Release Notes

Access WageEasy Version 8.0.4.8669

For our Payroll Online customers

Installation and upgrade of Access WageEasy is managed as part of our service to you. You can disregard any comments or instructions that refer to downloading and installing software upgrades.

This is a mandatory release for all Access WageEasy customers processing Australian Payroll as it contains updates for STP2 reporting.

WageEasy v8.0.4 contains changes and enhancements for STP2 reporting, including:

- Setting for STP2 reporting group - Cashed Out Leave to exclude from period overtime,
- Termination redundancy Lump Sum D STP2 reporting correction,
- ETP payment duplication in STP2 reporting header correction,
- Availability of user defined queries to assist with checking STP2 reporting for end of year.

And introducing the NEW Access Digital Assistant Chat Bot

NEW Leave option for Cashed Out Leave to 'Exclude leave hours from Period Overtime calculation' added to Planned Leave

When leave applications are added at the Employee > Planned Leave level, if the leave is set to be STP2 reported as C – Cash Out Leave in Service, the option to set the leave to *'Exclude leave hours payment from period overtime calculation,'* becomes available. Selecting this option sees the leave hours not contributing to the hours worked for calculation of period overtime in this single pay instance.
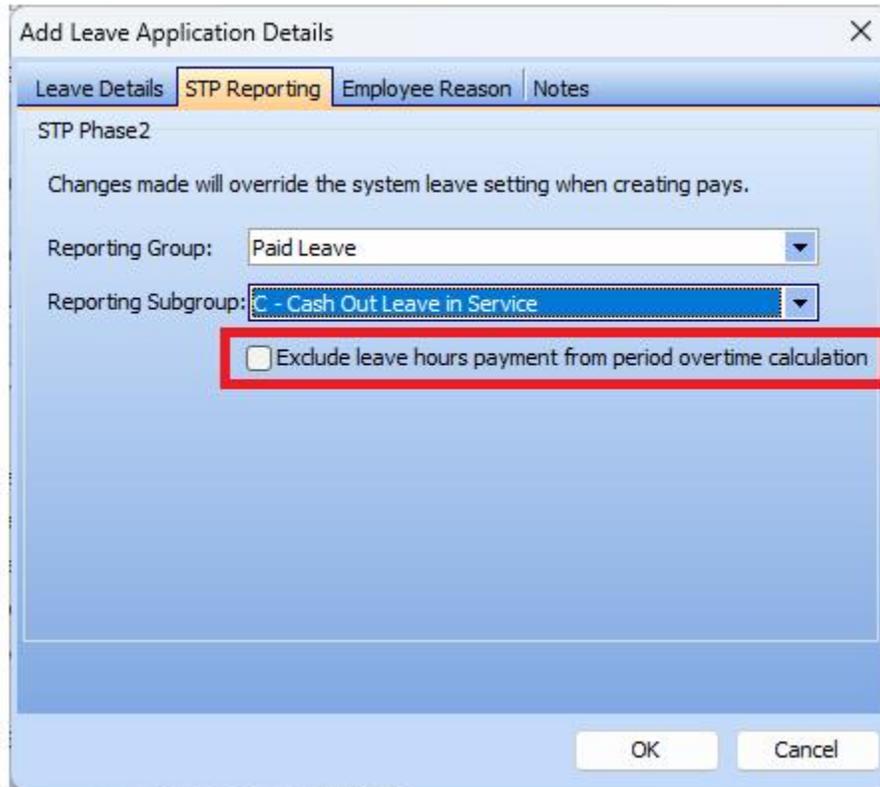
Termination redundancy Lump Sum D STP2 reporting correction.

Correction to the STP2 reporting of Termination redundancy Lump Sum D payments where previously these amounts were not reported in the employee level records.

Correction for ETP duplication in STP2 reporting header.

Correction to the STP2 header record reporting of ETP's where duplicate ETP records are present. Entry of ETP for Termination Notice or Termination Severance and ETP leave payout now correctly only reflected in the reporting of a single ETP amount.

NEW Digital Assistant - NEW icon on Main screen with weblink to -
https://www.theaccessgroup.com/en-au/support/on-premise-products/access-wageeasy for instant chatbot support

User Defined Queries for EOFY balancing back to final STP2 Update

- Payslip STP2 Reporting – date range configurable employee payslip level breakdown of each STP2 reporting group by income type.
- YTD Company STP2 Reporting Breakdown Summary – financial year company level breakdown of each STP2 reporting group and sub-group with amounts matching back to the STP2 Update grid.
- YTD Employee STP2 Reporting Breakdown Summary – financial year employee level breakdown of each STP2 reporting group by income type.
- YTD Employee Non-payslip STP2 Reporting Details – financial year employee income type non-payslip level breakdown to each STP2 reporting group.

