Pay	Rate	1.000	Fixed	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes		Gross			
002	TIME & 1/2	Pay	Rate	1.500	Fixed	Bef	No	N	N	N	N	1	0.00000	2105.000	Yes		OverTime			
003	DOUBLE TIME	Pay	Rate	2.000	Fixed	Bef	No	N	N	N	N	1	0.00000	2105.000	Yes		OverTime			
004	SPECIAL TIME	Pay	Rate	0.000	Vble	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes		Spec			
005	F/T PUBLIC HOLIDAYS	Pay	Rate	2.250	Fixed	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes		Publ			
006	ANNUAL LEAVE	Pay	Rate	1.000	Fixed	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes		Annu			
007	PERSONAL LEAVE	Pay	Rate	1.000	Fixed	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes		Sick			
008	WORK CARE	Pay	Rate	0.000	Vble	Bef	Yes	N	N	N	N	1	0.00000	2105.000	Yes		Work		WorkCover Leave	
009	LONG SERVICE LEAVE	Pay	Rate	1.000	Fixed	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes		Long		Paid Leave	
010	ANNUAL LEAVE LOADING	Pay	Rate	0.175	Fixed	Bef	Yes	N	N	N	Y	1	0.00000	2105.000	Yes		Annu		Paid Leave	
011	CASUAL 6PM RATE	Pay	Rate	1.200	Fixed	Bef	Yes	N	N	+	Y	1	0.00000	2105.000	Yes		RDO			
012	DIR TAKEN	Pay	Rate	1.000	Fixed	Bef	Yes	N	+	+	Y	1	0.00000	2105.000	Yes					
013	CASUAL SATURDAY RATE	Pay	Rate	1.200	Fixed	Bef	Yes	N	N	+	Y	1	0.00000	2105.000	Yes					
014	CASUAL SUNDAY RATE	Pay	Rate	1.400	Fixed	Bef	Yes	N	N	+	Y	1	0.00000	2105.000	Yes					
015	F/T SATURDAY RATE	Pay	Rate	1.250	Fixed	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes					
016	F/T SUNDAY RATE	Pay	Rate	1.500	Vble	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes					
017	CASUAL PUBLIC HOLIDAY	Pay	Rate	2.000	Fixed	Bef	Yes	N	+	+	Y	1	0.00000	2105.000	Yes					
018	F/T 6PM RATE	Pay	Rate	1.250	Fixed	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes					
019	TERMINATION PAY	Pay	Rate	0.000	Vble	Bef	No	+	+	+	Y	6	0.00000	2105.000	No		Term			
020	ADJUSTMENT	Pay	S/val	0.000	Vble	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes					
021	BOND REPAYMENT	Deduct	S/val	100.000	Fixed	Aft	No	N	N	N	N	1	0.00000	5027.000	Yes		Fees			
022	BONUS - PB	Pay	S/val	0.000	Vble	Bef	Yes	N	N	+	Y	1	0.00000	2105.000	No		Gross			
023	PB CATCH UP BONUS	Allow	S/val	4855.210	Fixed	Bef	No	N	N	N	N	1	0.00000	2105.000	No		Other			
024	BONUS	Pay	S/val	0.000	Vble	Bef	Yes	N	N	+	Y	1	0.00000	2105.000	No		Gross			
025	UNPAD SICK LEAVE	Pay	Rate	0.000	Fixed	Bef	Yes	N	N	N	N	1	0.00000	2105.000	Yes		Gross			
026	UNPAD ANNUAL LEAVE	Pay	Rate	1.000	Fixed	Bef	No	+	+	+	Y	1	0.00000	2105.000	Yes		Gross			
027	UNPAD LONG SERVICE LEAVE	Pay	Rate	1.000	Fixed	Bef	No	N	+	+	Y	1	0.00000	2105.000	Yes		Gross			
028	NEW SUNDAY RATE CASUAL 175%	Pay	Rate	1.750	Fixed	Bef	Yes	N	+	+	Y	1	0.00000	2105.000	Yes		Gross			
029	NEW SUNDAY RATE CASUAL 150%	Pay	Rate	1.500	Fixed	Bef	Yes	N	+	+	Y	1	0.00000	2105.000	Yes		Gross			
030	LAUNDRY ALLOWANCE	Allow	S/val	1.250	Fixed	Bef	No	N	N	N	N	1	0.00000	2105.000	No		Gross			
031	SUPERVISOR - NORMAL (CASUAL)	Pay	Rate	1.040	Fixed	Bef	Yes	N	+	+	Y	1	0.00000	2105.000	Yes		Gross			
032	SUPERVISOR - AFTER 6PM (CASUAL)	Pay	Rate	1.248	Fixed	Bef	Yes	N	+	+	Y	1	0.00000	2105.000	Yes		Gross			
033	SUPERVISOR - SATURDAY (CASUAL)	Pay	Rate	1.248	Fixed	Bef	Yes	N	+	+	Y	1	0.00000	2105.000	Yes		Gross			
034	SUPERVISOR - SUNDAY (CASUAL)	Pay	Rate	1.456	Fixed	Bef	Yes	N	+	+	Y	1	0.00000	2105.000	Yes		Gross			
035	SUPERVISOR - PH (CASUAL)	Pay	Rate	2.080	Fixed	Bef	Yes	N	+	+	Y	1	0.00000	2105.000	Yes		Gross			
036	SUPERVISOR - NORMAL (FT/PT)	Pay	Rate	1.040	Fixed	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes		Gross			
037	SUPERVISOR - AFTER 6PM (FT/PT)	Pay	Rate	1.300	Fixed	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes		Gross			
038	SUPERVISOR - SATURDAY (FT/PT)	Pay	Rate	1.300	Fixed	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes		Gross			
039	SUPERVISOR - SUNDAY (FT/PT)	Pay	Rate	1.560	Vble	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes		Gross			
040	SUPERVISOR - PH (FT/PT)	Pay	Rate	2.340	Fixed	Bef	Yes	+	+	+	Y	1	0.00000	2105.000	Yes		Gross			
041	JOB KEEPER PAYMENT	Allow	S/val	750.000	Fixed	Bef	Yes	N	N	N	Y	1	0.00000	2105.000	Yes	3P	Other			
042	3P ACCRUAL CALCULATOR	Allow	S/val	0.000	Vble	Bef	Yes	+	+	+	N	1	0.00000	2105.000	Yes	3P	Other			

For more information on any of the new types, please see the following or refer to your Accountant:

- [The rules of reporting through STP | Australian Taxation Office \(ato.gov.au\)](#)
- [Expanding Single Touch Payroll \(Phase-2\) \(ato.gov.au\)](#)
- [Quick Reference Guide for Income, Allowance and Deduction Types \(ato.gov.au\)](#)
- [Withholding for allowances | Australian Taxation Office \(ato.gov.au\)](#)
- [Union fees, subscriptions to associations and bargaining agents fees | Australian Taxation Office \(ato.gov.au\)](#)
- [Workplace giving programs | Australian Taxation Office \(ato.gov.au\)](#)
- [Taxation of termination payments | Australian Taxation Office \(ato.gov.au\)](#)
- [Salary sacrifice arrangements | Australian Taxation Office \(ato.gov.au\)](#)