Head to Access Knowledge Base for more details and to download these queries.

Additional Items

Setting of Payroll Online database backup location

The database backup location for Payroll Online has been reinstated as the designated Backup folder. This is the only location that databases can now be backed up to.

Updated and upgraded Sample Company databases.
Australian and New Zealand include 2024 financial year data.
Cook Islands, Fiji, PNG, Samoa, Solomon Islands, Tonga, Vanuatu databases upgrade only.

👍 To better understand how STP2 works, please refer to the following resources:

Single Touch Payroll Phase 2 employer reporting guidelines

This ATO guide clearly explains the changed reporting requirements for STP2, e.g., more detailed breakdown of employee gross, and gives useful examples.

Our dedicated STP2 resources hub.

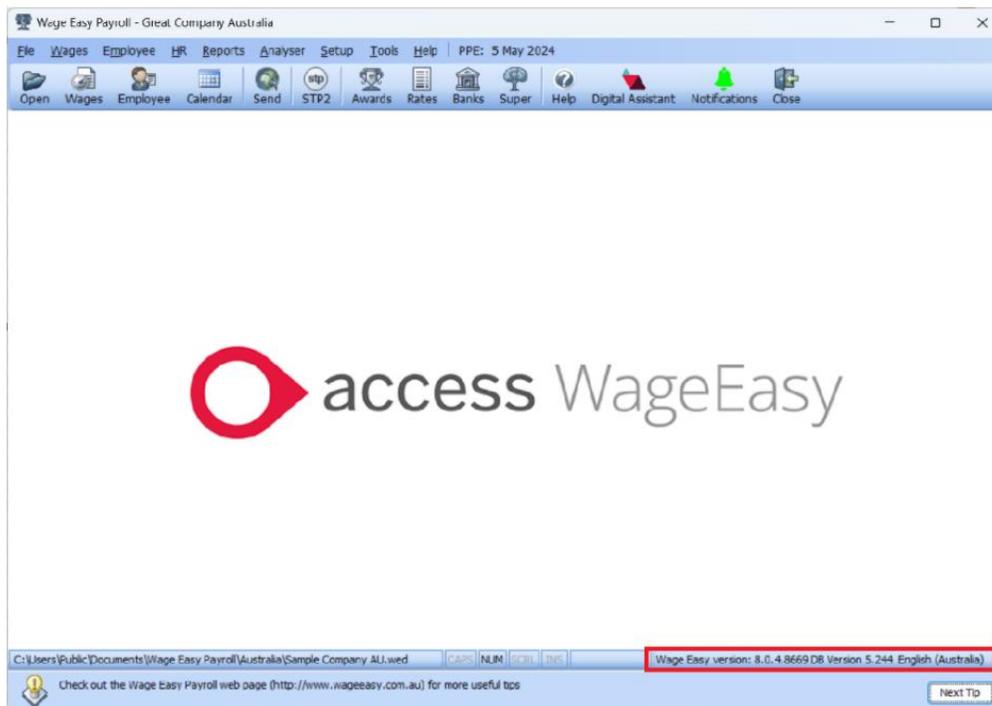👍 **After you Upgrade**

After the upgrade is installed, you should check that the correct software and database versions are displayed. If the latest version numbers are not as displayed below, Access WageEasy may not have been successfully upgraded.

To check the version of Access WageEasy

The version number is displayed on the bottom right-hand corner of the main Access WageEasy screen.

After you have upgraded and opened your database, you can also check the version number by going to *Help > About Wage Easy Payroll*.

Your new database version number after the upgrade will be 8.0.4.8669.

To ensure payroll data is up to date, we strongly recommend that you submit an STP Update for all employees before submitting your first STP2 pay event.

NOTE

If you have not yet enabled STP2, refer to WageEasy V8.0.0.8621 Release Notes for in depth information. WageEasy's STP2 **deferral ended** on **30 September 2023**. By that date, you should have commenced STP2 reporting or have received your own deferral from the ATO.

Knowledge Base

For further general information on this update, check out **Knowledge Base** and benefit from **anytime access to an extensive knowledge base** of FAQs and product support queries to help with your payroll processing.

Access Knowledge Base